

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**March 16, 2020 – 12:00 PM**  
**Lakeville Police Station – 323 Bedford Street**

On March 16, 2020, the Board of Selectmen held an emergency meeting at 12:00 PM at the Lakeville Police Station. The meeting was called to order at 12:00 PM by Chairman Fabian. Selectmen present were: Chairman Fabian and Selectman LaCamera. Also present were Maureen Candito, Town Administrator, Tracie Craig-McGee, Executive Assistant and Lorraine Carboni, Town Coordinator.

**Meet with Department Heads to discuss update on Covid 19**

*Present were: Michael O'Brien; Matthew Perkins; John Olivieri, Nathan Darling, Clorinda Dunphy; Ed Cullen; Kelly Howley; Lorraine Carboni; Lillian Drane; Debra Kenney; David Frates; Laurie Catalano; Jayme Viveiros; Richard Medeiros, and Franklin Moniz.*

Chairman Fabian said this meeting was to make sure that each Department has a plan in place to deal with the Coronavirus situation. Selectman LaCamera said that we all need to be on the same page with the same message. We want to provide assistance to residents as best we can, but protect our employees. He also wanted to let employees know that they will be paid if they are regularly scheduled to work. Mr. Darling and Ms. Howley had questions regarding their part time employees. Mr. Cullen spoke about the current cases in Massachusetts that are spread out over seven (7) counties. There should be better numbers next week with more testing being done. Test results will be provided the next day from the testing. We need to do everything we can to eliminate the spread of the virus. People can call 211 to get current information. People that are asymptomatic can spread the virus. The virus can live on certain surfaces for three (3) days. Chairman Fabian said employees that are sick need to stay home. Superintendent Medeiros said he had a conference call today with other School Superintendents. Schools are closed through April 7<sup>th</sup>. The Schools are working on a plan for on-line learning. The Central Office will remain open. Employees not working are being paid. Staff will be returning to collect belongings, but students will not. Grab and go lunches will be provided. All activities have been cancelled. They are trying to keep people from congregating on the campuses and asked Chief Perkins if they could help discourage people from using fields or playgrounds. He said that 51 student families have indicated that they do not have the ability to do on-line learning so devices will be made available to them. Superintendent Medeiros said even though the Schools are closed, people can call the Central Office.

Chairman Fabian said that the Town Office Building, Library, Senior Center, Highway Barn, and Animal Shelter will be closed to the public. Selectman LaCamera said that the custodians will be cleaning the buildings as the staff will be working for now. However, staffing may be reduced in each building. Chief Perkins said people will be going to the playground and his officers will ask them to leave, but unless the campus is closed to the public, they cannot make them leave. Superintendent Medeiros said he was hesitant to close the campuses. Selectman LaCamera said at this time we don't have to close the campuses, but we need to send a message to people not to congregate there.

Ms. Candito said she has received emails about people opening pop-up daycares and camps. Mr. Darling said some of the places are where children already are, but some do not meet the parameters. Further discussion took place regarding the Town's responsibility regarding these facilities. Selectman LaCamera said the Town does not want to be held responsible for inspecting these places for the State. Chief O'Brien said the Fire Marshall is telling Departments to enforce fire codes. Mr. Darling said that Town Counsel will be sending him additional information on this.

Chairman Fabian asked about the Senior Center Van Service. Ms. Howley said that they are only doing wellness and errand runs. She spoke of the volunteer medical drivers. She said if Meals on Wheels in Middleboro closes, they can get meals from Old Colony Elder Services. She could also provide food delivery from the Senior Center Food Pantry. It was suggested that Meals on Wheels drivers leave the food outside after confirming the person is home. She said the van is going to the grocery store two (2) times a week. There are approximately 45 people that receive Meals on Wheels. She will be getting more information later in the day and will update the Selectmen and Town Administrator.

Ms. Viveiros said the Library has closed the doors to the public. All borrowing has stopped and people with materials do not have to return them until April 15, 2020. Discussion occurred regarding staffing levels. Ms. Viveiros said that most of the staff's primary job is to assist people. With the public not being allowed, she could probably be the only one working. Selectman LaCamera suggested having staff in to work on projects for the first week. Ms. Viveiros spoke about staff scheduling.

Mr. Frates said the Animal Shelter is closed to the public. He can hold adoptions outside of the building by appointment. When he responds to animal calls, he will not go inside of the houses unless absolutely necessary. He is trying to not accept surrendered dogs; only strays and medical holds.

Mr. Darling said that by law, he has 48 hours from receipt of an application to do an inspection and 30 days to issue a permit. He is not sure how he will manage this. This will also affect the Zoning Board of Appeals, Conservation Commission and Planning Board. The State is not giving relief on time constraints, but applicants can be asked to continue their applications. Mr. Olivieri said if applicants do not agree to a continuance the hearing can be opened and continued. Selectman LaCamera said all Board, Committees and Commissions are being asked to move their meetings at least two (2) weeks out. Mr. Darling said we need guidance from Town Counsel regarding re-advertising and abutter notification. Ms. Candito said she is working on remote participation. Meetings will only be held at the Police Station Community Room.

Selectman LaCamera asked about the Board of Health. Mr. Cullen said the Island Terrace Project needs to be done by April 1, 2020. The Board wants to go forward with their meeting. We may try to postpone the other two (2) items for two (2) weeks. Mr. Olivieri noted that the Board of Assessors has one (1) meeting scheduled for abatements. It may be able to be done by telephone, and we will go into Executive Session. If residents need Motor Vehicle Abatement Forms, they can be found on the website and left in the drop box. Mr. Darling expressed his concern over the inspectors going into buildings to do inspections. Ms. Howley asked if someone in an apartment building is quarantined, does that mean you cannot enter the entire building. Mr. Cullen said no; just the person's apartment is quarantined. Ms. Howley was concerned for the Meals on Wheels

drivers. Mr. Cullen suggested calling the Building Manager to make sure the building has been cleaned.

Ms. Dunphy said that payroll is being done today. She can deliver the checks to employees not located in Town Hall. Mr. Moniz said we need a policy that there is no paperwork; everything is scanned. Selectman LaCamera said the payroll can be done remotely. He is concerned about the Treasurer's Office staff working from home and getting hacked. Ms. Kenney said she can come in to do the wire transfers. A discussion was held with Mr. Grabarz regarding internet security.

Chairman Fabian said we are trying not to change the Annual Town Election. Ms. Drane said she has to make sure that Freetown is on the same page due to the Regional School Committee Members. She has absentee ballots that residents can request and vote with. Ms. Drane reviewed the steps she is taking to keep people safe while voting. Chairman Fabian said we will stay with that unless the State says we can't hold it. Selectman LaCamera asked about holding voter registration. Ms. Drane said it must be held by law. Ms. Kenny said her staff will be in the office to help residents with things they cannot do on line. Excise taxes can be dropped off in the drop box. She will be waiving deadlines and fees for late payments. Ms. Catalano said that Department invoices can be scanned and emailed to Accounting. Mr. Grabarz said he is working on a list of people who need remote access. Mr. Moniz said the Highway Department Buildings are closed to the public, but work is ongoing as usual. The Transfer Station is only accepting household trash as there is no contact with the public. Recyclables are not being accepted. Mr. Cullen said that residents can call 211 for information. If someone suspects they may have the virus, they should isolate and put a mask on. You need to call your doctor and get tested. If you do have the virus, there is a 14 day quarantine period. Chief O'Brien said the virus can be transmitted if you are closer than 6' for a 15 minute duration.

Selectmen LaCamera said we all want to be consistent with our message that we are trying to protect our employee. Try to be nice and send any calls to the appropriate Departments. Chief O'Brien noted that there is no system for reimbursement yet from the Federal Government, but he is tracking his costs. Right now, things are slow. He has met with the Call Firefighters and has reviewed procedures and response. They have masks and gowns and have ordered gloves. Burn permits will be stopped. Ms. Catalano asked if the extra expenses could be coded differently. She has also spoken to Maintenance about that. Chief Perkins spoke about changes to dispatch procedures when receiving medical calls and how they are handling Pistol Permits. The Registry of Motor Vehicles is giving a grace permit on expired licenses. Mr. Nolan said the Park Commission does not want to shut down the parks. They can put up signs stating there is a 25 person limit – Police Take Notice. They will also post it on Facebook. All sports are postponed. Mr. Cullen said if people are outside and over 6' apart, they could use the Park. People playing basketball could be a problem. Ms. Craig-McGee noted that for the Selectmen's meeting that evening, she has contacted anyone scheduled to come in and told them they did not need to be there.

Ms. Candito said that the Fire Chief has asked for the Town to declare a State of Emergency. Chairman Fabian said she was concerned that residents might panic. Chief O'Brien said this would allow his Department to be reimbursed for expenses.

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To declare a State of Emergency in Lakeville.  
Unanimous in favor.

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To adjourn the Board of Selectmen's Meeting at 2:45 PM.  
Unanimous in favor.

**List of documents provided at the Board of Selectmen Meeting of March 16, 2020**

There were no documents provided.