

Selectmen's minutes of meeting March 16, 2020

Members present: Mark Newman, Brian O'Rourke, George Riley, Joanne Grybosh
Dolores Harasyko, Admin. Asst.

Called to order at 7:00 p.m.

No minutes available

Reviewed and signed purchase orders. Town Clerk Dolores Harasyko explained the need for a laptop. During this Covid 19 State of Emergency she needs computer access to issue burial permits and death certificates if we are ordered to work from home. She contacted our IT person and reviewed the computer devices she has at her home. None of them are current and none will provide access to the state sites she needs to get on. She is the only person in town that can process this task. With out a burial permit and death certificates families will not be able to access life insurance policies, social security, etc. It is a service to the community she takes seriously. Brian asked her what she would do with the laptop once the emergency is over. Dolores responded that the town could repurpose it for another department or sell it as surplus equipment. She also stated that we would probably get 75% reimbursement from FEMA. George asked about the 2 laptops the former town administrator took. They have not been returned as of this date. Police Chief Michael Morrison will get in touch with him and demand that they be returned.

Motion by Mark, second by George, passed unanimously to declare and sign the State of Emergency Declaration. Dolores will forward it to MEMA.

Joanne reviewed the reporting structure during this state of emergency. Joanne will be the point person for all information.

Emergency Management Director John Burrows said they are looking for sanitizers, masks and gloves.

Roger Kohler stated that the Board of Health has masks.

Ralph responded that they have enough masks and gear for the moment. They have 8 bio hazard suits.

Discussed the lockdown of town buildings. Per Ralph Morrison, Incident Commander, John Burrows, Emergency Management Director and Police Chief Michael Morrison we are to close the Old Town Hall and Library for the duration. No one is to go in or out of those buildings. The DPW building will be posted closed to the public, only town employee allowed in the building. It will be posted with a phone number should someone need to contact the DPW.

The Town Hall Annex will be closed to the public. Only essential employees will be allowed in the building. This includes Dolores, Terry, Jackie, Joanne and Margaret. Town Custodian Bonnie O'Brien will come in after everyone has left to clean the building. This building will also be posted with a phone number for contact information.

Ralph updated on the ambulance service. They are short 3 emt's.

Discussed the number of Covid 19 cases in Sandisfield. There is currently 1 in Sandisfield and presumptive case.

Roger Kohler, Board of Health, reviewed the reporting process through MAVIC. Joanne will contact Porchlight VNA as they are also tracking all the cases in Berkshire County.

Discussed the cleaning of the buildings. Joanne will follow up with Bonnie.

Joanne is looking into options for audio or audio/visuals to be able to hold meetings with out having the public in the room. We still have to abide by the Open Meeting Law. Joanne is working with Magna 5 and looking into Zoom.

Discussed the Transfer Station. We will have the attendant stay in the building and not assist people with their trash. We will also supply him with gloves and masks and instruct him to stay at least 6 feet away from anyone.

Summation:

DPW and Town Hall Annex closed to the public

Library and Old Town Hall completely closed

Council on Aging closed

All boards and committees are to cancel all meetings with the exception of the Board of Selectmen and Board of Health until we reassess after April 6.

We will look into a lockbox for the exterior of the Town Hall Annex for people to drop off their taxes, warrants or any documents for the Town Hall Staff.

Mike asked Roger to keep them updated on any suspected or confirmed cases. Roger responded that he absolutely would. Mike will then contact Joanne who will distribute the information that is appropriate.

Mike asked that the Board of Health check with the nursing home, Roger will.

Roger stated that if necessary the board of Health will enforce a quarantine if circumstances call for it.

Ralph recommended that the selectmen appoint Joanne as the liaison. All agreed.

We will follow the school closing schedule and revisit after April 6.

Brian requested that the Selectmen are also kept up to date.

Motion by Brian, second by Mark, passed unanimously to accept all the contents of the summation.

Town Manager updates:

Joanne continues to work on budgets.

She is working on several grants, one for North Beech Plain Road and a small bridge grant.

She would like to contact a contractor for digging graves. We need to open the cemetery for burials. She will request a certificate of insurance from the contractor. The contractor will be contacted and hired through the funeral homes.

Joanne presented information on several sheds for the Transfer Station. All agreed on the one that cost \$5,298. The DPW will do all the site prep work.

Mail reviewed

Warrants reviewed and signed

Meeting adjourned at 8:55 p.m.

Mark Newman

Brian O'Rourke

George Riley