

BOARD OF SELECTMEN EMERGENCY MEETING

Friday March 20, 2020 – 6:00 PM – Virtual Meeting

PRESENT; Roger Manzoloni, Chair; Neal Pilson, Selectman; Alan Hanson, Selectman; Danielle Fillio, Town Administrator

ABSENT:

Protocol for virtual meetings. Danielle emailed everyone a set of procedures or a protocol to follow for all virtual meetings to be held. Danielle also noted that any non-essential meetings should be postponed until further notice and that any essential meetings such as budget advisory, selectmen, and Municipal Building could continue by zoom and all scheduling must be done through her as she is the host on the account. Roger made a motion to adopt the procedure as presented. Neal seconded the motion. The vote was unanimous. Danielle noted that these procedures would be posted on the Town website for all to see.

Protocol if become stay in place lockdown. Danielle explained that the state of NY has just recently issued a stay -at-home order closing down many businesses and she wanted to discuss with the board what would happen with Town Staff if MA decided to do that. Richmond office staff have the ability to be able to move their entire work stations to another location such as home. Angela the accountant/Town Clerk is taking her work station home this weekend to try it all out to make sure it all works correctly. It was noted that Danielle, Phyllis and Claudia could all work from home however, Danielle would most likely be in the office for most of the day. Also discussed was the need to figure out how to handle the highway department. The board agreed with all measures that Danielle had presented and said that they would have further discussion when the time required it.

Discussion of getting pertinent information to residents regarding closings. Danielle noted that she would be creating notices for Richmond residents letting them know what was closed and happening around town. The notices would be put on the website on the Facebook page and sent out in the weekly newsletter as well as being put in the Berkshire Eagle to try to get the information out to those residents who do not have or use internet capabilities.

Discussion of meals and food options for those in need. Danielle noted that Tammy at the School is working on a lunch program and that a food pantry has been set up at Bartlett's Apple Orchard. All of the details for both of these would be sent out in a letter to residents as well as in the Berkshire Eagle. It was also noted that a note would be put into the letter encouraging residents who needed grocery assistance to reach out to the Town for assistance from volunteers.

There being no further business before the Board, there was a motion to adjourn. The motion was seconded and adopted by unanimous vote.

Signed:

Roger Manzolini, Chair