HALIFAX BOARD OF SELECTMEN

SELECTMEN MEETING

TUESDAY, JUNE 9, 2020 - 7:30 P.M.

VIA ZOOM

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Meeting came to order at 7:30 p.m. with Selectmen Troy E. Garron and Thomas Millias present remotely (via phones and computers).

The following business was discussed:

**PLEDGE OF ALLEGIANCE**

The Board as well as those listening to tonight’s meeting stood to recite the Pledge of Allegiance.

**AGENDA**

Seelig wanted to add that the COA roof plans came in this afternoon.

With the above addition, moved by Millias and second by Garron, the Board unanimously approved the agenda for Tuesday, June 9, 2020.

**AFFIRMED WARRANTS & COMMITMENTS**

Moved by Millias and seconded by Garron, the Board unanimously affirmed approval for the payment of the following warrants and commitments:

|  |  |  |
| --- | --- | --- |
| Withholding Warrant | #106 | $ 139,640.31 |
| Vendor Warrant | #107 | $ 101,508.14 |
| Ambulance Commitment  from 5/18/20 – 5/24/20 | for | $ 59,602.55 |
| Ambulance Commitment  from 5/25/20 – 5/31/20 | for | $ 5,799.61 |

**AFFIRMED BILL**

Moved by Millias and seconded by Garron, the Board unanimously approved payment of the following Selectmen bill:

|  |  |
| --- | --- |
| Michael C. Gilman, Esquire (legal/May) …................................. | $ 671.00 |

**APPROVED WARRANTS & COMMITMENT**

Moved by Millias and seconded by Garron, the Board unanimously approved payment of the following warrants & commitment:

|  |  |  |
| --- | --- | --- |
| Payroll Warrant | #108 | $ 401,917.64 |
| School Warrant | #109 | $ 294,699.23 |
| Vendor Warrant | #110 | $ 69,512.93 |
| Vendor Warrant | #111 | $ 129,372.75 |
| Mobile Home Park Fee | # 6 | $ 5,160.00 |

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**APPROVED BILLS**

Moved by Millias and seconded by Garron, the Board unanimously approved payment of the following Selectmen bills:

|  |  |
| --- | --- |
| Harry B. Harding & Son, Inc. (printing/2020 warrant)….............  RELX Inc. (law books)………………………………………….  South Shore Resource & Advocacy Center (contract/FY2020)…  Attorney Lawrence P. Mayo, P.C. (legal/May)………………….  Brooks & Derensis, P.C. (legal/May)…………………………... | $ 3,046.40  $ 70.00  $ 3,500.00  $ 2,043.75  $ 600.00 |

**GENERAL MAIL/DISCUSSIONS**

Dissolve COA Director Search Committee

The BOS should officially dissolve the committee. Thank you letters were sent to the members back in December.

Moved by Garron and second by Millias, the Board unanimously voted to dissolve the COA Director Search Committee.

Beach Stickers for non-resident taxpayers and & non-residents

Caroline Forth of 225 Waltham Street in Hanson (part of the property is in Halifax) contacted the Selectmen’s Office again about this.Seelig asked the BOS if they wanted to:

* approve stickers/placards for non-resident taxpayers
* approve stickers/placards for non-residents
* in eithercase, what should be the fee?

Garron is in favor of it but asked how we would police it. Seelig explained that Sue Johnston has placards at the Recycling therefore no need for special stickers. Millias asked if they decided on both non-residents and property owners because he would be inclined not to issue to non-residents.

Moved by Garron and second by Millias, the Board unanimously voted to enact a placard system for beach stickers for non-resident taxpayers with a fee of $25.00.

Aldana Road Parcels

The deed for the transfer of the County’s interest is ready for signing. Need approval and signature from the BOS. Then a check will need to be cut. The purchase will probably be two parts: Parcel A for the $150,000 and then Parcel B for the “sliver”. The State will not be purchasing the parcels this year.

Moved by Garron and seconded by Millias, the Board unanimously voted to sign the deed for the purchase of Parcel A and Parcel B on a plan entitled “Plan of Land on Aldana Road in Halifax, Massachusetts”.

**SCHEDULED APPOINTMENTS**

**William McAvoy – Reappointment to the Finance Committee**

Moved by Millias and seconded by Garron, the Board unanimously voted to have the Chair, Troy E. Garron, vote on behalf of the Board of Selectmen to re-appoint William McAvoy to the Finance Committee.

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Moved by Finance Committee member, Melinda Tarsi and seconded by to Selectmen Chairman Troy Garron, the following vote was taken to re-appointed William McAvoy to the Finance Committee, term to expire June 15, 2023:

|  |  |  |
| --- | --- | --- |
| Selectmen Chairman | Troy Garron | Yes |
| Finance Committee Member | Melinda Tarsi | Yes |

**Annual Town Meeting - Town Counsel Lawrence Mayo and Moderator Dennis Carman**

Seelig is recommending that the Moderator recess the ATM & STM to Saturday, July 11th at 9 a.m., likely at the Elementary School and that the Board ask for a Reverse-911 to announce the change in the date.

Carman said that it is helpful that the State is allowing exception to the rules during this time and that Seelig’s course of actions makes sense.

Garron stated that the State has not changed ten people to a gathering and Seelig said if Town Meeting did take place all necessary precautions will be taken. Millias said it makes sense to delay it seeing as we are not financially ready.

Seelig read the following and the Town Moderator stated he confirmed:

*Being the Town Moderator for the Town of Halifax, in consultation with the Board of Health Agent and Board of Selectmen for the Town of Halifax, and in accordance with the authority vested in me by Chapter 53 of the Acts of 2020, hereby declare that the Annual Town Meeting (and Special Town Meeting) for the Town of Halifax previously called pursuant to Warrant to take place on June 15, 2020 shall be recessed and continued to 9:00 A.M. on Saturday, July 11, 2020 and will take place at the Halifax Elementary School.*

Mayo said that there is no reason why it cannot happen unless police and fire have issues.

Carman thought that it would be the Health Agent who would make the decision and Mayo said it is the Moderator, but the Board of Health sends the justification to the Attorney General’s office.

**GENERAL MAIL/DISCUSSIONS**

111F - FF/Paramedic Paul Gallagher

Moved by Garron and seconded Millias, the Board unanimously voted to place FF/Paramedic Paul Gallagher on 111F status from June 2, 2020 to June 5, 2020.

Municipal Vulnerability Program

The State has extended the grant period to FY2021.

4 Upton Street

Materna has put a new lock put on the door. Seelig still needs to develop bid specs for demolition.

COVID

Copy of COVID-19 policies are attached hereto and made an official part of these minutes.

*Policy #2 - work from home/return to work*

Millias said that if someone has a distinct medical condition then that is something to be looked at. He also said that if we are going to have *anyone* come back we need to have a policy stating that *everyone* is coming back again except for those with medical conditions. Seelig said that there is some tension of some being able to work from home and others not but for the most part those working from home have been able to perform their essential functions. People do not have to come into the building because we have the availability for them to email, phone, use the drop box or the green bin on the porch.

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Seelig said that if one cannot come to work due to medical issues we may require a medical note stating that, but also have the note say they are able to perform their job from home. Millias agreed those working from home has been able to perform their duties and said effectively we can get everyone back with minimal anxiety except for those with medical conditions. He suggested that once all the gear has been put in place we could have a soft opening for several days and then move forward.

Seelig said each building needs to do it on their own level. Maybe bring everyone back next Monday (June 15th) then on June 22nd open it up to the public. COA has a different cliental so maybe talk with Lawless about phasing in activities. He does not want to set a date - Lawless should do that.

Garron stated that each department is going to be unique and if we have to close again we will be better prepared then we were in March.

Seelig said we have laptops on order therefore employees will not have to use their own should they have to work from home.

Millias was on board with having the Town Hall employees come back on June 22nd but said this is not for every building.

Moved by Millias and second by Garron, the Board unanimously voted to require that all Town Hall employees return to the work as of Monday, June 22, 2020.

*Policy #3 – daily self-certification*

Seelig said that we do not want people coming into the building who might have symptoms of COVID therefore he came up with a form for people to sign on a daily basis. The only concern he has is the Governor’s recommendation on the fourteen-day quarantine for those traveling out of State for non-work reasons - is not a directive but a recommendation. Seelig urged that if ones travels out of State for a vacation please stay home for the fourteen days; if going over State line for dinner or the day please use good judgment; ask yourself are things crazy in that State is it necessary to go etc. Garron said that if people are taking day trips to other States that they should use good judgement because it is only a recommendation so it should be treated as one and not as a policy and Millias agreed. Seelig will write that up as part of the Policy 3.

On page 4 of the attached document there were protocols to follow one should they have COVID or symptoms of COVID should they be told of the protocols to follow Seelig asked the BOS if they were acceptable to send to employees - Garron and Millias said yes.

*Policy #5 – procedures while at work*

Seelig read this policy to the BOS (page 7). Garron asked that part of the policy be that masks be worn in the hall and when in close proximity to others. Seelig asked Garron and Millias their thoughts on the following:

* employees sharing the same work room but are more than six feet apart are mask are necessary?
* if not 6 feet apart would plexi glass be sufficient or
* would we have them wear face masks no matter what the situation is

Millias suggested asking the Board of Health on that. Seelig will contact Cathy.

Seelig is going to encourage opening the window – he will talk with Materna about putting the screens in the windows. Millias suggested talking with Materna about the heating/AC filters. Seelig stated that departments have been provided hand sanitizer, sanitary wipes. There was discussion of blowers in the bathrooms instead of towels but there are reasons not to have blowers so maybe touch less hand towel dispensers. Dutch doors cannot be made because they lose the fire rating - Millias thinks Materna has some ideas on that. Materna and the maintenance crew should do a log so there is documentation showing when the facilities are being cleaned. Seelig still needs to work on the *contact tracing* *& communication plan*.

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As stated in the handout - Municipal vehicles will be disinfected before and after use. Supervisors will try and keep employees in the same vehicle for each week. Seelig thinks the police, fire and highway have been doing something along those lines. Also making hand sanitizer available to the people using the vehicles to use on the common surfaces.

*Policy #6 – days before re-opening Town Hall*

Seelig thinks keeping a log of everyone entering the would be hard when we open the building. He asked the BOS their thoughts on having people wash their hands before entering the building. Does the BOS want to do a self-temperature checks and if this was to happen we would have to go to a central location to do this?

Millias said this is a different issue because we have a very active Town Hall and would need a dedicated person to keep track of the general public coming into the building.

Gallant asked if a doctor’s note was required should someone need to work from home and would this need a vote from the BOS.

Moved by Garron and second by Millias, the Board unanimously voted that a certified doctor’s note is required stating why the individual could not come back to work.

Seelig said temperature scans will be part of the self-certification that everyone will sign each day. Millias said the issue with that is are they actually doing it or not – they never will really know. Gallant asked when employees have to self-check on a daily basis would that go to their department head or the Board of Selectmen? Millias thought the department head and she agreed.

*Policy #7 – re-opening a building*

Seelig said there is going to be signage at front of building about self-certification for non-employees. We will be people who may or may not be able to a facemask and others who are trying make a political statement and for those people we can still provide services such as setting up a picnic table for them. A plan needs to be in place should one not want to social distance.

Garron does not want an employee to be abused because someone does not want to put on face mask and is asked to step away from the counter.

Millias said they need to be clear that we are enforcing social distancing and if someone is uncomfortable they can make that distance, or someone can step in.

Garron suggested having a sign that states one needs to wear a face mask before entering the building, Millias thought that was good idea.

Seelig said “face masks and social distancing is required”. He further said there are paper masks available for those who do not have one. Garron added that if they don’t have a face mask they can call the department they want to see and work something out.

*Mudfest & Fieldstone Farms*

Seelig said that Mudfest is not going to be held on June 21st. Scott Clawson at Fieldstone Farms has been in contact with him and the Board of Health and he is planning to have two shows at the end of the month. Seelig is waiting to see if horse shows are Phase 2 or 3.

*Playgrounds*

Playgrounds can be open. There is signage that the Town is not accepting any liability should one get hurt or sick as we don’t have the manpower to keep it clean. Those using the playground must use caution. Garron hopes all adults are reasonable when using the playground. Millias agrees and encourages that they to do it safely.

1/12 Budget

Legally unless we have a budget in place by July 1st we normally would not be able to operate but under these conditions the State is allowing a 1/12 budget where cities and towns can submit a spending plan for July and for subsequent months until a Town Meeting takes place and a budget is approved.

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Seelig said that there are lots of financial uncertainties for FY2021, so the Finance Committee’s recommendations are subject to change before Town Meeting. Seelig and Town Accountant, Nolan, have worked with department heads to develop the 1/12 budget. The budgets have been given to the BOS minus one amendment on the police department, as that just came in today from Chief Chaves. Seelig provided that information to the BOS. If the BOS approve it then it can be incorporated it in the 1/12 budget to the State.

Moved by Millias and second by Garron, the Board unanimously voted to approve the 1/12 budget as outlined including the amendment from the police department.

ABCC Authorization for Changes in Premises

The ABCC has streamlined the process for allowing the expansion of outside seating for restaurants (serving alcohol). No one has applied, so far. The Governor has approved a six-month moratorium on zoning issues (special permit/site plan) but that may be challenged. They may be specific legislation on this. Restaurant owners will still need to provide building/public safety/public health plans and follow the State’s stipulations.

Garron is uncomfortable about having seating in a parking lot and was concerned about sanitizing. Millias said safety issues will need to be addressed before an establishment can move forward with this. Seelig said that the BOH will be informing the license holders on sanitizing procedures and the Building Inspector will be looking into the safety issues.

Blood Drive at Town Hall

Seelig asked the Board if they were interested in having a blood drive on Friday, July 3 or Saturday, August 1 in the Great Hall from 9 a.m. to 2 p.m., contingent on working with Materna and Town Hall staff.

Millias said that it is hard to say no but having a discussion with Materna and held just in town hall he feels it can be worked out. Garron asked if gatherings of 10 people or less is still in affect will donors need to wait in their cars. He suggested doing it in August where we might be further into the next Phases, Millias agreed. Millias asked if the Red Cross will be policing this and Seelig said that it is done by appointment only. Seelig will get in touch with the Red Cross to iron out the details.

FEMA Floodplain Maps Update

FEMA notified Halifax and other communities to stop work on amending the zoning by-laws regarding floodplain maps because they wanted everyone or no one. The process will start over again in the future and the Article will be passed over at Town Meeting.

Highway Vacation Carryover

Moved by Garron and seconded by Millias, the Board unanimously voted to approve Dave Swanson’s request to carryover sixty-four (64) hours of vacation time from FY2020 to FY2021.

Silver Lake & Halifax Elementary School Budgets

The elementary school continues to work on the budget staying within FY2020 amount. Silver Lake is looking at several options vis-à-vis town assessments and Chapter 70 aid.

Appeal of Denial of Public Records Request to Planning Board by Amanda Monti

The Planning Board provided documents today and has notified all parties.

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Water Department – Non-Consecutive Bereavement Days

Moved by Millias and seconded by Garron, the Board unanimously voted to approve David Hathaway’s request for a waiver to split the required consecutive bereavement days.

Abandoned Vehicles – 92 Lingan Street

No progress.

Abandoned Vehicles – Plymouth Street/Richard Harrison

No progress.

Country Club Estates – Chapter 40B Project

The peer review is completed, and the hearing will be on June 17th.

Andrews v. Halifax – First Appeal

Judge Vhay has extended the time period to June 30th for Amanda’s Estates to get the necessary permits.

Andrews v. Halifax – Second Appeal

Hearing stays in Brockton but Land Court Judge Vhay will hear it.

Andrews appeal of Amanda’s Estates Building Permits

The hearing resumes on July 13th with ZBA.

Andrews Possible Appeal of Denial to Revoke Amanda’s Estates Building Permits

Nothing to update.

Internet Speed at Town Hall

Gordon C. and Cesar are working on this.

Monponsett Pond

The pond is open and additional signage is on order. The counts remain low and Seelig hopes to get a treatment done later this month. He has been working with SOLitude and also needs to work with the State on it.

Plymouth CARES Act Funding

Basically, if you budgeted for personnel and such you are not going to get reimbursed as for material and supplies that were not budgeted and had to buy because of COVID they will be covered. Seelig stated that we need to think about long term to changes to infrastructures, policies & procedures and equipment that might be needed, which will be covered, and will work towards get funding for various projects related to COVID.

Annual Reappointment List

Since there were no “holds”, McSherry will contact the probable appointees to confirm that they wish to be re-appointed.

BOS Meeting with the Planning Board

The Selectmen met with the Planning Board on June 4th. Seelig thinks some issues were clarified and they will have to see how things go in the future.

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Zoning By-Law Hearing

The hearing is continued to July 16th.

Marijuana Application – Bud’s Goods

Seelig asked the Board if they wanted to hold a public forum via Zoom on June 23rd or in July. Millias opted doing it at a later date as having it via Zoom would be difficult and Garron wants to get this moving as soon as possible. The BOS has sixty days to submit the application – Seelig will find out when the sixty days are up.

Public Documents Requests/Tavares

Request for documents from the Planning Board concerning 11 A Street and Pine Street North/Paradise Properties. The Planning Board is aware of the request and is working on it.

Public Documents Requests/Gordon C. Andrews

The Planning Board has sent copies of Planning Board minutes, including drafts to Mr. Andrews.

Public Documents Requests/Ms. Troup

Request by Ms. Troup for documents on “0” Pine Street North from the Board of Assessors. Assessors’ office is aware of request and is waiting for clarification of whether the request is for one property on Pine Street North or all properties on Pine Street North. Because of the manner of the request, Town Counsel and the Secretary of State’s office has been notified.

Public Documents Requests/General Policy

In order to be equitable to all parties, any public record requests from any individual (even one where the individual indicates that it is not a public records request but it has all the hallmarks of one), including Town officials, is dealt in the same way. If a verbal request is made, if there is any concern about exactly what is being requested, the RAO for that department has the right to a) record the request; b) take the necessary time to respond to the request. Depending on the request and other work that the department is involved in, the request may not be dealt with immediately. However, departments should not purposefully delay providing the necessary documents but the length of time to fulfill it within the normal 10 business days will depend on the amount of material requested and whether any information needs to be redacted along with several other factors. Following this policy helps to ensure a document trail (pun intended) so that if there is any question of whether the request was fulfilled, the department will be able to provide the necessary information. Garron and Millias were fine with the policy.

Talent Bank Form - Beautification Committee

A talent bank form from Adrian Barclay has been emailed to the office. It has been forwarded to the Beautification Committee.

Quarterly OUI Report

No establishments in Halifax were on the quarterly report (July-December 2019).

Ambulance Abatement

Moved by Garron and seconded by Millias, the Board unanimously voted to approve ambulance abatements for May 2020 in the amount of $72,657.27.

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Council on Aging Roof Project

Materna dropped off the plans and specs this afternoon. There is an electronic copy which Seelig will forward to Millias and Building Inspector Piccirilli. He asked the BOS if they wanted to send it to Vertex to ask them to take a look at them. Millias thinks it is a reasonable request as it does not cost to ask Vertex. Garron agreed.

**MEETING ADJOURNED**

There being no further business, moved by Millias and seconded by Garron, the Board unanimously voted to adjourn the meeting at 9:17 p.m.

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Thomas Millias

Vice Chairman

/pjm