

**Town of Milton**  
**Select Board Remote Meeting Minutes**  
**Monday, December 14, 2020**  
**3:45 PM**

**Electronic Meeting**  
**Checklist During State Of Emergency**

As Chair of the Milton Board of Selectmen, 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, this public body is authorized to meet electronically. There is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

We are utilizing the following for this electronic meeting:

**1. Options for Access to Meeting:**

- a. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary<sup>1</sup>, participate in this meeting by dialing the **toll free phone number (844) 855-4444** and upon the prompt, enter Access Code **145672** and push # (pound sign), or
- b. by clicking on the following website address: <https://join.freeconferencecall.com/miltonta> (the online meeting ID is **miltonta**)

If anybody has a problem joining the meeting remotely, please call or text [\(603\) 545-4956](tel:6035454956) or email: [miltonta@miltonnh-us.com](mailto:miltonta@miltonnh-us.com). 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**.

**Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting.**

➤ **CONVENE MEETING – 3:45 PM**

➤ **PLEDGE OF ALLEGIANCE**

➤ **NON-PUBLIC SESSION**

RSA 91-A:3 II (c) – A motion to enter Nonpublic Session was made by Andrew Rawson seconded by Matthew Morrill. The roll call vote was: Andrew Rawson, yes; Matthew Morrill, yes; Claudine Burnham, yes.

➤ **PUBLIC SESSION – 4:15 P.M.**

**1. Covid-19 Travel and Employee Exposure Policy**

Town Administrator Ernest Cartier Creveling presented a revised Covid-19 Travel and Employee Exposure Policy, which reflects the latest CDC and State of NH Guidance for travel and exposures.

**A motion was made by Andrew Rawson and seconded by Claudine Burnham to adopt the amended policy. The vote was unanimous (3-0-0).**

**2. Town Hall Operations**

Town Administrator Ernest Cartier Creveling discussed with the Select Board revised hours for Town Hall inquired of the Board if they were for opening by appointment only again, given the Coronavirus spike currently being experienced. Discussion ensued regarding adjusted hours that will allow time for appointments with the public who are not able to conduct business online or by mail. The suggestion was to have staff report to work during their usual hours, but to reserve from

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8 to 9 a.m. every weekday for returning calls and scheduling appointments and then on Wednesdays, additional time from 1 p.m. to 4 p.m. would be reserved for administrative catch-up. To clarify, the proposal is to remain closed to the public from 8 to 9 a.m. every weekday and from 1 to 4 p.m. on Wednesdays, with all other business to be conducted by appointment only until such time as the Board decides to amend the schedule.

**A motion was made by Andrew Rawson to proceed with implementation on December 21, 2020, with a review by the Select Board at every regular meeting. The motion was seconded by Claudine Burnham. The vote was unanimous (3-0-0).**

➤ **ADJOURNMENT.**

**A motion to adjourn was made by Andrew Rawson and seconded by Claudine Burnham. The vote was unanimous (3-0-0).**

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<sup>1</sup> Public Participation is required only in the case of a public hearing or a quasi-judicial proceeding of a Planning Board or Zoning Board of Adjustment)

<sup>2</sup> Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.