

AGENDA

SELECTMEN'S/ASSESSORS' MEETING
Tuesday, May 19, 2020
ONLINE INTERACTIVE
5:30 p.m. 6:30 Pullen Meeting(estimate)

**THE BOARD MEETING WILL BE ONLINE ONLY. WE ASK YOU JOIN
AND LIMIT YOUR CONVERSATIONS AS WE NAVIGATE THE NEW
WAY OF MEETINGS. THE ZOOM LINK WILL BE POSTED TUESDAY
MORNING ON THE WEBSITE AND LIST SERVE**

1. Call Selectmen's Meeting to order
2. Public Comment, please e-mail comments to the Town Manager or wait to be recognized on zoom
3. Approve minutes of Tuesday, May 5th, 2020
4. Approve Treasurer's Warrant dated Tuesday, May 19th, 2020
5. Authorize limited opening of the Town Office beginning June 1
6. Update on Public Works Building
7. COVID-19 updates
8. Other Business
9. Town Manager's Report
10. Selectmen's Report
11. Future Agenda Items
12. Joint meeting with the Pullen Committee starts at 6:30
13. Adjourn

Opening of Town Office June 1

June 1 to June 30:

- 1: The office will be open with restrictions of no more than 3 people in the office at one time. All public and employees will be required to wear a mask and sanitize before entering. Those refusing to wear a mask or have stated they have medical conditions, will still not be allowed inside but staff will accommodate them another way.
- 2: After each transaction staff will sanitize the counter and pens before the next customer can do a transaction.
- 3: Items that can be done online will still be encouraged to avoid large volumes of people inside.
- 4: The Code Enforcement Office will be encouraged to do everything electronically; the CEO will be in the office 1.5 to 2 days and working remotely the other times.
- 5: Unless the Governor changes the number, we will allow meetings to be held by departments with proper distancing and facial coverings. No outside organizations will be allowed to use the building. Each department head will be responsible for cleaning the space after the meeting.
- 6: There will be no Public Restrooms
- 7: The first two weeks we will have reduced office hours open to the public in order for staff to be able to set up protocols in the morning and clean their stations in the afternoon. 8:30 customers will be allowed in the lobby until noon, then from 1:00 PM to 3:00 PM. Monday through Thursday and we will continue remote services on the Friday half day.

Agenda Item # 6:

We should have a report on the floor by the Tuesday evening, I will present the findings and suggest any actions we need to take if any.

Agenda Item # 7:

We have been getting some regular updates and I will report on the latest that has any impact on Town business.

This is a short agenda so we can begin the Pullen meeting at 6:30, I have re-sent all the paperwork to you on that. Three of you are voting members on the committee.