Selectmen: Joel R. Mudgett, Chair, Russell C. Wakefield, Jean M. Beadle, Charles M. McGee, Kevin D. Quinlan; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Joel called the meeting to Order at 3:00 P.M.

II. PLEDGE OF ALLEGIANCE:

Joel told the audience that this meeting was called to talk about what the plans are and what is happening during the COVID-19 pandemic. The Police and Fire Departments have plans in place, as does the School system. School Superintendent Patrick Andrew told the Board that the schools originally planned to close until April 3rd, but that is no longer the case. Walter reported that an emergency Department Head meeting took place on Monday, discussing best practices to protect staff and the public that may need to do business with us. As Town Meeting was postponed to April 18th, the Town is in a non-spending mode, except for necessities, until the budget is approved. The new date of April 18th to hold Town Meeting could change. The few staff that have childcare issues while their kids are out of school have made arrangements to work remotely, which will have little impact. One other staff from the Assessing Department is working remotely, and there may be a few more. At this time there’s enough work to keep everyone busy and operations moving. The Facilities Department will be cleaning public areas in the buildings frequently and Joyce Janitorial has increased their efforts to clean and sanitize. The Recreation Department has cancelled all of their programs at this point in time and the building is closed to the public. This was done as there are senior citizen activities as well as activities for children. They are working on getting ready for late spring and summer programs. The public can continue to register for programs online and by phone. The Meals on Wheels program is continuing to cook meals for either pick up or delivery, but meals are not being served in the building. The building has been closed to the public and all activities have been canceled. The Transfer Station is minimizing their contact with the public. As it is important to keep this facility open, patrons are being asked to remove their trash from their vehicles and leave the facility, then staff dispose of it. As this is a national disaster, Walter reported that we are keeping track of costs related to the pandemic if there is an opportunity to request relief from the federal government. Staff will be called upon to do things not in their job description. The Police and Fire Departments are taking calls. It may be necessary for the Town to set up an emergency hotline. If it becomes necessary, the Town may have to assist a certain segment of the population to get food, etc. Activities that were scheduled in the Public Safety Building have been cancelled. The Governor has ordered specific details concerning public assistance, DMV, payment of utility bills, etc., creating possibilities to delay registering vehicles, delaying evictions, etc. Walter provided the Selectmen with various other towns’ public notices about closing their buildings to the public, continuing their operations, and if absolutely necessary meeting with an individual by appointment only. Walter said if we do this, we can continue to serve the public. The Town Clerk had five people come in to license their dogs. Dog licenses
can wait, and people can come back in a month. All non-essential meetings have been canceled. Through RSA 91-A, there are modifications to the Right to Know Law that allows for virtual meetings, and the details to do this are being worked on.

Police Sergeant Peter Beede reported that it is business as usual. They are still responding to emergency calls. When the calls come in, they are prioritizing them, and they decide if an officer needs to go out. As businesses close, burglaries become a risk.

Fire Chief Dave Bengtson reported that there was a conference call with the towns of Center Harbor, Sandwich, Meredith and Stewarts Ambulance. Chief Bengtson said that a majority of their calls are emergency medical issues. At the present level his department can continue to handle calls. If the level increases, this will change. The towns agreed that Stewarts Ambulance will handle the bulk of responses to limit exposure to the personnel of fire departments. Stewarts has the equipment needed, whereas the towns have limited equipment. The Chief explained that he has a limited staff and they need to be available to handle fires. If Stewarts Ambulance is unavailable to answer a call, the Fire Department will respond. Recently he completed and submitted a survey on the hazmat equipment the department has and what is needed. There was also a conference call with Lakes Region Mutual Aid to share services. Chief Bengtson said that as head of the Emergency Management team, this is real, and everyone needs to follow the recommendations. Bars and restaurants have closed, but it is also important to shut down any kind of assembly. The goal is to slow the curve down.

Facilities and Grounds Team Leader, Mike Kepple reported that he’s been working with Dick Carrier from the school who has offered to lend out their disinfecting fogging machines to the Town to use on our buildings. It uses a hospital based chemical disinfectant. Monday evening, he used the fogger to disinfect Town Hall, Public Safety Building and the Recreation Department. Mike said he and his staff have been in and out of buildings wiping all surfaces such as door handles, etc. Today they put up a chain in the offices of the Town Clerk and Tax Collector to increase the distance from the public to staff. At the Lions Club, their kitchen staff are disinfecting the kitchen and keeping it sanitary and people are not coming into the building.

Code, Compliance and Health Officer Steve Zalewski provided the Board with yesterday’s report from the state and the Governor’s proclamation. He said that Town staff are doing a great job. Exposure to the public is an issue. Steve said that he supports Walter’s recommendation to close the buildings to the public, and when necessary only by appointment. People can use the online services.

Transfer Station Supervisor Ken Filpula said that they have set up a plan to limit staff exposure as described by Walter. He is concerned about traffic coming up from the south. Sergeant Beede said that they’ve seen an increase in traffic.

Walter told the Board that the Town will waive a portion of any online fees for the Town Clerk’s office if at all possible and will look into if this can be done for the Tax Collector’s office as well. Staff will prequalify people for appointments and will also ask a series of health questions.

Superintendent of Schools Patrick Andrew reported that changes have happened rapidly. This week has been a week of planning for families and staff. Meals can be preordered and pick up is “curbside” at the schools. They can be preordered at meals@sau45.org, with an 8-11 pick-up
time, and any student is eligible for these meals, as it is federally funded. This service will continue as long as the kitchen staff don’t get sick, then the program would be over. Originally, the schools were to be closed until April 3rd per the Governor’s guidance, now it looks more like 8 weeks. Mr. Andrew said that this has been a big disappointment for Academy seniors. Remote learning can be difficult for those that have poor internet connections. Staff have really stepped up preparing work bags for a 4 week period. Teachers will monitor student’s connecting online, and if needed will reach out to the student.

Joel said that it’s important to get the information out to the public through streaming the meeting online. Joel asked about the Selectmen meeting every two weeks as regularly scheduled. Chief Bengtson responded saying things are changing quickly and he advised to not schedule regular meetings, but only for dramatic changes. He reminded the Board that this is new territory for everyone, and a pandemic like this hasn’t occurred since the flu pandemic of 1918. Superintendent Andrews said that they are working on “Zoom” meetings, where all the members are not in the same room. Walter said they are looking into this. Chief Bengtson said that through LRMA, they have the ability to hold conference calls that can handle multiple people. Joel felt it is important for people to know what the Town and Selectmen are doing. Kevin asked if the Town had the authority to waive all online fees. Town Clerk Barbara Wakefield said that the Town Clerk can waive 2 fees, as long as payment is made by check. Credit card companies charge their own fees and therefore they don’t have any control over them. Joel asked the Board if they were in favor of closing all Town offices and buildings as of Wednesday, March 18th at 4 p.m. to public access except by appointment. Jean so Moved, and Kevin Seconded. The Motion carried Unanimously. 1) Bernie Monbouquette said he is a new Moultonborough resident and wanted to know if there was any need for volunteers. He thought that the Board should set up a clearing house for volunteers. Walter explained that they need to be cautious, as scams are prevalent. If a hotline is set up for dire need, the Town can take the call and use staff or use volunteers that have been fully vetted. Joel suggested that people use the Wal-Mart and Hannaford pick-up service, which he thought used credit cards only. He wondered if Heath’s Supermarket has this service. Superintendent Andrews said if it comes down to it, the school bus company has established bus routes, with fully vetted drivers. 2) Joe Cormier recommended using the Town’s online services. He asked why the agenda had been changed. Joel replied the Board wants to keep it brief. Mr. Cormier asked if the oaths of office will be given to the successful voted Town candidates. Joel replied that because Town Meeting was postponed, changes in board and committee memberships will not be effective until after Town Meeting. Russ will continue to be on the Board of Selectmen until that time. Joel asked how they could get just the budget approved. Walter said there are many ideas, but nothing is definitive. He added that it is the Town’s Attorney’s opinion to not assume office until after the completion of Town Meeting. Joel thanked all the staff for their updates.

III. REVIEW / APPROVAL MINUTES: Kevin Made the Motion to approve the March 5, 2020 meeting and non-public minutes and the March 12, 2020 work session minutes as written. Chuck Seconded. The Motion carried Unanimously.

IV. NEW BUSINESS:

1. Review for Action: Consent & Signature File as of March 17, 2020:

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<td>128-076</td>
<td>Elderly Exemption, Updated</td>
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<td>Religious Exemption, Apr</td>
<td>140-012</td>
<td>Current Use Application, Apr</td>
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<td>Disposal Agreement</td>
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Jean Moved to approve the Consent and Signature File as presented, Russ Seconded and the Motion carried Unanimously.

3. **Review for Action: Draft Job Descriptions, Seasonal Laborer & SRO:** Walter said that he forwarded the draft of both job descriptions in an effort to move forward for hiring. Russ asked about certification for the School Resource Officer (SRO) and learned that it was addressed in the job description. Human Resource Manager Norm O’Neil commented that the suggestion to add hours are subject to change was a good idea, and also to add that a bachelor’s degree was preferred for the SRO position. Kevin asked and learned from Walter that through the memorandum of understanding with the school that vacations are addressed and is a hiring condition. Kevin also suggested changing the wording that the SRO will assist with all investigations as needed. Kevin Made the Motion to approve the job descriptions as presented and amended for the Seasonal Laborer and the School Resource Officer, Chuck Seconded. The Motion carried Unanimously.

4. **Review for Action: Police Chief Search Update:** Walter asked the Selectmen to review the applications and résumés for Police Chief and let him know their preference as to who to interview. The original schedule was to begin interviews on March 25th, but Walter asked, and the Board agreed to postpone it for a couple of weeks, and then through virtual interviewing to move on with the process.

Walter said he wants to keep the Board from being exposed from the virus and will continue to email them information as it happens. Joel thanked Walter, adding he wants to keep informed. Town Clerk Barbara Wakefield reported that all temporary plates that were issued on or after March 1st will be extended until April 30th. Renewals that can’t be done online or through the mail will be extended by 30 days. [Correction: There is no 30 day extension on renewals, only 20 day temporary plates, through April 30th.]

5. **NON-PUBLIC SESSION:** Jean Made the Motion to go into Non-Public Session per RSA 91 A: 3II (a), (b) with the sole purpose to adjourn. Russ Seconded. A roll call was taken: Kevin – Aye; Jean - Aye; Russ – Aye; Chuck – Aye; Joel – Aye. The Motion carried Unanimously, and the Selectmen went into Non-Public Session at 4:10 p.m.

The Board exited Non-Public Session at 4:40 p.m. Russ Moved, Jean Seconded to seal the minutes of the Non-Public. The Motion carried Unanimously.

VI. **ADJOURNMENT:** Jean Made the Motion to Adjourn. Chuck Seconded. Motion Carried Unanimously

Joel adjourned the meeting at 4:41 p.m.

Joel R. Mudgett, Chair
Approved

3/26/2020 Hope K. Kokas
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant