

**BOARD OF SELECTMEN – May 26, 2020, MEETING MINUTES:**

(Note: This is a virtual meeting and the recording of the meeting is on the Town website at <https://www.barkhamsted.us/board-selectmen/minutes/board-selectmen-virtual-meeting-recording-1>)

Meeting called to order at 7:01 PM. Present were First Selectman Don Stein and Selectmen Ray Pech and Nick Lukiwsky.

**DELEGATIONS:** No delegations were present.

**PUBLIC COMMENT:** No public comments were made.

**MOTION:** A motion was made by, Nick Lukiwsky seconded by Ray Pech, and passed unanimously to approve the minutes of the May 12, 2020 meeting.

**MOTION:** There were no tax refunds presented by the Tax collector

**MOTION:** A motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously, in accordance with EO 71.13, to authorize the Board of Finance, acting as the Town budget-making authority, to:

- Adopt a budget for the July 1, 2020 - June 30, 2021 fiscal year;
- Set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year using the procedures set forth therein

**MOTION:** A motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously in accordance with Critical and Time Sensitive Municipal Fiscal Deadlines (EO 7S.7), and with EO 7CC.1 Additional Critical and Time-Sensitive Municipal Fiscal Actions,

- to authorize the Board of Selectmen to enter into an agreement or agreements with the State of Connecticut, through the Department of Transportation Commissioner, thereof, as they deem necessary relative to Town Aid and Dirt Road Appropriation, so called
- to authorize the Board of Selectmen to enter into an agreement or agreements with the State of Connecticut, through the Secretary of the Office of Policy and Management, thereof, as they deem necessary relative to Local Capital Improvement Program (LoCIP), so called and subject to the LoCIP capital improvement plan as approved by the Board of Selectmen
- to authorize the Board of Selectmen to apply for and expend any federal and or state grants for and by the Town

In accordance with the Executive Orders, these same authorizations will need to be approved by the Board of Finance at their meeting on May 28, 2020.

**DISCUSSION:** Don Stein informed the Selectmen that he has initiated discussions with Les Archer, the Animal Control Officer, on salaries for him and the Assistant ACO, reimbursement for cellphone usage, weekend feeding at the Granby Animal Shelter, a strategy for purchasing a vehicle at the State auction, and for the purchase of shirts. He expects to have these issues finalized before the next meeting of the Selectmen and will present a final version to them at that time.

**DISCUSSION:** The Selectmen reviewed preliminary ground rules for re-opening Town Hall (see attachment) and further discussion is still taking place with the employees. The decision was made not to re-open until June 22 after the Governor provides the Phase 2 re-opening ground rules. Plexiglass barriers are being installed and discussion is taking place with the Registrars how to provide protection to the poll workers at the August State Primary. Some movement of desks and furniture is also being accomplished to provide for more social distancing.

**DISCUSSION:** Don Stein informed the Selectmen that the Winsted Sewer Commission had met earlier in the day to review the Interlocal Agreement between the two towns. Once the mark-up was completed by their Public Works Director, he will provide it to Barkhamsted for review by the Town Attorney and for approval by the Inland Wetlands acting as the Water Pollution Control Authority. The Board of Selectmen will act on it at that point, as their approval is authorized by an Executive Order since we cannot yet hold a Town Meeting in person. The hope is that this can be accomplished within the next two weeks.

The discussion of possible pay for part-time employees who have lost hours during the pandemic was tabled to a future meeting.

**OTHER BUSINESS:** Don Stein is working with the Stanclift Cove Authority to determine if they will open for the season, and if they do, what would the ground rules be to meet the State requirements. They normally open Father's Day weekend, which this year is coincident with the Phase 2 openings in the State.

The meeting was adjourned at 8:02 PM on a motion by Ray Pech, seconded by Nick Lukiwsky.

Respectfully submitted,

Donald S. Stein  
First Selectman

## Town Hall to Re-Open Monday, June 22, 2020

### Policy and Procedure for Employees

The Town Hall will re-open on June 1, 2020. The following procedures will remain in effect until further notice.

- The doors will remain locked and visitors must call to make an appointment with the department they need to visit. If a visitor calls from the outside requesting a meeting, the office staff will determine if that individual can be admitted based on the requirement to limit the number of visitors
- One visitor at a time will be allowed in on each floor.
- Visitors must wear a mask or face covering of their own (unless medically unable) in the Town Hall, and must sign in and use hand sanitizer upon arrival.
- Visitors may only use the upstairs lavatories.
- If there are two or more employees are working in an office at the same time, the employees must wear a face mask/covering whenever they are unable to maintain proper social distancing or when they are waiting on a customer.
- When using common areas in the upstairs kitchenette or conference area, employees shall maintain a six (6) foot distance. Disinfecting wipes will be available in the kitchenettes to wipe down appliances after use. Wipes will also be available to wipe down countertops after use. Masks will be required if there is an inability to maintain the minimum distance of 6'.
- In the narrow downstairs hallway, due to the number of employees and the possibility of visitors, masks will be required whenever anyone is out of their office or visiting downstairs.
- Personal business and conversation with customers must be as brief and limited as possible in an effort to minimize the amount of time a visitor is in Town Hall. If a customer has business on both floors, they will not be allowed to change floors until it is confirmed by a phone call that it is ok to do so based on the number of people on the new floor.
- Employees may continue to work from home until further notice. If an employee chooses to work from home, they must make sure their office is staffed during normal working hours.
- Thermometers are available, if needed, to monitor staff or visitors.