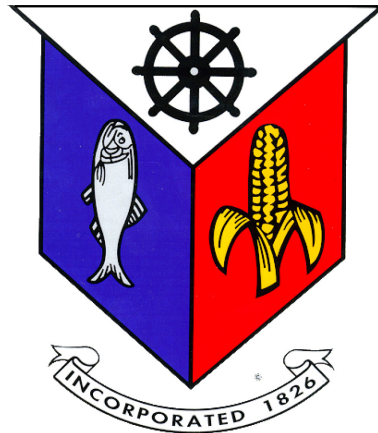


Board of Selectmen Special Meeting

March 13, 2020



Topics for Discussion

1. Update on status of COVID-19 in State, Region and Town from Health Director Trent Joseph
2. Update from School Superintendent Tom Scarice
3. Update from Town Emergency Management Director Sam DeBurra
4. Possible next steps for Board of Selectmen actions regarding emergency declarations
5. Discussion of Policies & Procedures around Boards & Commission meetings
6. Discussion of Policies & Procedures regarding town facilities, programming, and events
7. Discussion of Policies & Procedures regarding town employees by HR Director Deb Milardo
8. Discussion of potential need for Business Continuity Plan
9. Other Considerations

Emergency Action

Section 10.1.3 Emergency Action

The BOS can establish any ordinances or regulations as it deems necessary by a vote of the BOS.

- If a quorum for a vote cannot be achieved, then the quorum rules are suspended.
- This would be done through making a statement to the public on the facts that warrant an emergency.
- Any emergency action is effective immediately and lasts for 21 days or until is repealed by a vote of the BOS.
- Emergency actions are in essence any action that safeguards the safety or health of the public.

Charter Section 10.1.3

Section 10.1.3 Emergency Action

Upon finding that a state of emergency exists in the Town pursuant to Subsection 4.1.4K, supra, the Board of Selectmen may (a) enact any such ordinances and regulations as it deems necessary under the circumstances, or (b) pursuant to Section 4.3.2, authorize action by the Acting First Selectman if the First Selectman cannot be reached. The enactment of any such ordinances or regulations shall be accompanied by a statement of the facts constituting the state of emergency. If, after reasonable efforts to notify all members of the board, a quorum cannot be achieved, the quorum provisions shall be suspended. All emergency ordinances and regulations shall become effective immediately upon enactment and shall automatically stand repealed 21 days following the effective date thereof, unless prior thereto such ordinance or regulation has been affirmed at a special Town Meeting or repealed by the Board of Selectmen.

Business Continuity Staffing Options

Level 1

- Maintain current operations and hours
- May release staff with pre-existing health conditions
- May opt where possible to have remote work from home capabilities

Level 2

- Assumes limited access to the public for Town Offices
- Operating hours to the public may be limited to two (2) days per week or by appointment
- Assumes some staff will be declared non-essential and will not report to work
- May opt where possible to have remote work from home capabilities.
- Some services may not be offered

Level 3

- Assumes full closure of Town Offices and only addressing major essential responsibilities.
- Access by the public will be limited to only matters which are deemed critical