



**Office of the Board of Selectmen**  
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**NEWTON BOARD OF SELECTMEN**

**DATE: WEDNESDAY, MAY 6, 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, 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 that she attended.

Outdoor dining can begin on May 18, 2020. Any tent up excess of 400 square feet requires an assembly permit from the local Fire Department and occupancy would be based on usual guidelines not COVID-19 guidelines. Fire Codes must be adhered to as well. Outdoor seating should not hinder the Town's right-of-way.

There were more questions concerning who could visit campgrounds and will be forwarded to the Governor's Office. To be considered a member of the campground they would need to have established a membership for their site prior to the stay at home order.

Memorial Day Service can be held provided social distancing is being followed. People would need to remain in their vehicles.

Town owned beaches are not allowed to open.

Restaurants must comply with local building codes when erecting structures for outdoor dining.

The First Responders stipend checks will come to the Town as a lump sum and the Town will be responsible for distributing the stipend to qualified First Responders.

She provided the latest statistics from the State on cases of COVID-19 which included First Responders. The numbers that are being displayed on TV are not accurate.

Churches must abide by the no more than 10 people at a scheduled gathering. Drive-in theaters can be used for Church services.

Chairman Burrill stated that there are a small number of restaurants in Town and they should not be allowed to place tables in the parking lot that could affect the Town's right-of-way. EMD Foote will reach out to the properties owners to make sure they understand the policy. Selectman Melvin stated that he lives next door to 2 of the restaurants and has not seen any issues.

Chairman Burrill suggested that a task force be formed to re-open the Town Hall. The task force will work on how best to re-open the Town Hall and abide by the guidelines for social distancing.

Selectman Foote stated that plexiglass shields for the Selectmen's Office and Town Clerk's window, a curtain for the kitchen area and a budget are some of the items needed. The floor will need to be taped to indicate safe distances that people should stay at. These should be started next week. The Board should consider who will be asking the COVID-19 questions and taking people's temperature before being allowed into the building.

Selectman Michaels stated that there should be no rush to re-open the Town Hall until the Statewide numbers of positive cases goes down. She is in favor of getting the Town Hall ready for re-opening.

Chief Alcainho recommended Mr. Jim Ryan for a quote to install the plexiglass where needed.

Town Administrator Wrigley stated that the custodian is willing to come into the Town Hall to wipe down surfaces. She also suggested that a copier be installed in the Town Clerk/Tax Collector's Office.

Town Administrator Wrigley, Secretary Morin, EMD Foote and Chief Alcainho will comprise the task force. Mrs. O'Rourke asked that the Food Pantry be considered when opening the Town Hall.

Chairman Burrill stated that if the pandemic continues the Town will be holding elections soon. The Town may have to move the polling place where social distancing can be maintained.

Mrs. Caswell addressed the Board. The Library Trustees will be meeting next week to review how the library might re-open. They are looking into installing plexiglass in the appropriate areas.

Chairman Burrill stated that there is a fund available that can be used to pay for needed upgrades to Town buildings in order to maintain social distancing guidelines.

Mrs. Caswell stated that a possibility might be to offer curbside drop off and pick up. Because the library has only one door that is accessible for patrons that cannot manage stairs, this will decrease the number of patrons who can enter the building if we use the in one door out another door policy. Mrs. McCarthy stated that the State informed them that in cases like this, people would need to step aside to allow the person to exit the building.

There was a discussion on whether to limit the hours the Town Hall is open. This will be taken up later before re-opening the Town Hall.

Mrs. Caswell stated that the library will need a thermometer and is looking for recommendations. Mrs. McCarthy will supply her with a list of recommendations.

Chairman Burrill announced that the Board is working on honoring our fallen heroes on Memorial Day and that more information will follow.

Mr. Kozec asked if the Police and Fire Department are taking employee temperatures when they report for work. Chief Alcadinho and Chief Jewett stated that each department has a process that is being followed.

Mr. Kozec asked if the Transfer Station should do this. Chief Alcadinho stated that thermometers are hard to get due to short supply. The Fire Department is looking for 2 more to replace the ones that are not touchless. Transfer Station Manager Gagnon stated that they would need one for each building in order to follow the same process as the Fire Department. Mr. Kozec stated that it would be in one building only when the employees report to work. Chief Alcadinho stated that the Fire Department is following guidelines specific to them. EMD Foote will work with the other departments on this issue.

The Board asked Town Administrator Wrigley and Transfer Station Manager Gagnon to work on providing lunch for the Station employees this weekend.

**Selectman Foote moved to go into non-public session at 6:45pm under RSA 91-A: 3 II (d) – Consideration of sale of Town property. Seconded by Selectman Michaels with a unanimous roll call vote: Burrill – aye, Foote – aye, Michaels – aye, Melvin – aye.**

**Selectman Michaels moved to close the non-public session at 6:57pm. Seconded by Selectman Foote. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.**

**Chairman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (d) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Seconded by Selectman Melvin. Burrill – aye, Foote – aye, Michaels – aye, Melvin – aye.**

III. Adjourn

**Selectman Melvin moved to adjourn at 7:00pm.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary