



Town of West Newbury

Board of Selectmen

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March 15, 2020

FOR IMMEDIATE RELEASE

New Limitations on In-Person Access to Town Buildings

Effective Immediately

The Board of Selectmen met in emergency session this morning. In order to minimize unnecessary social interactions, the Board approved limitations on in-person public access, but keeping the buildings open to employees to allow the town government to function while reducing possible viral spread.

The Board established the following policies:

Town Offices

Town Hall main door (and other) entrances locked at all times.

All materials such as tax receipts, nomination papers, planning board materials, dog license applications, building permits and fees, etc. can be left in the box in the entrance lobby. Any time sensitive materials that require a date/time stamp will be taken care of by the particular Department or Board by telephoning ahead of time. If the document needs to be time stamped, the department will arrange for the member of the public needing assistance to be let in for such. Contact numbers will be provided in the lobby and on the town website.

Any late fees, i.e. for licenses, etc. will be waived until March 30, 2020.

Town Facilities Use

Any and all use of town facilities by outside groups is cancelled until March 30, 2020.

Boards and Commissions Meetings

Any and all meetings of town boards commissions are suspended until March 23, 2020 unless approved by the Town Manager. This will allow for set up and organization of procedures and facilities for remote usage.

All non-essential congregations of people cancelled. Meals on Wheels will continue.

Town Employees

Town employees will report to work as usual. Any employee who themselves or a member of their household is diagnosed or experiencing any viral symptoms (see CDC website) should not report to work. For any full or part time employees usual pay will continue. If the employee has accumulated sick time that will be used first. Those full time and hourly employees who are without remaining sick time will continue to receive their usual pay regardless. Maintain records.

Library staff will also continue to report to work at the library per prior direction of the Board of Trustees. If circumstances arise, library employees may be cross trained to help with Town Hall or COA functions.

By vote of the Board of Selectmen, the above policies are in effect as of March 16, 2020 and will be revised and/or revisited before March 30, 2020.

Angus Jennings
Town Manager