

**Emergency Meeting Minutes
BOARD OF SELECTMEN
SCHOOL COMMITTEE
BOARD OF HEALTH
Thursday, March 12, 2020
6:00 p.m.
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA**

Board of Selectmen Attendance: Lea T. Anderson, Cherry C. Karlson, Douglas A. Levine

Absent: Mary M. Antes, Thomas J. Fay

Also Present: Town Administrator, Louise Miller; Assistant Town Administrator, Elizabeth Doucette; Human Resources Manager, Kathleen Buckley

School Committee Attendance: Jeanne Downs, Ellen Grieco, Nate Buffum, Kathie Steinberg, Kim Reichelt (remote participation)

Absent: None.

Also Present: Superintendent of Schools, Arthur Unobskey

Board of Health Attendance: Susan Green, John G. Schuler, Arne Soslow

Absent: Robert DeFrancesco, Brian J. McNamara

Also Present: Director of Public Health, Julia Junghanns; Public Health Nurse, Ruth Mori; Department Assistant, Patti White

A1. Call to Order; Review Agenda for Public C. Karlson called the joint meeting of the Board of Selectmen, Board of Health, and School Committee to order at 6:06 p.m. in the Wayland Town Building Council on Aging Room when a quorum of each board was present, and noted that the meeting would be recorded for later broadcast by WayCAM. C. Karlson reviewed the agenda for the public.

C. Karlson announced that an emergency meeting of the Board of Selectmen, Board of Health, and School Committee was held pursuant to Massachusetts General Laws, Chapter 30A, Section 18 and Section 20 (b). The emergency, which became known to Town and School officials late on the morning of Mar. 12, was outside the control of the government and immediate action was necessary to protect public health. The emergent situation occurred at a school when two children began showing symptoms and their symptomatic parent had prior contact with a presumptive positive case of COVID-19.

C. Karlson reminded the group to be respectful of the privacy of the students, parents and staff.

C. Karlson announced one member of the School Committee, K. Reichelt would be participating remotely due to inability to attend the meeting.

A2. Update and discussion on COVID-19 from Town Administrator, School Superintendent, Health Director, and Public Health Nurse

A. Unobskey thanked L. Miller, J. Junghanns and R. Mori for assistance. A. Unobskey reported that the School Department had made decisions based on recommendations from the state to cancel international and domestic trips for students, and limited contact by cancelling large events.

A. Unobskey described two situations that led to the decision to close the schools. On Mar. 11, the School Department learned a parent of a student had tested presumptive positive for COVID-19. The affiliated

students had spent some amount of time at the Middle School and Loker Elementary School before being quarantined; both schools were closed and cleaned that day.

On Mar. 12, the School Department learned of a parent of a student at the Claypit Hill Elementary School who had exposure to an individual who had tested presumptive positive for COVID-19. In order to reduce exposure, the students of Claypit Hill Elementary School were dismissed at 1:00 p.m., and the staff at 2:30 p.m. The staff and students who may have had close contact with the student would receive further instructions to self-quarantine for fourteen days. A. Unobskey reported the decision was then made to close the school buildings, cancel all extra-curricular activities and B.A.S.E programs effective Mar. 13 to Mar. 27, and all were expected to re-open on Mar. 30; but that could change.

C. Karlson announced that as of Mar. 10 the Town cancelled all discretionary meetings and large gatherings. Mandatory, regulatory public meetings and hearings to conduct required government business could continue. All Open Meeting Law requirements would still apply, including those of remote participation. C. Karlson recommended that meetings practice social distancing and that participants follow public health authorities' advice on reducing the risk of COVID-19. There was a press release for Mar. 11 posted on www.wayland.ma.us/health-department/pages/covid-19-virus-information, accessible through the red banner on wayland.ma.us.

J. Junghanns reported on a conference call with Massachusetts Department of Public Health (MDPH) during which she received no new guidance on large gatherings; a group effort was made for regional consistency on definitions of large gatherings and close contact. New documents from the Center of Disease Control (CDC) and from the state on guidelines to reduce risk were provided and posted.

L. Miller reported that Congressman K. Clark planned a conference call with Town Managers, Town Administrators and Mayors from Massachusetts on the availability of federal funding, and also that a call was scheduled with MDPH (Massachusetts Department of Public Health).

C. Karlson reported that town department heads had been receiving communication from various list serves that are then compiled by the Town. The Massachusetts Interlocal Insurance Association, Inc. (MIIA) has expressed availability to support municipalities. A. Soslow expressed the need for better communication. C. Karlson reported that residents could receive an email alert whenever press releases are posted. Residents would have to sign up for alerts to be pushed to them from wayland.ma.us.

C. Karlson referenced three press releases from the Town to the Wayland community dated March 12, 2020 posted at wayland.ma.us, and two from A. Unobskey, posted at <https://www.wayland.k12.ma.us/>.

R. Mori reported that testing for COVID-19 does not have to happen through the local Board of Health. If a primary provider has a test kit and authorization from MDPH, they could be tested. COVID-19 is a reportable disease and therefore the MDPH would report a presumptive positive test to the local Health Department.

L. Miller reported that there had been a meeting with an emergency task force, comprised of personnel from Public Safety, the Health Department and the Town Administrators' office. L. Miller had given directives to employees that mirrored state mandates to restrict travel, and had held department managers meetings to determine essential and non-essential functions of government. The meeting included the director of the Wayland Housing Authority.

L. Miller reported that the authority and responsibility to prevent the spread of the disease by prohibiting gatherings or closing public places rested with both the Board of Selectmen and the Board of Health at the local level. L. Miller added that both Boards must be apprised of developing situations, and in the event the Town needed to close a public place or prevent a public gathering, both boards needed to concur on that decision. In the event there would be closure of an officially sanctioned event, meetings of public bodies, or places where governmental services are provided, concurrence of the Chief Executive Officer / Chair of the Board of Selectmen is also required.

J. Junghanns updated the boards on recent communication to food establishments with regard to food handling safety and ban on buffets as it pertains to COVID-19. She also had communication with fitness and health gyms and the town pool. J. Junghanns also would attend a seminar on food handling.

A. Soslow recommended distributing more detailed information to the community. C. Karlson reported that the Heath Director sent out specific instructions on self-quarantining to the community affected. E. Grieco suggested parents would want better definitions on large groups. K. Reichelt asked about communication concerning grocery stores and services for people who cannot get food, drugs, and supplies. L. Miller reported that the Town has already identified residents to whom the Town provides services and a plan to continue those services, but may need to broaden that list as quarantines occur. K. Reichelt asked what reassurance residents would have that supplies would be available. C. Karlson reported that the Town has not asked businesses to shut down, but it is out of the control of the Town to make the private grocery stores remain open and stocked. L. Miller advised that people should prepare for the unknown.

C. Karlson and L. Miller reported, as of the meeting, that the Town Election was scheduled for Mar. 31 and Annual Town Meeting (ATM) to begin on Apr. 5. Changing the date of a posted election can only be done with a court order; and elections are not considered large group gatherings. The Town Clerk had been coordinating with the Town Counsel, the Secretary of State, and other Town Clerks to reduce risks to the public and the election staff. C. Karlson reported that the Town Clerk confirmed that COVID-19 is not an allowable reason to use an absentee ballot.

C. Karlson and L. Miller reported that Town Code mandates that the Town Election must happen within seven days of ATM, even where state law would allow the Board of Selectmen to change the date of the Meeting. ATM cannot happen remotely this year.

The Town is pursuing the options to postpone ATM. There is a possible scenario that ATM would be posted to convene Apr. 5, and after the meeting is called to order by the Moderator and the Town Clerk, who need not be present at the location of ATM, nor need a quorum, could postpone the meeting up to 30 days to a place certain and a date certain. The approach would be discussed at the next Board of Selectmen meeting Mar. 16. The Town would continue to monitor how three neighboring towns are handling their respective town meetings with respect to COVID-19, but none of the three towns has a bylaw requiring an election within seven days.

K. Steinberg asked if the Town considered closing non-essential spaces like the Library or Town Building. C. Karlson answered that currently there are no plans to close public areas, but that could change.

A3. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any. There were none.

A4. Adjourn

D. Levine moved, seconded by L. Anderson, to adjourn the meeting at 7:13 p.m.

Board of Selectmen roll call vote: YEA: L. Anderson, D. Levine, C. Karlson. NAY: none. ABSENT: T. Fay, M. Antes. ABSTAIN: none. Adopted 3-0.

School Committee roll call vote: YEA: J. Downs, E. Grieco, N. Buffum, K. Steinberg, K. Reichelt. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Board of Health roll call vote: YEA: S. Green, J. Schuler, A. Soslow. NAY: none. ABSENT: R. DeFrancesco, B. McNamara. ABSTAIN: none. Adopted 3-0.

Items included as part of the Agenda Packet for discussion during the March 12, 2020 Board of Selectmen Meeting

1. Press release to all Wayland Residents, dated March 12, 2020, re: update – COVID-19
2. Message to all Wayland Residents from Director of Health, dated March 12, 2020, re: COVID – 19 developments
3. Message to Claypit Hill Families from Arthur Unobskey, Superintendent, dated March 12, 2020 re: Claypit Hill Early Dismissal