

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
EMERGENCY MEETING
MARCH 16, 2020
TOWN HALL 12:00 PM**

Board Members Present:

Rene C. Wood, Chairman
Nadine A. Hawver, Clerk
Martin C. Mitsoff

Others Present:

Jill Hughes, Assistant to Town Administrator
Eric Munson III, Police Chief
Eileen Clark, Chairman Council on Aging
David Ullrich, Fire Chief (participated via phone)

Chairman Wood called the meeting to order at 12:00 PM.

Selectman Mitsoff as the Board of Health Chairman gave an update on COVID-19. He stated that he has been tracking the Department of Public Health website and that some towns have been closing public buildings. A discussion ensued.

The Board discussed supplies such as masks and gloves for the Fire and Police Department. Chief Munson talked about dispatch protocol and stated that he spoke to Marc Wysocki regarding responding to calls. A discussion ensued. Chief Munson stated that his Department has rubber masks, but they need to order cartridge filters for them. A discussion ensued. Selectman Hawver moved to authorize Chief Munson to purchase 24 filters for the masks, seconded by Selectman Mitsoff. The motion carried unanimously.

Chief Munson asked if the Board considered declaring a State of Emergency. He stated that by doing so the Town could receive funding and have access to resources. A discussion ensued. Selectman Hawver moved to declare a State of Emergency for COVID-19 to reduce the spread of the virus and so the Town can receive resources and funding, seconded by Selectman Mitsoff. The motion carried unanimously. Chief Munson will check with MEMA to inquire how to declare a State of Emergency. Chairman Wood stated she will draft a letter if necessary.

Selectman Mitsoff stated that the Library Trustees had a phone conference and the decision was made to close Bushnell-Sage Library to the public, but staff will continue to work. A discussion ensued.

The Board discussed the Senior Center. Eileen Clarke will reach out to Elder Services regarding the Meals on Wheels program. Discussion ensued regarding canceling activities at the Center, but have staff there to answer calls, grab and go meals and transportation. It was the consensus of the Board to have Eileen Clarke and Elaine Ireland, Assistant to the Director discuss and report back to the Board.

The Board discussed the Transfer Station. It was the consensus of the Board that the Transfer Station remain open, but that attendants not assist residents with their trash and that no more than one employee in a shed at a given time.

Chief Munson stated that he is allowing access to the lobby only so to limit the number of people that enter the Police Station.

Chief Ullrich stated that he is reducing the number of volunteers responding to a non-emergency call, such as alarm activation. He stated that he has canceled Wednesday night training at the Fire Station for two weeks. A discussion ensued. Chief Ullrich informed the Board that the new air packs are due to arrive around April 2nd.

The Board discussed Town Hall. It was the consensus of the Board to close the building to the public for two weeks beginning March 17th through March 30th, however employees will work their normal hours to complete their work, answer phones and meet residents by appointment if necessary.

The Board discussed the Highway Department. It was the consensus of the Board that the Highway Department continue to work as scheduled. They will speak to the Highway Superintendent about keeping trucks clean and maintaining distance in the garage. The Facilities Manager will be asked to continue keeping buildings clean and sanitized.

The Board discussed employees that have young children that may have to take time off to be home. Selectman Hawver moved that the Town continue to pay employees that have childcare needs, seconded by Selectman Mitsoff. The motion carried unanimously. Selectman Hawver will draft a work policy to be issued to employees.

Chief Munson stated that the Governor has ordered that all dine-in restaurants close to the public. He asked if the Board of Health would be enforcing the matter. A discussion ensued. It was the consensus of the Board to have the Board of Health issue letters to restaurants and food service establishments that gather 25 people or more. Selectman Mitsoff speaking as the Chairman of the Board of Health will work on drafting the letter.

The Board discussed drafting a statement that will be sent out to residents via email blast and Blackboard Connect regarding decisions made at today's meeting. Chairman Wood stated that the statement will also be sent to WSBS, The Berkshire Edge, The Berkshire Record, and the Berkshire Eagle. Chairman Wood asked that the Assistant to the Town Administrator write out instructions on sending an email blast via the Town website and that Chief Munson write out instructions for the Blackboard Connect system in the event that they are not available.

Eileen Clarke left the meeting and Chief Ullrich disconnected from the phone at 12:56 PM.

It was the consensus of the Board to schedule a daily conference call at 2:00 PM to discuss any matters or actions relating to COVID-19.

Selectman Mitsoff moved to adjourn the meeting, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Wood adjourned the meeting at 1:00 PM.

Respectfully submitted:



Jill Hughes
Assistant to Town Administrator

No documents were reviewed at this meeting.