

Town of Milton
Remote Board of Selectmen Meeting
June 15, 2020
Minutes
Electronic Meeting
Checklist During State Of Emergency

Link to hear the audio from this meeting: <https://fccdl.in/g3OFFxa3e8>

Chair Hutchings read the following:

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. 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 necessary¹, 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 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 (603) 545-4956 or email: 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.

- **4:30 PM – CHAIR HUTCHINGS CONVENED PUBLIC SESSION**
- **THE PLEDGE OF ALLEGIANCE WAS CITED**
- **PUBLIC COMMENT**

Chair Hutchings asked everyone to please note that because this is a business meeting, and given the limitations of remote access, the Board will not be opening up public comment or discussion.

➤ **LIMITED AGENDA**

1. **Update Regarding Covid-19 (Novel Coronavirus) Operational Activities/Plans**
 - a. *Beach and Summer Camp Operations Discussion with Possible Action*
 - i. Recreation Director Karen Brown recommended moving forward with the NH Parks and Recreation Opening of State Parks Covid-19 Protocols for the beach, as everything is opening up across the

¹ 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)

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state. She has no problem sharing the beach with public and Camp 3 Ponds attendees and staff, keeping the protocols in place, such as signage, increased cleaning, hand sanitizer. She has changed the bathrooms to be family bathrooms instead of separate bathrooms for the kids. The plan for Camp is to run a series of cones to divide the beach into an area exclusively for camp use, with the rest being open to the public. Starting on June 15th, the playground will be open to the public with the exception of an hour at the beginning of the day and an hour at the end of the day. There's no reason to not open everything up as long as it's in accordance with the Universal Guidelines. Director Brown stated that she has not been able to find anything that states that New Hampshire parks are not open to Maine, Vermont and New Hampshire residents. She further stated that the 3 Pond Camp attendees have very rigid guidelines that must be followed and Erica (camp director) is confident that she can abide by those.

- ii. Karen wanted to get approval to hire staff right away to prepare.
 - **Chair Hutchings made a motion to open the beach and Camp 3 Ponds in accordance with Universal Guidelines and CDC recommendation, effective immediately, which was seconded by Andrew Rawson. Roll Call Vote: Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.**
 - **Andrew Rawson made a motion to hire thirteen staff members for Camp 3 Ponds effective June 15th, 2020, subject to background checks, which was seconded by Erin Hutchings. Roll Call Vote: Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.**

b. *Town Hall Hours and Operations Discussion with Possible Action*

- i. Town Administrator Cartier Creveling explained that things have been fluid and that as of June 15th, the Stay-at-Home Order has been lifted. He recounted that the Board had previously approved opening on Fridays by appointment only. Andy Rawson suggested opening Mondays, Wednesdays and Fridays with all of the currently approved protocols in place, with review at the next regularly scheduled meeting. He further suggested that Wednesday, June 17th, become the starting date. Creveling explained that employees coming in are required to take their own temperatures and log them on a sheet to be turned into a staff member. Both the public and staff will be required to wear masks while they are conducting business in the building and the public would be required to complete a contact form that is currently being used by outside vendors and others coming into the building. He explained that business with the Town Clerk/Tax Collector's Office will use the main entrance facing Charles Street with patrons needing to come into the Land Use/Planning and Code Enforcement Office, Assessing and Administration using the door facing Route 125.
 - **Andrew Rawson made a motion to open Town Hall on Mondays, Wednesdays and Fridays to the public starting on June 17th in accordance with the adopted protocols, to include wearing a mask and maintaining social distancing, all of which would be regulated by town staff. The Select Board will review the hours of operation at its next meeting. The motion was seconded by Erin Hutchings. Roll Call Vote: Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.**

➤ **APPROVAL OF MINUTES**

- 05-20-2020 Workshop Minutes
 - **motion by Andrew Rawson to accept as written with a second by Erin Hutchings. Roll Call Vote: Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.**
- 05-29-2020 Non-public Minutes
 - **motion by Andrew Rawson to accept as written with a second by Erin Hutchings. Roll Call Vote:**

*The next regular Select Board meeting is scheduled for July 6, 2020.

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Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.

- 06-01-2020 Public and Non-public Minutes
 - **motion by Erin Hutchings to accept as written with a second by Andrew Rawson. Roll Call Vote: Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.**

Cartier Creveling reminded the Select Board that Virginia Long had suggested two possible dates to do a site walk on town-owned land abutting the Casey Road Subdivision. Matt Morrill stated that he has already done a site walk with the Planning Board and made up his mind. Erin stated that it sounds like the Board will have to get back to the Town Administrator on that.

Three applications for appointment to the Conservation Commission had been submitted:

- Cynthia Wyatt as a regular member for a term of 3 years ending March of 2023
- Debra McCormack as an alternate with the same term, and
- Wayne Sylvester as an alternate, with the same term.

A motion was made by Erin Hutchings to appoint Cynthia Wyatt as a regular member and to appoint both Debra McCormack and Wayne Sylvester as alternates, all with three-year terms ending in March of 2023. The motion was seconded by Andrew Rawson. Roll Call Vote: Andrew Rawson – yes, Matthew Morrill – yes and Erin Hutchings – yes.

➤ **SELECTMEN COMMENTS:**

- Andrew Rawson thanked Susan Kane for making masks for Milton Residents.
- Chairman Hutchings announced her resignation from her position on the Board of Selectmen effective July 7th, 2020, as she has sold her home and she will be moving. She stated that her time as a Select Board member has been both rewarding and interesting. She extended her thanks to department heads, staff and the Town Administrator, who continues to be a great asset to the Town of Milton. She stated to both Andy Rawson and Matt Morrill that she hoped they would be able to quickly choose a replacement to that all of you together can continue to move Milton forward in a good direction. Vice Chair Rawson stated his appreciation for her hard work and the great things she's done for the Town of Milton. He wished her happiness, prosperity and good luck in her voyage. He thanked her for everything she has done.
- Matthew Morrill stated that it has been a pleasure working with her.

➤ **ADJOURNMENT**

Andrew Rawson made a motion to adjourn at 5:10 p.m. which was seconded by Erin. The vote was unanimous.

Erin Hutchings, Chair:

Signature

Date

Andrew Rawson, Vice Chair:

Signature

Date

Matthew Morrill, Selectman:

Signature

Date

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