

Town of Brimfield
Board of Selectmen
Meeting Minutes –May 7, 2020

**Remote participation due to current State of Emergency.
Agenda sent to all Boards/Committees/Departments for participation.**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Brimfield [Board of Selectmen] will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at www.brimfieldma.org. For this meeting, members of the public who wish to virtually attend the meeting may do so in the following manner: WEBINAR allowing computer and phone participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Brimfield website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Join Microsoft Teams Meeting

+1 508-387-3549 United States, Worcester (Toll)
Conference ID: 744 458 887

Members Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, Member; Mike Doyle, Member; Carolyn Haley, Recording; Admin; Carol Camerota, (absent) Member; Ryan Olszta. Others: Attached list of call in participants.

Call to order (McCarthy) @ 6:33p.m.

Review & Action:

In anticipation of the State reopening and restrictions lifted, the Board wanted to begin discussions with Town Departments on a possible strategy for the reopening of Town offices.

(McCarthy) ran through a punch list of items to consider that other towns had discussed including staggering office hours and days at the Annex. Having employees do self-certification by temperature checks. Possibly a questionnaire to be filled out. Making sure to adhere to physical separation, no mingling and wearing face shields, masks and installing barriers. Also making sure surfaces are cleaned frequently.

Agent; Jamie Terry voiced BOH recommendations echoing physical distancing, barriers, using caution tape and considering Dutch doors to offices.

Discussion with Highway Surveyor, Zach Lemieux about how companies are swamped with orders for Plexiglas and may even be out of it.

The Cemetery and Building offices may be able to conduct business through their windows. Offices have been closed since the end of March and working from home. Employees need to be mindful of close proximities when in the building and protocols for frequent cleaning and scheduling need to be set up. Would the BOH be able to procure cleaning supplies, hand sanitizers for the offices? CINTAS might be another option for disinfecting supplies and could also sanitize the Annex for .40 sq. ft. Acting Fire Chief, D. Contois will contact MEMA for hand sanitizers. BOH will look into cleaning protocols and a compressor with disinfecting sprayer. Can the BOH supply employees with masks and shields to wear at work.

Z. Lemieux asked what the BOH's plan is going forward, as it seems after 2 months they are unprepared.

COA Director, E. Pittsinger has given out over 200 masks to seniors. Notices have been sent out by the Sr. Center and BOH to 65 and over residents to remember social distancing. Several rounds of phone calls have been made assessing needs of seniors.

BOH has received 50 face shields that can be attached to a pair of glasses. Town Clerk had concerns over the elections and preparing his workers with proper PPE. J. Terry said this has been a hot topic throughout the State without any clear direction or guidance as of yet.

When discussing the Annex suggestions were made to block off the hallway and have people enter in through the conference room door and meet there, however it is not handicap accessible. (Doyle) suggested putting several offices in the Great Hall and again schedule office hours for each department staggered. Mail that comes in doesn't pose as great of a risk and wearing gloves may be a false sense of security.

Playgrounds should continue to remain closed for now.

Discussion around what MEMA or FEMA will reimburse specific to any CoVID-19 expenses. Departments should have already started to keep detailed records for any expenses incurred.

Will BOH be able to keep track and do the ordering for department needs such as face shields, masks and dividers? BOH will discuss at a future meeting.

Virtual meetings and what the best platform to use was discussed.

Police Chief Kuss advised that orders should be put in right away for and cleaning or sanitizing supplies. The Police Department will not be open to the public until June. He has supplies that can be shared if needed but no face shields.

Acting Fire Chief Contois had KN95 masks and would like to trade BOH for any N95 masks they have for first responders. J. Terry will work with him in the morning on this. Comment was made that a coffee filter insert in a mask does not equal an N95 mask. Cloth masks last longer and can be washed.

Building Department and BOH are doing inspections with precautions. New Construction is on hold.

The Library has specific issues for opening. It won't be business as usual and curbside pickup should be available. R. Wells is also having difficulty locating cleaning and disinfecting supplies.

(McCarthy) thanked R. Wells, Library employees and E. Pittsinger for all their phone calls to the seniors that were greatly appreciated.

(McCarthy) boards should meet again soon for more discussion. A walk through at the Annex will be done this Saturday, May 9th in the morning.

B. Datz suggested the board look into a paid ZOOM account for at least a year.

Adjourn

Motion: by (McCarthy) to adjourn at 8:32 p.m., seconded by (Doyle), all in favor.

Upcoming Meetings:

May 11, 2020

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McE...* DATE: 5-26-20

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE