

**Board:** Board of Selectmen/ Water Commissioner's Emergency Meeting  
**Date:** Thursday, October 22, 2020  
**Location:** Online Video/Audio Conference Pursuant to Governor Baker's Executive Order in Response to the COVID-19 State of Emergency

**Selectmen Present:** Jacob Smith, Peter Sanders, William Bembury  
**Also, Present:** Bryan Smith, Philip Wonka, Richard Newton, Elizabeth Sicard, Jacquelyn Boyden  
**Press:** none

At 6:06 PM **Chairman Smith** called the meeting to order.

**Chairman Smith** explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

#### **COVID-19 Exposure at Town Hall**

**Chairman Smith** explained that on Thursday, October 22, 2020 the Town received notification of a COVID-19 positive case of an employee at Town Hall. **Chairman Smith** explained that Town Hall was shut down before the facility was opened to the public and the administration worked with the Town Health Nurse to contact trace. **Chairman Smith** explained that a notice to all employees was sent via email about the possibility of exposure between Saturday, October 17, 2020 and Tuesday, October 20, 2020. **Chairman Smith** explained that the Town Hall was closed for early voting today. **Chairman Smith** explained that a public message was issued through the Town's emergency notification system and on the Town website. **Chairman Smith** explained that the guidance provided by the Town's Health Nurse and the Massachusetts Department of Public Health is that the exposure for voting should be low risk, but that public notice should be made and individuals who voted at Town Hall on those days should be encouraged to monitor for symptoms. **Selectman Bembury** asked if it was possible to know the identity of the person that tested positive. Bryan Smith, Town Administrator, answered "no" and explained that all health-related information of employees is held confidentially. Richard Newton, Town Clerk, stated that he had tested positive for COVID-19. **Chairman Smith** explained that the staff that had been exposed are currently following the quarantine requirements of the Town Health Nurse.

#### **Potential Change in Polling for Early Voting and Election Day Voting and Voter Registration Location**

**Chairman Smith** discussed concerns about the impact the exposure could have to voting. **Chairman Smith** discussed efforts that have already been made. **Chairman Smith** explained that the staff is already working with the Elections Division at the Secretary of State's Office and is coordinating with Donna MacNicol, Town Counsel. **Chairman Smith** explained that the Town Hall has already been sanitized by a professional service.

The Board reviewed polling location options. Bryan explained that the required notice to move a polling location requires 20-day notice to registered voters. Bryan explained that the Town could not comply with that requirement, but that the Elections Division suggested considering the option to move polling to Fire Station #1, which is adjacent to Town Hall. The Elections Division staff explained that because of the emergency situation, if the Board was to move polling to Fire Station #1 the Town could notifying voters by using the emergency notification system, the Town website, and by posting the entrances to Town Hall. The Board discussed the option to keep voting at Town Hall now that the building has been sanitized.

Richard explained that the remainder of the early voting period would be staffed by Election workers that have not been exposed. **Selectman Bembury** asked for an explanation of the cleaning procedures used. Bryan explained that the company used fogging equipment with a plant-based sanitizer to reach all corners of the facility while sanitizing and wiping all surfaces. **Chairman Smith** described the fogging and cleaning area. The Board discussed the fact that all Town facilities have been maintained with a regular sanitation program since March 2020 by the Building & Grounds staff. **Selectman Sanders** asked if it were necessary to keep Town Hall closed for a period of time, potentially for up to 72 hours, and if so, what the impact would be to early voting. **Chairman Smith** discussed his understanding of what the impact would be to the Fire Department if they were to use the truck bay at Station #1 for voting. It was noted that the Election equipment would need to be moved from Town Hall. **Chairman Smith** stated his preference to keep Town Hall closed, except for voting requirements, until after the election on November 03, 2020. Philip Wonkka, Fire Chief & Emergency Management Director, explained that he has spoken with another municipality that had to conduct a deep cleaning of a 24-hour facility and that the facility was safe to use by the staff after the cleaning. Richard discussed concerns about moving the polling location to the Fire Station #1 if it can remain at Town Hall. Bryan expressed support for continuing early voting at Town Hall, using the ground floor, and suggested identifying a secondary location for voting in case the need arises.

**Selectman Bembury** made a motion to keep Town Hall closed to regular business, but to allow voting. **Selectman Sanders** seconded. **Chairman Smith** made a motion to amend the vote to include "at least until November 04, 2020. **Selectman Sanders** seconded. **Vote:** Unanimously approved as amended.

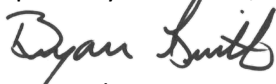
The Board expressed agreement to identify a secondary location for voting in case it is necessary. **Selectman Bembury** made a motion to authorize the Town Clerk and/or others to use the Fire Station, 10 East Main Street, as an alternative polling location for early voting and election day voting and voter registration location if Town Hall is not available for any reason for the local, state and federal elections through November 04, 2020; and further moved to notify the citizens of Erving of any change to the polling and registration location by reverse 911, notice on Town Hall entrances and notice on the Town Hall website. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

**Other Related Matters That Arise Related to the COVID-19 Town Hall Exposure and/or Election Matters**  
Jaquelyn Boyden, Principal Assessor, expressed concern about the impact that the closing of Town Hall may have on the issuance of the real estate tax bills. Jaquelyn discussed concern about bumping up against the holiday season. **Chairman Smith** explained that a staff meeting for departments has been scheduled for tomorrow, Friday, October 23, 2020. **Chairman Smith** explained that the meeting will be used to discuss strategies for conducting regular business remotely. **Chairman Smith** discussed the goal of working to find creative solutions. Bryan discussed the possibility of using a printing and mailing service to assist with tax and water bills. Chief Wonkka asked who should serve as the main point of contact for the press. The Board agreed that Bryan will serve as the main contact.

#### **Adjournment**

At 6:41 PM **Chairman Smith** made a motion to adjourn. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Respectfully Submitted,



Bryan Smith  
Town Administrator