

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, MARCH 23, 2020
4:00 P.M.

MEETING PLACE: TOWN CAMPUS

BOARD OF SELECTMEN MEETING SPECIAL MINUTES

4:00 p.m. Special Session

First Selectwoman Lyons called the Special Meeting of the Board of Selectmen to order at 4:01 p.m.

1. Pledge of Allegiance.

First Selectwoman Lyons led the Pledge of Allegiance.

2. Update from Board of Education Superintendent Tom Scarice.

As an introduction, First Selectwoman Lyons stated that information is going out via email and robo-call and reminded the public that they can register on the town website for these notifications, both for themselves and their loved ones.

Town government is hard at work for the residents. Today's meeting is to focus on how everyone can follow the governor's advice to "stay healthy, stay home."

Superintendent Scarice thanked Board of Education staff and Town government staff for their help with overseeing the current closures at the Board of Education level. He stated that tomorrow evening he will be giving an update to the Board of Education and then information will be given to the public. A distance online learning program will go live on March 30th. By the end of the day tomorrow this information should go out to parents and families.

First Selectwoman Lyons confirmed that a much more detailed presentation will be presented at the Board of Education meeting which would be live streamed as well. Also, for any parents that need a device for distance learning, they can contact their building principal for help with acquiring a device. Mr. Scarice also outlined the current difficulties that families may have in administering distance learning, e.g. if parents are working.

3. Update on Town's response to the COVID-19 pandemic and to state directives.

First Selectwoman Lyons provided an overview of the many State Executive Orders and directed residents to find these documents in their entirety on the state website. Overall she stated that there is a lot of information to digest and more detail will be given to the public when it is available.

Emergency Management Director, Sam DeBurra, stated that the town is closely following New York as well as changes south of New Haven. There is a need for personal protective equipment (PPE) in town and donations can be brought to the Senior Center. He stated that the town will continue to address any changes to the pandemic response day-by-day. The Emergency Operations Center is meeting every other day to work together to oversee town government during this time.

Health Director, Trent Joseph, stated that he has reached out to many establishments in town about their operations. He stressed social distancing guidelines and stated that further direction on how to provide spacing for customers would be sent to establishments. He added that there was talk of opening daycares for providing service for first responders. At this time, daycares are asked to remain closed, but this could change based on need.

He added that there was a four-part confirmation before a resident was considered a "confirmed COVID-19 case." Although the state DPH database only has one confirmed case in Madison, it is safe to assume that there are between 0 and 5 cases in town now. He urged residents to protect themselves and assume that there is community spread in Madison. Also, now is the time to address and maintain your mental health; including not obsessing over news updates. He thanked the team in Madison for their help. The Board reviewed the steps that residents can take to request testing if they suspect that they have contracted the virus. Mr. Joseph stated that anyone without symptoms does not need to be tested, and treatment for anyone with symptoms needs to stay home and self-isolate until they are free of symptoms.

Chief of Police, Jack Drumm, gave an overview of the work of the Police Department including that some services are reduced as personnel have been sent home. This includes some administrative requests as well as finger printing services. He reiterated that residents should "stay home, stay safe." There are plenty of officers on duty to serve the town and additional officers can be sent from the state police department. If any resident has a routine call for service, they are reminded to call the main line, NOT 9-1-1. When an officer comes to your home, residents are asked to meet the officer outside of the home. Everyone is working well together; the town will get through this pandemic together. First Selectwoman Lyons confirmed that the animal control department is continuing to operate.

In terms of essential town services, all critical public safety services are operational. Town government is being run mostly remotely. First Selectwoman Lyons thanked the technology department for pulling together the ability for staff to work remotely. This department also works for the Board of Education and is helping to roll out the distance

learning initiatives for the Board of Education. She stated that the Town Clerk has provided the following updates:

-Banks, Title Searchers and Attorneys are asked to search land records online at uslandrecords.com from May 8, 1972 to current.

-Recordings will be processed by mailing them to the Town Clerk's office at 8 Campus Drive. You can request the recording receipt be emailed or faxed back to you.

-The Vital records request form and directions can be found on the Town Clerk website. Please mail your request and the certified copy will be returned to you by mail.

-Please be ensured that the Town Clerk's office is working with all the Funeral Homes as needed. Funeral Homes should call the office at 203-245-5672.

-The Presidential Primary has been postponed to June 2nd. Although this is a fluid situation, residents can mail in an Absentee Ballot Application which can be found on the Town Clerk website.

-Residents will be receiving the 2020 Census letter by mail. You can file online or by telephone. If you are unable to do either, the Census Bureau will mail you a paper questionnaire in mid-April.

Regarding questions about the tax office, payments can be made through the website for a nominal fee. Or, payments can be made through the mail or over the phone. Any further information for the tax office can be sent via email and the tax collector's office will respond as soon as possible.

In terms of town governance, the town is working with the town attorney to determine the best way to implement the guidelines of the state's executive orders.

Austin Hall, Senior Services Director, stated that there were many opportunities for volunteers to help with the elderly population in town. Anyone interested in volunteering can email madisonwillriseforvolunteers@madisonct.org. If services are needed for anyone who is under the age of 65, they can be requested to madisonwillrise@madisonct.org or at 203-245-5645. Anyone who is over the age of 65 that might need help at this time can email madisonwillriseforseniors@madisonct.org or call 203-245-5627. The board reviewed that there is an emergency call list of over 100 names on file with the Senior Center and the staff is reaching out to everyone on this list. Also, Youth & Family Services is reaching out to their current clients as well.

Selectman Wilson provided an overview of a Business Taskforce that is meeting to address the needs of businesses in town. He stated that they are working to help

businesses conserve cash, looking at how to spread out the economic shock across the community and state infrastructure, and then also how to deploy cash back into the community. He also provided an overview of the different loans or grants that are being presented through the state. The taskforce is planning a zoom meeting and inviting local businesses and others to join to discuss what the business community thinks they need for business continuity. There are a lot of people working on this at the local and state levels. Selectman Wilson also clarified that non-essential businesses do not need to shutter their doors completely; they can still go into their offices and keep up with routine paperwork.

Selectwoman Duques provided an overview of her discussions with nursing homes in Madison. The biggest challenge that they are facing is with finding supplies necessary for treating patients, particularly gowns. The nursing homes are in lock-down mode and not allowing visitors at this time. Selectman Goldberg provided an overview of the operations at CVS and Selectman Murphy provided an overview of a request from Roberts's food stores regarding the plastic bag ordinance enforcement and how it might be loosened for paper bags.

4. Executive session:

- a. Emergency and civil preparedness planning and safety protocols.

MOVED by Selectman Murphy and seconded by Selectman Wilson to adjourn to Executive Session at 5:06 p.m.

VOTE: the motion was approved unanimously.

Invited in were:

Jean Fitzgerald, Board of Finance Chairwoman

Stacy Nobitz, Finance Director

Bill McMinn, Facilities Director

Sam DeBurra, Emergency Management Director

Trent Joseph, Health Director

Austin Hall, Senior Services Director

Lauren Rhines, Town Services Coordinator / Risk Manager

There being no objection the Board adjourned to Special Session at 6:08 p.m.

5. Adjournment.

There being no objections, First Selectwoman Lyons adjourned the meeting at 6:08 p.m.

Respectfully submitted,

Lauren Rhines

Town Services Coordinator / Risk Manager