



Office of the Board of Selectmen
2 Town Hall Road, Newton, NH 03858
Tel: 382-4405 Option 5 Fax 382-9140
www.newton-nh.gov

NEWTON BOARD OF SELECTMEN
DATE: MONDAY, APRIL 27, 2020
TIME: 6:00PM
CONFERENCE CALL

PUBLIC MEETING MINUTES

I. Call to Order

This meeting was held to bring the Selectmen and public up to date on the COVID-19 virus. The public meeting was held via conference call. On the phone was Chairman Matthew A. Burrill, Selectmen Kathryn Michaels, Lawrence B. Foote, Charles R. Melvin Sr., Town Administrator Nancy Wrigley, and Secretary Diane Morin. The public session was audio taped. The public meeting minutes were transcribed and typed by Secretary Morin. Selectman Lisa L. Gonyer was excused this evening.

Other conference call attendees were Tina O'Rourke, Chief Alcaldinho, Trisha McCarthy, Terry Caswell, Pete Gagnon, Chief Jewett, Jack Kozec, Barbara White. and members of the public.

Chairman Burrill called the meeting to order at 6:00pm.

II. Scheduled Business

A. Update – COVID-19 virus

Chairman Burrill explained the reason for the meeting was to bring the Board and public up to date on guidelines to combat the spread of the COVID-19 virus.

Mrs. McCarthy briefed the Board with new updates from the State conference calls held April 23 through the 27, 2020.

Mrs. McCarthy reviewed the State statistics for COVID-19 patients including First Responders. The amount of positive test results and the number of deaths were up. The number of positive test results is due to the increase in testing.

The State was seeing a lag time for test results from Convenient MD and have made other arrangements. The results are now available within 20 hours for First Responders.

There are still concerns on how to open the State safely. What tourist sites would or should be open. The State is still working on a plan for these concerns.

Victims of domestic violence can now use alternative lodging as safe housing under certain circumstances. Correctional Officers now qualify for quarantine.

The State EOC is still at full activation.

The Federal Government has shut down some national park trails in the White Mountain National Forest due to overcrowding.

The Governor extended the state of emergency order to May 15, 2020. The stay at home executive order is still under review. There should be a decision on whether the order will be extended this week.

Mrs. McCarthy, EMD Foote and Mrs. Hughes, the Bookkeeper, have been working on the application for reimbursement through the FEMA program. Mrs. McCarthy reminded that any volunteer time will go towards the 25% match. The State Homeland Security Director called our EOC to inform them that they are still working on getting thermometers for the Town.

There are still issues along the coast that people are not adhering to the parking regulations and the beaches being closed.

The State said there are times that the Federal Government will redirect PPE's to a site that has a higher need.

Mrs. McCarthy stated that it is important for the Town to have people on these calls as they will count towards the 25% match. She encouraged those on the call to have other people join the calls.

Chairman Burrill asked how the timesheets are being filled out to distinguish the difference between those who are not able to work and those that are. Mrs. McCarthy stated any extra staff will be covered under the 75% reimbursement. She went on to explain that if an employee were able to work some of their normal hours, they would enter that time on the sheet. The remainder of the hours not worked would be entered with a comment "COVID-19". These hours may not be reimbursed but the Town should keep track in case the rules change. Chairman Burrill stated that an email should be sent to Department Heads instructing them to have employees not able to work add in the comment field "COVID-19 did not work" on their timesheets. This will show the Board the number of hours not worked due to the pandemic. The Board agreed to have Secretary Morin send out an email. EMD Foote will send an example of how a timesheet should be filled out.

B. Town Hall & Gale Library – Life safety repair schedule

Secretary Morin reviewed the work that was done on Friday, April 24, 2020. The sprinkler heads were removed and the holes in the building and ceiling tiles were repaired. Replacing the heat with smoke detectors took longer than anticipated. Only the second level was completed. There is still more work to be done in the office areas. The contractor estimated he would need another 5 hours to finish the office area at the Town Hall. He also stated that there would be an increase in cost. The upper level cost was \$1,683.00. At a previous meeting, the Board motioned to not spend more than \$2,200.00. The contractor is estimating the cost to be \$800.00 which is an extra \$300.00. The Board would like to see a written estimate from the contractor.

Secretary Morin stated that the Library will need to be re-scheduled. The contractor estimated he would need 5 hours to complete the work.

The Board discussed scheduling the work that needs to be completed. Selectman Foote suggested that the Library work be done soon and to wait on the Town Hall until we are closer to re-opening to the public. The Board agreed to schedule the work to be completed at the Library. Mrs. Caswell stated that she enters the building every 2 weeks and will work around the contractor's schedule. The building will not be disinfected because no one will be allowed in the building for 7 days.

C. Transfer Station – Bulk items

Chairman Burrill reviewed the current status the Transfer Station is using with accepting bulk items. He would like to see a way for residents to drop off their bulk items and be able to pay the fee without the employees having to handle the money. He would like to see Transfer Station Manager (TSM) Gagnon work on a plan to implement no contact fee paying. TSM Gagnon asked what if they need change. Chairman Burrill stated that if they do not have the exact amount then no change would be made. Selectman Foote stated once a policy is implemented, the resident should bring their own help because the employees will not be able to assist them. Selectman Michaels suggested setting up a PayPal account. The Board agreed to have TSM Gagnon work on a plan to present to the Board.

D. Town Administrator Wrigley informed the Board that Custodian Tony Romanoski is willingly to clean the Town Hall on Saturday's when no one else is in the building. The Board agreed to have him come in on Saturday's.

Selectman Michaels stated that the Board needs to be cautious to not over expend the budget. Chairman Burrill stated that this new normal will be something the Town needs to be prepared for. Whatever can be done to minimize the exposure should be done sooner rather than later. Mrs. McCarthy reiterated the need to match the 25%.

E. New fire truck lease agreement

Selectman Gonyer move to accept the Master Lease Purchase Agreement for the new E-One Custom Pumper Fire Apparatus dated as of May 1, 2020, in the amount of \$69,001.92 per year for 10 years and to authorize the Chairman and any other necessary signatures to sign all documents needed to execute the lease agreement. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

F. Public meeting minutes – April 20, 2020

Selectman Gonyer move to accept the public minutes date April 20, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

G. Non-Public and Public meeting minutes – April 21, 2020

Selectman Gonyer move to accept the nonpublic and public minutes date April 21, 2020 as written. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

III. Adjourn

Selectman Melvin moved to adjourn at 6:44pm. Seconded by Selectman Gonyer. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary