



SELECTBOARD
TOWN OF WESTHAMPTON
TOWN HALL
1 SOUTH ROAD
WESTHAMPTON, MASSACHUSETTS 01027

Minutes of March 23, 2020

The meeting convened at 7:30 p.m.

Present via conference call from Selectboard were Phil Dowling, Maureen Dempsey, and Teri Anderson.

Others present via conference were Cheryl Provost, David Blakesley, and Shelby Macri (Country Journal).

- Covid-19 action:
A draft order of non-essential town employees and establishment of leave policies was reviewed. Revisions of attachment A COVID-19 Leave Policy and Essential Employees were discussed as follows:
-section 1) add "...The Town Administrative Assistant will arrange to the extent possible for non-essential employees to have remote access to email and municipal voicemail..." and "...subject to applicable laws."
-sections 4 & 5) add "...may be required by the Selectboard to stop reporting for work or..."
-revisions to list of essential personnel

Teri motioned to approve the draft essential services and leave policies with amendments to attachment A. Second by Maureen. Motion approved by roll vote 3-yay, 0-nay. (copy of revised attachment A attached).

- Teri motioned to postpone the Annual Town Meeting and Caucus. Second by Maureen. Motion approved by roll vote 3-yay, 0-nay. Discussion to continue March 30.
- Phil reported that Southampton gave a proposal for a shared Building Commissioner. Maureen and Teri had opportunity review it on their own time. Southampton is seeking an endorsement from Westhampton to proceed with counsel review of it. Acceptance of the proposal will be contingent on passage of appropriations at town meeting. Salary increase is under \$24,000. It does not increase the 2020 Inspectors Expense Budget. There will likely be added costs for on-line permitting and the code book may be available to split the online version. Phil motioned to support the proposed joint agreement for shared Building Commissioner with the Town of Southampton and authorize it be reviewed by KPLaw. Second by Teri. Motion approved by roll vote 3-yay, 0-nay.
- Maureen gave a reminder that at the last emergency services meeting there was discussion about setting up an emergency expenditures account. Cheryl is looking into it.

Meeting adjourned at 8:03 p.m.

Approved by vote of the Selectboard at virtual meeting

Philip Dowling, Chair

Maureen Dempsey

Teri Anderson

ATTACHMENT A

COVID-19 Leave Policy and Essential Employees

1. Effective noon March 24 through 9 a.m. April 8 only essential personnel shall report for duty. Town employees that can work from home shall do so. The Town Administrative Assistant will arrange to the extent possible for non-essential employees to have remote access to email and municipal voicemail. All personnel on leave shall be paid their usual salary or hours subject to applicable law.
2. Personnel presenting symptoms of the Coronavirus as specified by the Secretary of Health and Human Services shall report so to the Selectboard. The identity of that person shall not be disclosed to other personnel. That personnel shall “self-quarantine” for 14 days without loss of pay or sick leave. That personnel is also encouraged to provide a list to the Selectboard of all town officials/personnel that has been in contact with them in the past 14 days.
3. Personnel tested positive for the Coronavirus shall immediately report such to the Selectboard and stop reporting for work for a minimum of 14 days or until they are no longer presenting symptoms, whichever is longer. The Selectboard shall report the identity of the personnel to Westhampton emergency medical services. No other health information shall be disclosed. That personnel shall provide a list to the Selectboard of all town officials/personnel that has been in contact with them in the past 14 days.
4. Personnel known to have been in contact with other personnel that is presenting symptoms of or has tested positive for the Coronavirus as specified by the Secretary of Health and Human Services will be notified by a member of the Selectboard that they have been in contact with other personnel of such. That personnel may be required by the Selectboard to stop reporting for work or opt to “self-quarantine” for 14 days without loss of pay or sick leave.
5. Personnel who has a family member that is presenting symptoms of the Coronavirus as specified by the Secretary of Health and Human Services, or has tested positive, that personnel may be required by the Selectboard to stop reporting for work or opt to “self-quarantine” for 14 days without loss of pay or sick leave.
6. Personnel that must stay home to care for a child impacted by school or day-care closure shall do so without loss of pay or sick leave if no other provisions for care exist.
7. Essential employees shall practice social distancing of the recommended six feet to the extent it does not inhibit their duties.
8. Equipment and surfaces frequently touched by many shall be wiped frequently with disinfectant throughout the day.
9. Equipment and surfaces used by one employee shall be wiped with disinfectant at the end of shift.

*Payments to vendors will be processed until April 13th (invoices will be due to Accountant no later than 10 am April 10th). If an invoice requires payment sooner and late payment will cause interruption of essential services the department head shall submit the invoice to the Administrative Assistant no later than 1 pm March 26.

Essential personnel:

Selectboard
Police Department
Fire Department
Emergency Management Director
Emergency Medical Services
Highway Dept. Superintendent/crew

Transfer Station Attendant
Board of Health
Administrative Assistant
Treasurer, limited services as needed & payroll
Town Clerk, limited services if needed, no regular hours

Accountant limited services as needed
Zoning Enforcement Officer/Building
Commissioner