



**Office of the Board of Selectmen
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www.newton-nh.gov

NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, JUNE 10, 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 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, Chief Alcainho, Trisha McCarthy, Terry Caswell, Pete Gagnon, Chief Jewett, Jack Kozec, 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 is still providing support statewide for different projects and operations.

State beaches are now open for normal activities. New guidelines are available for Town/City owned beaches from the State.

Day care workers returning to work after being out of state are required to self-quarantine for 14 days before returning to work.

Local governing bodies have the authority to require masks be worn when entering a public building unless the governing body has delegated to another authority such as Library Trustees. It is recommended to supply disposal masks for those that do not have one before entering the building. The public can be refused entrance if they do not wear a mask unless its for a medical reason.

Library Trustees should work with their local EOC and Town for COVID-19 relief.

When opening Town buildings, it is recommended to clean public restrooms frequently and not just once a week.

Businesses can require employees that have traveled out of state to self-quarantine for 14 days. It is up to each business whether to compensate the employee. The 14-day self-quarantine is not required by the State.

Mrs. McCarthy provided updates from different State departments.

A task force is being formed to work on best practices for opening schools in September.

The State will be allowing more business to open beginning June 15, 2020 with guidelines.

Should a municipality require an employee to self-quarantine for 14 days after traveling out of state, it is up to the municipality to decide if the employee is compensated or not per ordinances that should be in place.

There is new guidance for Town owned beaches provided by the State. The State is recommending that Town owned beaches be monitored on a weekly basis and adjust for any non-compliant issues that may have risen.

B. Opening Town Buildings – Task Force report

The task force provided the Board with their recommendations to re-open the Town Hall as well as recommendations to create a safer environment for staff and the public. The following is from the task force:

Re-Opening Task Force:

Action Items:

1. Fix outdoor lights: including the one shining on flag.
2. Safety project is on hold until the panels are installed
3. Trim bushes on side of front steps (request Selectmen have Tony do this)

4. Working on signage for Town Clerk's door/mail slot.
5. Place a table by entrance door for the screening log at all town buildings, including: Town Hall, Transfer Station, Beach, Library, (Police & Fire- already done). Log will be maintained in that building. This helps just in case there is a person that has come down with Covid-19, it allows contact tracing. These logs are for the Health Agent's & Town use, (not the public).
6. Staff should have a separate screening log that they sign into as recommended by CDC & Primex
7. Signs for public access will be at the side door, "ENTER" & the front door, "EXIT"-(will get price and forward to BOS for their review/approval)
8. Signs for bathrooms need to be ordered (will get an estimate and give to BOS for their review/approval, "PUBLIC", "EMPLOYEES ONLY", "AUTHORIZED PERSONNEL")
9. Panels and floor signage were ordered on Thursday 6/4/20 and arrived on 6/8/20
10. I checked with Tony and he is all set for now. Up to speed with beach and park and does not have any needs currently
11. We should ask the Selectmen if they will approve us ordering signs as follows: 1- Entrance; 1-Exit; 2-Authorized Personnel (1 for kitchen & 1 for upstairs bathroom); 1-Employees Only (for ladies bathroom on mail level)
12. Food Pantry: screening table and log (this will be kept confidential by Tina)
13. Request that the BOS have Tony put together the Hand Sanitizer Stations.
They will be going to the following locations:
 - a. 4 for town hall (upstairs, downstairs, Food Pantry & planning board)
 - b. 2 for recreation (one for the beach and one for Greenie Park)
 - c. 2 for the Library
 - d. 2 for FD
 - e. 2 for PD
 - f. 1 for Road Agent (Butler Building)
 - g. 1 extra was ordered
 - h. Transfer station did not want any. They have water stations set up

Recommendations to the Board of Selectmen for their review:

To open the Town Hall the Task Force is Recommending the following:

Soft Opening (phase 1): July 6, 2020

1. Small table to be used as screening for the public. At the table will be a logbook for public to sign in & record their temperature. Screening questions will be asked by staff during initial phone call for an appointment. Resident will be told of the process to enter Town Hall.
2. All public must wear masks, follow social distancing guidelines, use hand sanitizer upon entering and leaving the building
3. Each appointment will be limited to the least amount of people (required by staff)
4. Foot signage will be placed according to recommendations by CDC (we have them now)
5. Home Page of Town Web site, will reflect new process for the public
6. Outside Billboard: www.newton-nh.gov – ***Open by Appointment Only - 382-4405***

Hours for soft opening-- phase 1

1. Town Clerk Tax Collector:
 - Hours for public will be "appointment only": (no nights) Appointment schedule is according to what TC/TC needs
Suggested to start with: Tuesday 8:30-12:30 Wednesday 12:30-3:30

2. Bookkeeper: will work in her office according to her schedule. (typically, no public interaction)
3. Jim (Planning Board): By Appointment Only: Will screen public & have them sign in
4. Andrea (Assessing): Wednesday morning (Nancy will confirm this works for Andrea)
5. Nancy: In her office on Tuesdays (access to printers and do deposits) otherwise working from home
6. Diane: By Appointment Only & otherwise will work from home
7. Police & Fire can be open to public because they already have their procedures in place, a screening table and log.
8. Transfer Station: should be keeping a screening log for employees
9. Beach should be keeping a screening log for employees
10. Food Pantry: by appointment and screening log will be kept confidential by Tina
11. Task force will create a Flyer & add a Brochure Box outside Town Hall & Library, explaining the policy on entering building. (Task force will request approval of flyer by BOS).

Chairman Burrill stated that he is looking for the cost of any additional items that are needed. Mrs. McCarthy stated that as of right now the only additional cost is for the hand sanitizing stations, sanitizing liquid and additional signage. The cost for each station is about \$200.00 and 14 were ordered.

The Town website will need to be updated with the process for access to the Town Hall. A brochure will be available outside the Town Hall and Library with the same information as on the website. She went on to review some of the other recommendations the task force came up with.

Selectman Michaels suggested that standalone HEPA air filters be used in the Town Hall. Mrs. McCarthy was not certain that any of the grants would cover the cost.

Chairman Burrill stated that we need to do a slow opening and if things do not work, we will need to step back.

Selectman Gonyer asked if there are any recommendations for the Library. Mrs. McCarthy stated that the Library Trustees are responsible for the Library.

Selectman Gonyer asked if the screening and logging was on the honor system. Mrs. McCarthy stated yes, it is an honor system. The public will be required to take their temperatures at home, answer questions and sign the logbook before being allowed into the Town Hall.

Chairman Burrill stated that this process is designed to help mitigate the risk of contracting COVID-19 and that this may become the new normal.

Selectman Gonyer asked how a handicapped person would be able to exit using the front door that has steps. Mrs. McCarthy stated that if a person needs to use the handicap entrance to exit the building any person/s in the hallway will be asked to exit the building so that person may exit using the handicap entrance.

Selectman Foote asked to confirm that the logbook was for employees only at the Transfer Station and Town Beach. Mrs. McCarthy confirmed that it was for employees only.

Mrs. McCarthy asked if Custodian Romanowski could trim the bushes in front of the Town Hall. She also asked if he could assemble the hand sanitizer as well. Town Administrator Wrigley will contact him.

Selectman Melvin asked if the Town Hall is only open for 3 hours to the public will the employees still be working when not open to the public. Chairman Burrill stated that this is currently the situation with the Deputy Town Clerk in that she is working her normal hours. Even though the Town Hall is not open to the public, there are online registrations, tax payments and other work that needs to be processed which she does.

Selectman Gonyer asked if there was a plan for opening the Building Department. Mrs. McCarthy stated that the Building Inspector has been meeting people at the site. Selectman Gonyer asked about the Permit Clerk if she will be meeting with the public. Town Administrator Wrigley stated that Building Inspector Wolph would like to meet with the Board to discuss the Permit Clerk's position. She stated that he has work that the Permit Clerk can do without meeting with the public, such as filing and printing permits, etc.

Selectman Michaels recommends keeping the public restroom closed in the initial phase of re-opening the Town Hall. Selectman Foote stated that he will get guidance from the State about public restrooms.

Selectman Gonyer moved to authorize the soft opening phase effective July 6, 2020 of the Town Hall as outlined by the task force. Seconded by Selectman Foote. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

C. Extended hours for Planning Board Administrative Assistant

Selectman Foote stated that the Planning Board will be holding 5 public hearings on July 14, 2020 and that the Administrative Assistant needs more hours to prepare for the hearings due to the Town Hall not being open. Currently he can work up to 16 hours per week. The Planning Board is recommending the number of hours be extended to 22 hours per week for the next 4 weeks. The Planning Board will pay for the increase in hours from their 2020 budget.

Selectman Gonyer moved to temporarily increase the Planning Board Administrative Assistant hours up to 22 hours per week beginning June 14, 2020 and ending July 18, 2020. Seconded by Selectman Melvin. Burrill – aye, Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

Planning Board Administrative Assistant will be allowed to enter the Town Hall as needed.

Chairman Burrill left the meeting at 7:00pm. Selectman Foote took over as Chairman.

D. Intent to Cut Map 10-7-6

Selectman Gonyer moved to sign the intent to cut for tax map 10-7-6. Seconded by Selectman Foote for discussion.

Mrs. McCarthy, as a member of the Conservation Committee, stated that the lot is on a scenic road. She wants to make sure the trees are not on the Town's right of way of the road. Town Administrator Wrigley stated that the trees have already been cut. Mrs. McCarthy will do a site review.

Selectman Gonyer asked what happens if we do not sign the bill. Town Administrator Wrigley stated the Town will not collect any tax revenue.

Mr. Michael Andrews addressed the Board. He stated that the property owner will need to file a report with the State before the Town can collect the taxes owed. Town Administrator Wrigley stated that the owner will be filing the report with the State. Selectman Foote asked to include a letter indicating that the timber was cut prior to approval. Town Administrator Wrigley will include a letter when she sends the bill.

Selectman Melvin stated that he was not in favor of signing the bill because the logging was done without approval.

The motion passed. Gonyer – aye, Michaels – aye, Foote – aye. Melvin – nay.

E. Tax Abatement for Map 13-3-9-4-1

Selectman Gonyer moved to sign tax abatement in the amount of \$22.84 for tax map 13-3-9-4-1. Seconded by Selectman Melvin. Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

F. Selectmen's public minutes for May 27, June 1 and 3, 2020

Selectman Gonyer moved to approve the public minutes dated May 27, June 1 and 3, 2020 as written. Seconded by Selectman Melvin. Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

G. Selectmen's nonpublic and public minutes for June 2, 2020

Selectman Gonyer moved to approve the nonpublic and public minutes dated June 2, 2020 as written. Seconded by Selectman Melvin. Gonyer – aye, Michaels – aye, Foote – aye, Melvin – aye.

H. Gale Library – Terry Caswell

Mrs. Caswell addressed the Board and informed them that the Trustees met and will be using the task force's recommendations with adjustments for the Gale Library. She stated that the Library is looking to start curbside service on July 6, 2020.

III. Adjourn

Selectman Melvin moved to adjourn at 7:09pm. Seconded by Selectman Gonyer.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary