



**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: WEDNESDAY, JULY 15, 2020
TIME: 6:00PM
CONFERENCE CALL

PUBLIC MEETING MINUTES

I. Call to Order

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

As Chairman of the Board of Selectmen for the Town of Newton NH, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe or listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Zoom Conference Call for this electronic meeting. All members of the Board have the ability to communicate during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #929-205-6099. Meeting ID number is 86907536632. Or using the link provided here: <https://us02web.zoom.us/j/86907536632>

We previously gave the notice to the public of the necessary information for accessing the meeting, including how to access the conference call via phone.

If anyone has a problem, please email BOSSecretary@newtonnh.net. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Utilizing Zoom Video Conferencing was Chairman Matthew A. Burrill, Selectmen Lisa L. Gonyer, Kathryn Michaels, Town Administrator Nancy Wrigley, and Secretary Diane Morin. Utilizing Zoom Audio Conferencing was Selectmen Lawrence B. Foote, Charles R. Melvin Sr. The public session was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin.

Other conference call attendees were Tina O'Rourke, Trisha McCarthy, Terry Caswell, Pete Gagnon, James Doggett, and members of the public.

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. She provided the Board with the latest statewide statistics which includes First Responders.

The National Guard are no longer working the unemployment call center. They are still actively involved in distributing PPE.

The Governor released the guidelines for opening schools within the State. There is a new recruitment portal for residents to access listing available positions within the State Government.

PPE have been ordered for upcoming elections and they hope to have them filled shortly.

A GOFERR account has been setup to assist residents who are unable to pay for housing. They should contact the local Welfare agent.

People who test positive or have been in close contact with a person that tested positive must self-quarantine. Failure to do so can result in the State issuing an order to stay at home. Local officials can reach out to NH DHHS for assistance.

The State is looking at relaxing the number of voting booths that municipalities must have during an election.

Municipal buildings are not required to follow the minimum capacity guidelines, but social distancing must be adhered to along with other codes such as fire codes.

The State will provide an update on opening playgrounds and ball fields at a later time.

The State is looking at stock piling PPE in case of an uptick in cases.

Chairman Burrill stated the next big step for the Town is preparing for upcoming elections.

B. Re-opening of Town Hall – Task Force update

Chairman Burrill stated that the Town Hall was scheduled to do a soft opening on July 14, 2020 but there were issues with the vendor installing the shields for the Town Clerk/Tax Collector and Selectmen's Office windows.

Mrs. McCarthy stated that the next available time to have the shields installed would be 3:00pm on July 20, 2020 or on the morning of July 24, 2020.

Chairman Burrill stated the staff could leave early if they felt uncomfortable being in the building when the vendor is doing the work. They could make up the time later or take PTO.

Selectman Michaels suggested the start time be 4:00pm on July 20, 2020. This way the staff's workday would be done.

The Board agreed to allow the vendor to complete the installation on July 20, 2020 beginning at 4:00pm. Mrs. McCarthy will ask the vendor if he can do the job at that time. Town Administrator Wrigley will contact Custodian Romanoski to clean the Town Hall later that day once the work is completed.

Mrs. McCarthy stated that the vendor will be at the Library on July 24, 2020 to install the shields.

Mrs. McCarthy stated that the signs have been received. The signs and brochure box will be installed prior to the Town Hall re-opening. Mrs. McCarthy read the questions that are on the signs and flyer.

Secretary Morin stated that she texted the Town Clerk about the vendor coming in at 3:00pm on July 20, 2020 to install the shields and the Town Clerk was fine with the timing. Mrs. McCarthy will have the vendor begin work at the Town Hall on July 20, 2020 at 3:00pm.

Mr. James Doggett, Planning Board Administrative Assistant, addressed the Board. He asked the Board to allow him to use the window in the back-conference room at the Town Hall to receive paperwork from applicants. This way he will not have to open the door to speak or receive the paperwork.

Mrs. McCarthy suggested a large secured lock box be mounted to the building where applicants could drop off paperwork at any time. Mr. Doggett stated that he sometimes receives checks and would not want to see them left in a lock box. He also commented that applicants for the Board of Appeals might use the lock box as well and he does not accept paperwork for that Board. EMD Foote will investigate the cost of 2 lock boxes, one for the Planning Board and the other for the Board of Appeals.

Selectman Michaels stated that the rules for Town Hall should be uniformed across all departments for allowing the public into the Town Hall.

The Board agreed to allow Mr. Doggett to use the window to accept paperwork and communicate with applicants.

C. Recreation Committee – meeting in Town Hall.

Secretary Morin stated she received a request from the Recreation Commission Secretary asking if the Commission can use the main hall in the Town Hall. The Board agreed that the Town Hall is not open, and the Recreation Commission should continue to use Zoom or meet in the Town Hall parking lot.

Selectman Foote stated that the Board needs to consider allowing live meetings at the Town Hall.

D. Lot line adjustment – 35 S. Main St.

Chairman Burrill stated that the old fire station at 35 South Main Street is up for sale. Prior to selling the property the Town needs to adjust the lot line to exclude the entrance to the Peanut Trail and a fire pond. To accomplish this a surveyor was hired to work on the lot line adjustment that is needed. The Board has informed the abutter of the proposed lot line adjustment.

Selectman Melvin stated that once the Board approves the draft plan, he will meet with the surveyor to get a plan and review it. He will then submit it to the Planning Board for review.

Selectman Gonyer stated that lot line adjustment will not affect the frontage, or the total acreage. The shape of the lot will be the only change.

Chairman Burrill moved to approve the proposed lot line adjustment as presented by Selectman Melvin and S.E.C. & Associates, INC. and proceed to the next steps with the Planning Board. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

E. Letter to State --Duke's Variety Liquor License

Town Administrator Wrigley stated that there is a new tenant at Duke's Variety Store located on Amesbury Road. The new tenant needs to apply for a license to sell liquor with the State. The Town needs to provide the State with a letter of non-opposition.

Selectman Gonyer moved to authorize the Chairman to sign a letter of non-opposition to the State Liquor Commission for Duke's Variety Store liquor license request. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

F. Vendor manifest – June 30, 2020

Selectman Gonyer moved to sign the vendor manifest dated June 30, 2020 in the amount of \$1,357,929.60 of which \$1,252,701.00 for the July school payment. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

G. Selectmen's public meeting minutes dated June 8, 2020

Selectman Gonyer moved to approve the public minutes dated June 8, 2020 as written. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Adjourn

Selectman Michaels moved to adjourn at 6:48pm.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary