

Holbrook Board of Selectmen
Minutes of the Emergency Session of
Monday, March 16, 2020

Present: Daniel R. Lee, Chairman
Joshua Reilly, Vice-Chairman
Lindsy Vayda, Clerk
Pamela E. Campanella, Associate

Absent: Richard B. McGaughey, Associate

In attendance: Timothy Gordon, Town Administrator
Marjorie Godfrey, Assistant Town Administrator
Luke McFadden, Fire Chief
William Smith, Chief of Police
Stephan Hooke, Director of Communications
Lauren Mielke, Assistant Director of Communications
Paul Digirolamo, Town Treasurer/Collector
Board of Health: Catherine Goldrick, Chairman; David Reilly
Abbey Myers, Health Agent
Christopher Pellitteri, Supt of Public Works
Eric Erskine, Director of Inspectional Services
Jeanmarie Tarara, Town Clerk
Richard Reuss

The meeting was called to order at 4:34 p.m. by Chairman Lee in the Selectman Noel C. King Meeting Room, Floor 3R, Holbrook Town Hall, 50 North Franklin Street, Holbrook, MA 02343.

It was explained that this meeting was scheduled to discuss and vote on contingency planning due to the COVID-19 Pandemic, following a meeting earlier in the afternoon with the department heads.

Mr. Gordon read and recommended the first steps:

The Senior Center is closed through May 18, 2020, with all activities suspended, with transports for medical and critical grocery shopping only. The phone is being monitored.

Town Hall will be closed to the public tomorrow, until May 18th. Employees will continue to work normal shifts and will be available to the public via phone and email. Members of the public that need direct service from the Town Clerk's office or Inspectional Services will do so through pre-scheduled appointments. During this time the Town Hall will close at 4:00 pm on Tuesdays. Discussion took place about keeping the normal hours on Tuesdays, and closing at 7:00 pm. It was discussed that all emails are to be answered daily and work could be caught up on Tuesday evenings if the public will not be in the building.

The Public Library will be closed to the public effective March 17, 2020 through April 3, 2020.

Effective March 16, 2020, all public playgrounds and fields, including the School playground and School fields will be closed.

Town Meeting will not occur on May 6, 2020. It will be postponed to June 9, 2020, and the warrant closing will be extended from March 27 until the close of business on April 10th.

The Town Election will be postponed from April 4, 2020 until late May 30/early June.

Board of Selectmen meetings:

Will be scheduled as necessary to continue Town operations and the agenda will include essential items only.

The Wednesday, March 18th meeting will remain in order to open the scheduled public hearings and continue them to a later date.

All meetings will be broadcast live on HCAM.

The meetings will be closed to the general public.

Public input will be accepted through the webpage/email and will be read at the meetings under citizen concerns. A public hearing will allow for telephone call-in for those interested in commenting.

In the event a decision is made to close Town Hall completely, we are working on providing equipment necessary for employees to productively work from home.

The Town Clerk advised that the Town does not have to respond to public records requests at this time, and her association is seeking legislation that would allow the date of an election to be moved without court action.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen close the senior center and suspend COA activities as stated

VOTE: 4:0

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board close the Town Hall to the public with Tuesdays to remain at 7:00 pm as stated for now

VOTE: 3:0:1 (Mr. Reilly abstained)

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board close the Town playgrounds and fields as stated

VOTE: 4:0

MOTION: By Ms. Campanella, second by Ms. Vayda, that the Board change the date of Town Meeting to June 9, 2020 pending authorizing legislation

VOTE: 4:0

Zack Gorman of Holbrook Access and Media told the Board that he can cover all meetings and broadcast them live on cable from the King meeting room, but cannot broadcast live on the internet.

Katie Goldrick, the BOH Chairman, advised that the Board of Health will be notified of any positive cases of COVID-19, and that people need to stay home, and those over 60 should go to the grocery store during designated hours. Residents should get their information from either the Mass. Department of Public Health or the CDC. The Board of Health has prepared a plan on how these types of situations will be handled, and submitted it to the Selectmen's Chairman. The Police Chief has not had a chance to read it through. Rick Reuss said that the IDEP plan and the Pandemic plan can be reconciled together and combined into one plan. Dave Reilly explained that those involved should have Incident Command training and experience, and work as a team. After it is over, the plan should be reviewed, in case it ever happens again. Katie Goldrick asked that the "information central" be the Health Agent. Much discussion took place about how information should flow to the public. Dave Reilly said that people with questions can call mass.gov at 211 for information 24/7. Statements from the Town will be collaborated and sent out. The Board will review the combined emergency plan at its next meeting.

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The Board considered an Emergency Declaration and advised the Local Emergency Planning Committee to meet as soon as possible and have recommendations for the Board of Selectmen on Wednesday night. The Emergency Declaration was read by the Chairman.

MOTION: By Mr. Lee, second by Ms. Campanella, that the Town of Holbrook declare a State of Emergency relative to the potential impact of COVID-19 on the Town of Holbrook, and authorize the Chairman to execute the Emergency Declaration

VOTE: 4:0

MOTION: At 5:40 pm, by Mr. Lee, second by Ms. Vayda, to adjourn the meeting

VOTE: 4:0

Lindsay Vayda, Clerk

Documents:
Covid-19 measures
Emergency Declaration