

Town of Brimfield
Board of Selectmen
Meeting Minutes –May 14, 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: 157 548 331#

Despite our best efforts, we were not able to provide for real-time access, and we will post a record of this meeting on the city/town's website as soon as we are able.

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

Call to order (McCarthy) @ 6:31p.m.

Re-opening Task Force:

Updates:

(McCarthy) read an email from K. Marino (BOH member) on what the board had been working on since last Saturdays walk through the Annex. Admin, M. Metcalf will meet this Cintas Rep on Monday about purchasing cleaning supplies. 3 posters will be put up at the Annex about using face masks and cleaning instructions. Custodian should be trained on cleaning. Staff will be instructed by the BOH per State guidelines.

PPE:

EM Director; D. Contois reported that his supply chain has been open and he has an adequate supply of PPE. There haven't a lot of emergency calls and most haven't required many supplies.

After Tuesday's BOH meeting it was decided that the best way to get supplies would be to coordinate through BOH and keep supplies in the shelter closet. Those in need can email BOH and cc EM.

BOH has ordered 50 reusable cloth masks and will order an additional 50.

Visitors under the Governor's orders will be required to wear masks when entering the building. If medical conditions exist such as COPD the BOH will have face shields for those circumstances. More discussions will take place on Monday at 11:00 a.m. with Cintas regarding cleaning supplies. Cintas offers a 5 gallon bucket of heavy duty wipes, spray bottles, hand sanitizers and dispensers.

COA Director; E. Pittsinger has a table as you enter the center with hand sanitizer or requests that hands be washed in the bathroom.

Town Clerk; R. Sullivan is concerned about the 3 elections coming up this year and that orders and a system should be in place for sanitizers, partitions and masks. A free standing hand sanitizer might be useful so that it can be moved to different locations should the Caucus be held off site. Getting N95 masks for election workers might not be possible due to the need for first responders. D. Contois will continue to look at options such as sneeze guards, surgical masks and hand sanitizers. (McCarthy) will get BOH to chime in on options while absentee ballots and drive through voting should be considered.

The Board should pick a date for the Caucus at their next meeting depending legislation and if gatherings of more than 25 will be allowed.

Town Hall opening:

Some towns have begun opening and some are not ready. (Haley) mentioned that the Assessor's office is reluctant to open at this time. Residents are still getting what they need when necessary while the office is remote.

(Shea) voiced that when the opening happens some people will show up and others may not, either way we shouldn't lock the public out.

Discussion on virtual meetings when hearings are involved for Planning Board and ZBA. If meetings are held in the Great Hall with social distancing laptop microphones should work fine for all to hear. Plans can be put on the website for pending projects. Virtual hearings would be difficult to the parties involved if plans can't be seen in person and concerns addressed.

(Doyle) if meetings are held outside, exterior microphones would work just fine.

Town Clerk explained some of the procedures for voting that might not be able to be adhered to in a drive through election, such as checking in and out in person, while at a distance and keeping track of the ballot to the ballot box should people be in their cars. Combining the town election with the Primary would also save money. If the ATM was only held to at least approve the FY21 budget the rest of the meeting could always be continued to another date.

(McCarthy) reported that Town Counsel has agreed virtual meetings would be fair. Once the order of emergency is lifted the town has 45 days in which to complete projects.

(Shea) added that Planning Board will make it possible for abutters to email questions or make requests ahead of time.

Memorial Day celebration on the common has been canceled. Cindy Skowyra would still like to do something but not sure what. (Doyle) will connect with her and have it posted on the website.

BoH next meeting on Tuesday, May 19th.

Adjourn:

At 7:34 p.m.

Upcoming Meetings: May 26, 2020

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McCarthy* DATE: 5-26-20

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE