



## **Meeting Minutes Milton, NH Board of Selectmen March 24, 2020**

Chair Erin Hutchings convened the meeting at 4:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

### **Update Regarding COVID-19 (Coronavirus) and Town Operations**

Town Administrator Ernest Cartier-Creveling gave an overview of what actions have taken place with regard to the Covid-19 (Novel Coronavirus) pandemic. He gave to the public the Town of Milton official website address and explained the protocol put into place by the Emergency Management Director Nicholas Marique and himself, in coordination with Chair Hutchings to ensure consistent, official messaging. He went on to explain the use of the Milton website and the Covid-19 Button on the main page, which is where all official Covid-19 related updates will be posted. To keep official information consistent, the main Facebook page will be used to point people to the website by posting links to the official message on the main website, as things are updated. In this way, we will prevent potentially conflicting information from within the organization going out on Social Media.

Cartier-Creveling went on to say that the Covid-19 page contains links to relevant State and Federal resources, including the link to Governor Sununu's issued orders and to the Centers for Disease control for information for residents and businesses.

He explained that Town buildings will be closed to the general public and protocols developed to keep employees, residents and their families safe. He further stated that staff will be doing what they can online and remotely and, when absolutely necessary, by appointment. The Transfer Station has been re-opened, but will only be accepting trash/rubbish and co-mingled recyclables for the time being. The reason for this is to control the number of people milling around the area and to encourage social distancing. Attendants have been instructed to not only practice social distancing, but also to wear masks. He stated that moving forward, highway crews will be out working and addressing issues as needed, because the chances for interaction with the general public are pretty low.

He stated that if people don't abide by direction from the staff at the Transfer Station, then there would be no choice but to notify the Milton PD. Conversely, he stated that if anyone in the public feels that staff is not following the correct protocol, please contact him directly to let him know. His phone numbers have been made available on the website for that purpose.

Chair Hutchings asked the town administrator to explain what is being done to get everyone back to work. She went on to explain that there was concern expressed at the meeting held on Friday, March 27<sup>th</sup> by a member of the public that we sent members of Public Works home and continued to pay them. Cartier-Creveling stated that people did come in as needed to do things, like help prepare the Town Hall, so it really wasn't a complete shutdown of DPW. Over those couple of days, department heads met remotely and discussed operations restrictions. During those meetings was when it was determined that the Transfer Station should remain open, but with the protocols mentioned earlier.

Chair Hutchings pointed out that the Transfer Station was never actually closed. Cartier-Creveling agreed and stated that it was more the anticipation that it would be closed that made people anxious.



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Vice Chair Rawson encourage people to go online to register their motor vehicles. He mentioned that Rochester City Hall is closed. They are doing online motor vehicle registrations. He also pointed out that Assessing, Land Use and Code questions could be asked via e-mail to those departments. People can utilize mail or the drop box out front.

Cartier-Creveling explained relaxations to 91-A that are being allowed, in that a physical location does not have to be provided for a meeting, as long as there is a way for the public to listen in on the meeting. Questions can be taken via the software on a laptop or simply by having a conference call on the phone. The software we will be using will allow people to be muted and unmuted during different portions of the meeting.

Vice Chair Rawson asked about *The Gazette*, a newsletter that Recreation Director Karen Brown has published in the past and has restarted as a result of the Novel Coronavirus. It will be published and placed at the post office with information for those folks that don't have access to the website or social media. It's nice to have. People used to enjoy it. He stated that he's glad it's back and thanked everyone for their hard work.

Chair Hutchings explained that people should look at Zoom, an application that will allow teleconferencing during the period of time we are dealing with the Coronavirus. She suggested downloading the app and practicing with friends and family to become familiar with it. Cartier-Creveling pointed out also that if people don't have a computer, they can call in by phone, as well.

Selectman Morrill asked when DPW Director the road posting will be lifted, as he has had multiple people ask that question. Cartier-Creveling said he would talk with the DPW Director.

There was no other business on the regular agenda.

Chair Hutchings made a motion to go into non-public session under RSA 91-A:3 (II) a, which was seconded by Andy Rawson. Chair Hutchings stated that she was adding that to the agenda. A roll call vote was taken:

- Vice Chair Rawson: Aye
- Selectman Matthew Morrill: Aye
- Chair Erin Hutchings: Aye

The Board of Selectmen went into non-public session at approximately 4:20 p.m.

Respectfully Submitted:

Ernest M. Cartier Creveling, Town Administrator