



**Board of Selectmen Meeting
Town Office
Tuesday, March 17, 2020
10:30 AM**

MINUTES

Present: Selectmen: Bob Hamilton, Roberta Oeser, Karl Pruter and Town Administrator Sara Gravell

The Chair called the meeting to order at 10:30 AM

Purpose of the meeting was to discuss precautions and guidelines regarding Covid – 19 response and issues with RSA 91 A (the public right to know law) and how to proceed with required public meetings.

Rick Donovan lead the discussion in reviewing the recommendations as the head of the Emergency Management Team. Deb Douglas went over how the Governor's Emergency Declaration affects operation. Ron Ossimo relayed information on the restrictions imposed. Rick, Deb and Ron will be monitoring any changes via conference calls and then relay that information to the Town Administrator for posting on any and all available web sites and FaceBook pages. Rick distributed LEOP books for all department heads and suggested guidelines (attached). Rick said that we are at Stage ESF Stage II (Emergency Support Function) and that communication will be through the EOC (Emergency Operation Center) at the Fire Station. Rick said he would like future discussion with this group to be via conference calls instead of group meetings.

The EOC will be manned from 8-5 Monday – Friday. For any questions about Covid 19, call 211 which is the state call number. He also said that the plan was to use RMS for a POD (Point of Distribution) for testing or mass distribution of medical items.

Reuben Duncan said that RMS is not shut down and that it would be available for this purpose. Rick said any expenses related to Covid 19 should be tracked for applying for FEMA funds and every expense should be marked with PO Covid 19.

Rick asked that Bob remain the point of contact for the BOS.

The library closing and availability of access to internet was discussed. Reuben also discussed access for students needing internet for remote learning. Donna will advise the TA after the Library Trustees meet on closing the library to the public.

Daniel Bemis said the Recreation Department has closed down all programs and sports until further notice.

Mike said the DPW is closed to the public and to call if there is need. The Transfer Station will continue to be open. Ed will not be selling punch cards but will take checks for 'fee' items.

Dan Anair said the Police Department will be limiting hours and the call box will have to be used. 'In person' contact will be limited. They have discontinued finger printing. The PD will be open but the door will be locked.

The Town Office will be closed starting today. Most services are available on-line. The Tax Collector and Town Clerk will be closed to the public. Appointments will be needed if car registrations cannot be done on-line.

The Recreation Department will be contacting anyone that has reserved the building for private events to cancel.

It was determined that all buildings need to be deep cleaned and sanitized immediately. Mike and Sara will coordinate this.

The Fire Department is closed for public access. All training is cancelled. Efforts will be made to limit exposure to first responders. Same with the police officers.

Charlie suggested Reuben give an update on 'remote learning' for Rindge students. Reuben said the grades 3-5 are more difficult as they are not as accustomed to using tablets as the older students. Internet access is an issue for some students. He said that some of the providers are offering free internet during this emergency. He will contact Consolidated Communications.

Rick wanted to make sure everyone present had signed in and provided contact information.

Recessed at 11:45 AM

Reconvened at 12:15 PM

Roberta made a motion to close all Town Buildings per the department head plans previously discussed effective at 1:00 Pm March 17, 2020. Second by Karl. Passed 3-0

Karl motioned to have Sara sign the Purchase Order for the Fire Rescue Vehicle. Second by Bob. Passed 3-0

The BOS meeting schedule will be discussed at the meeting on March 18.

Karl suggested investigating the possibility of using an APP for meetings.

Bob made a motion to recommend Karl as our Health Officer to the State for approval. Second by Roberta. Passed 3-0. Sara will send the appropriate paperwork to the State.

The policy on remote access was discussed as was the need for 'remote' working.

Bob motioned to allow remote access to the server for Sara and for Brenden Eldridge to have access to Avitar.

Second by Karl. Passed 3-0. Doug will do the set up for both.

Adjourned at 12:25 PM

/Roberta Oeser