

Town of Milton
Board of Selectmen Meeting
March 20th, 2020
Milton Town Hall

Workshop Session Minutes

COVID-19 Discussion

Board of Selectmen Attendance: Erin Hutchings, Andy Rawson, Matt Morrill, , Recording Clerk; Danielle Marique, phoned in conference Town Administrator Ernie Creveling.

Public Attendance: Nick Marique, Humphrey Williams, Stan Nadeau.

Meeting call to order

E. Hutchings welcomed all in attendance.

New Business:

COVID-19 Discussion

Emergency Management Director Marique stated as a summary of the recent events of COVID-19 and the Town of Milton's actions following. Friday March 13th the Milton Fire Station was closed to the public in efforts to protect the first responders. During this time the station is being cleaned twice a day and ambulance is disinfected after every call. Monday March 16th, the Milton Police Station closed to the public as well due to the potential depletion of staff being detrimental. Wednesday March 18th Town Offices closed to the public and staff for reevaluation and opening Wednesday March 25th. N. Marique stated he is taking part in daily conference calls regarding the status of the state and county from Emergency Operations.

N. Marique stated the Emergency Operations Plan has been provided for review in the event that the Emergency Operations Plan and center is to be opened.

N. Marique stated there has been confusion regarding the Transfer Station and the need to remain open, believes there are bigger health concerns and safety risk issues by closing for any period of time.

E. Hutchings questioned the possibility of Public Works employees assisting with homebound elderly regarding trash pick up and potential food delivery.

N. Marique stated he would be in contact with CodeRed to gain information and material regarding residents who only have land line phone service.

E. Creveling stated protocol for employees is in place for assistance with nonrelated job descriptions. N. Marique stated the Emergency Operations Plan has set plans outlined and explained for employee services for the plan.

N. Marique stated the State Emergency Operations Commission has declared a national disaster and any protection measure costs incurred should be reimbursable at 75%. Stated the ambulance will be staffed 24/7 instead of the traditional 6am-6pm, additional staffing will be added as needed. E. Hutchings questioned the possibility of opening and operating out of station 2 in Milton Mills. N. Marique yes, absolutely. H. Williams questioned if the fire department has adequate supply of personal protection equipment. N. Marique stated there are enough gloves, some masks, and no gowns, however, there are no additional

supplies for anyone other than first responder staff.

N. Marique requested all expenses for COVID being invoices and receipts be directed to D. Marique for proper account coding and state reimbursement work.

N. Marique requested a clear direction for employees regarding who is to be reporting to work and who is not. E. Creveling stated the FMLA and Government level requirements have been adjusted. N. Marique stated he completed a draft notice regarding the procedure for announcement and information sharing and website posting. Requested authority to put messages out for the public and to utilize a chain of command that he has outlined in the draft policy. All announcements are to be signed by Emergency Management Director Marique or Town Administrator Creveling. One single person post to the Town website and Town Facebook pages, to then departments have the ability to share the single source of information. Requested the ability to work with D. Marique to adjust the website layout and create a single page for all COVID material. Stated having a policy layout like this eliminates the sharing of incorrect information. E. Hutchings stated the entire social media policy needs to be adjusted and changed to eliminate the option of commenting.

S. Nadeau offered the use of the billboard type sign at his property for any announcements the Town would like to utilize it for.

E. Creveling stated he would like to schedule a department meeting to divide plans and tasks and to discuss protocol for Town Offices as well as the Transfer Station. Requested a Select Board meeting Tuesday March 24th, at 4pm.

S. Nadeau stated the Zoning Board of Adjustment will have to hold a meeting this month. Has requested any individuals who attends the meeting to complete a form prior to attendance to outline any potential COVID exposure. Stated he would provide templates to use for the Town to adjust.

S. Nadeau questioned if Public Works and Town Office employees were sent home with pay during the week the town offices will be closed. Questioned why employees are not utilizing other areas of work that do not require public contamination. E. Hutchings stated this was an immediate panic response. S. Nadeau stated he agrees with the safety of employees, however, does not think the right signal is being sent to the residents. H. Williams stated in agreeance that town buildings should be closed to the public, but employees should be able to work within restrictions and limitations.

Other Business:

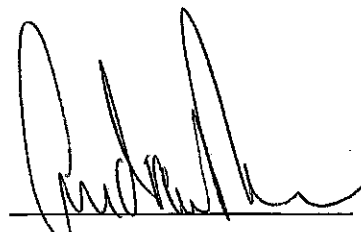
None

E. Hutchings moved to adjourn A. Rawson seconded. 3-0

Respectfully submitted;
Recording Clerk,
Danielle Marique



Chairman Erin Hutchings



Vice Chair Andy Rawson



Matt Morrill