

West Newbury Board of Selectmen Emergency Session March 15, 2020 Minutes

Place: Selectmen's office

Present: R. Parker, D. Archibald, G. Kemper

Voted to go into Emergency Session at 9:12 AM, motion by Kemper, second by Parker, 3-0-0. Archibald began discussion of the Town's response to the Corona virus pandemic, by relaying thoughts and concerns that came up in conversation on March 13, 2020 with the health agent, P. Sevigny and town clerk, M. McCarron relative to operations at Town Hall. In order to minimize unnecessary social interactions, it was felt that limiting public access, but keeping the building open to employees would still allow the town government to function, but similarly reduce possible viral spread.

The BOS, therefore, establishes the following policies:

Town Hall

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, m 2020 unless approved by the Town Manager. March 23, 2020. This will allow for set up and organization of facilities for remote usage.

All non-essential congregations of people cancelled.

Town Employees

Town employees will report to work as usual. Any employee that is diagnosed or experiencing any viral symptoms (see CDC website) should not report. 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.

Library staff will report and work at the library as usual even though it is closed to the public focusing on cleaning, prep for reopening, etc. If circumstances arise, they may be cross trained to help with Town Hall or COA functions.

The above policies are in effect as of March 16, 2020 and will be revised and/or revisited before March 30, 2020.

Action areas for Town Manager:

Select Employee to put sign up on from door before 8:AM March 16 to inform employees and public of such. Select 2 people to man the phones for this public contact number on website and lobby so that we have 40 hours coverage. They will refer the call to the particular board or dept.

Kemper moved and Parker seconded to adjourn emergency session at 10:05 AM. Vote 3-0-0.

Respectfully Submitted, David Archibald, BOS