



Board of Selectmen

65 North Main Street
West Bridgewater, MA 02379
Telephone (508) 894-1267
Fax (508) 894-1269

Open Session Agenda Wednesday May 6, 2020 Selectmen's Meeting Room – 2nd Floor 7:00 p.m.

The listing of matters is those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items may, in fact, be discussed and other items not listed may be brought up for discussion to the extent permitted by law. This meeting may be recorded for use on the internet.

Due to the increasing concern surrounding the Coronavirus pandemic, this meeting will remain closed to the public. There are no scheduled Public Hearings and there will be no public comment period. Live video and audio of the meeting will be aired on Comcast local channel 9. A recording of the meeting will also be posted on the West Bridgewater YouTube channel.

PUBLIC HEARINGS

APPOINTMENTS

1. Warrants/Board of Selectmen Business:

- a. Professional Municipal Clerks Week Proclamation (p. 3)
- b. Approve Meeting Minutes of April 1, 2020 (p. 4-7)
- c. Accept for Review Meeting Minutes of April 15, 2020 (p. 8-13)
- d. Vote to Move the Due Date for Exemption and Deferral Applications to June 1, 2020 (p. 14-23)
- e. Vote on FY 21 Appointments (p. 24-27)
- f. Approve Confined Space Policy (p. 28-38)

2. Communications and Reports from Boards, Commissions and Town Officials:

3. Correspondence from the Public to Determine a Course of Action:

4. Public Comment Period:

5. Town Administrator's Report:

- a. DLTA Funding Approval (p. 39)
- b. Special Legislation for Special Police Officers Approved by State (p. 40-42)
- c. Town Comments – Proposed 40B Complex at 43R Belmont Street (p. 43-46)

- d. Discussion on Plymouth County – CARES Act
- e. Update on COVID-19: (p. 47-67)
 - i. Governor Baker's Order Further Extending the Closing of Certain Workplaces and the Prohibition on Gatherings of More than 10 People (p. 68-70)
 - ii. COVID-19 Economic Recovery Update – Information for Local Lenders (p. 71-74)

6. Adjourn:

7. Executive Session:

- a. Pursuant to MGL Chapter 30A, Section 21 (a) Exception 2, to Conduct a Strategy Session in Preparation for Negotiations with Nonunion Personnel, Specifically, All Nonunion Contract Employees overseen by the Board of Selectmen.
- b. Pursuant to MGL Chapter 30A, Section 21 (a) Exception 3, to Discuss Strategy with Respect to Collective Bargaining, Specifically, All Unions overseen by the Board of Selectmen.

**PROCLAMATION
OF
THE BOARD OF SELECTMEN
WEST BRIDGEWATER, MASSACHUSETTS**

- WHEREAS,** The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and
- WHEREAS,** The Office of the Professional Municipal Clerk is the oldest among public Servants; and
- WHEREAS,** The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and
- WHEREAS,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and
- WHEREAS,** The Professional Municipal Clerk serves as the information center on functions of local government and community; and
- WHEREAS,** Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and
- WHEREAS,** It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk; therefore be it

RESOLVED

We, the Board of Selectmen of the Town of West Bridgewater, do hereby proclaim the week of May 3, 2020 through May 9, 2020, as PROFESSIONAL MUNICIPAL CLERKS WEEK;


AND FURTHER, we extend our appreciation to our Professional Municipal Clerk, Anne Iannitelli, and to all Professional Municipal Clerks for their vital services they perform and their exemplary dedication to the communities they represent.

In witness whereof we have hereunto set our hands and caused the Great Seal of the Town of West Bridgewater to be affixed this 6th day of May, 2020.

THE BOARD OF SELECTMEN


Eldon F. Moreira, Chairman


Denise R. Reyes, Vice Chairman


Anthony J. Kinahan, Clerk

Minutes of the Board of Selectmen Meeting of Wednesday, April 1, 2020. Present were Eldon F. Moreira. Also present was David L. Gagne, Town Administrator. The meeting convened at 7:00 p.m. in the Selectmen's Meeting Room in Town Hall.

Chairman Moreira stated Selectmen Denise Reyes and Anthony Kinahan were participating remotely. Chairman Moreira stated due to the increasing concern surrounding the Coronavirus pandemic, this meeting will remain closed to the public. Chairman Moreira stated there are no scheduled Public Hearings and there will be no public comment period. Chairman Moreira stated live video and audio of the meeting will be aired on Comcast local channel 9 and a recording of the meeting will also be posted on the West Bridgewater YouTube channel.

The Board led the Pledge of Allegiance.

Chairman Moreira stated he appreciated how patient everyone has been during this difficult time. Chairman Moreira stated first on the agenda was approving the meeting minutes of March 4, 2020. Chairman Moreira stated he had a revision he would like to be applied to the meeting minutes before approving them.

Ms. Reyes **MOVED** to table the March 4, 2020 meeting minutes. Ms. Reyes stated she had not had the chance to fully review them yet. Mr. Kinahan seconded, and so voted unanimously.

Chairman Moreira stated next on the agenda was accepting the meeting minutes of March 18, 2020 for review.

Mr. Kinahan **MOVED** to accept the March 18, 2020 meeting minutes for review, Ms. Reyes seconded, and so voted unanimously.

Chairman Moreira stated next on the agenda was voting on the Vehicle Maintenance Superintendent's vacation carry over request.

Mr. Gagne stated the Vehicle Maintenance Superintendent is requesting to carry over 3.5 vacation days.

Ms. Reyes **MOVED** to approve the Vehicle Maintenance Superintendent's vacation carry over request, Mr. Kinahan seconded, and so voted unanimously.

Chairman Moreira stated next on the agenda was the appointment of intermittent police officers.

Mr. Gagne stated the Police Chief has recommended the appointment of 3 intermittent police officers, Olivia Church, Robert Carrigan, and Christopher Huyghe. Mr. Gagne stated the Police Chief is looking to create an intermittent officer roster to hire fulltime officers from in the future.

Ms. Reyes **MOVED** to appoint Olivia Church, Robert Carrigan, and Christopher Huyghe as Permanent Intermittent Officers, Mr. Kinahan seconded, and so voted unanimously.

Chairman Moreira stated next on the agenda was voting to postpone the annual town election to June 27, 2020. Chairman Moreira stated he was recusing himself from voting on the matter, as he is on the ballot, and handed the meeting over to Ms. Reyes.

Mr. Gagne stated given the current climate, the legislature and the Governor are allowing local authorities to postpone local elections. Mr. Gagne stated the Town Clerk is requesting that the annual town election be moved to June 27, 2020.

Ms. Reyes made the following motion:

“Pursuant to Section 1 of Chapter 45 of the Acts of 2020 and because of the State of Emergency declared by the Governor pursuant to Executive Order 591, Declaration of a State of Emergency to respond to COVID-19, the West Bridgewater municipal town election scheduled for April 11, 2020 is hereby postponed until June 27, 2020.”

Mr. Kinahan seconded. Two voted in favor and one abstained.

Chairman Moreira stated next on the agenda was the Town Administrator’s Report.

Mr. Gagne stated within the meeting packet there is an update noting several memos that were sent out to both employees and residents noting what the Town is doing in response to COVID-19. Mr. Gagne stated non-essential workers are working from home and essential workers are reporting to work conducting business in their offices. Mr. Gagne stated this will continue through May 4, 2020 and he foresees that being extended further out. Mr. Gagne stated there are 6 confirmed cases of COVID-19 in West Bridgewater. Mr. Gagne stated those individuals have been quarantined and those that have been in close contact with them have also been quarantined. Mr. Gagne stated the Federal Government has passed the Families First Coronavirus Response Act, which includes the Family Medical Leave Act Extension and Emergency Paid Sick Leave Act that employees may want to take advantage of during this time. Mr. Gagne stated there are over 6,000 cases state wide, with 89 deaths. Mr. Gagne stated the nationwide death toll is 2,860. Mr. Gagne stated the Track and Football field at the high school have been closed, along with Friendship Park. Mr. Gagne stated parking spots at War Memorial Park have been limited to observe social distancing.

Chairman Moreira thanked Mr. Gagne and the office staff for all of the work they have done to keep the public informed. Chairman Moreira stated he appreciates those residents who are practicing social distancing and for their continued patience.

Mr. Gagne stated Department Heads and employees have been working well considering the circumstances. Mr. Gagne stated Police, Fire and the DPW are still showing up to work performing their jobs on a day to day basis and should be commended for their efforts and dedication.

Mr. Gagne stated next he wanted to discuss postponing Town Meeting, originally scheduled for May 18, 2020. Mr. Gagne stated given the circumstances he suggests that the Board take a vote to postpone the Town Meeting to June, which may even need to be postponed further until September. Mr. Gagne stated typically Town Meetings cannot be scheduled for later in the year

however new legislation allows the change. Mr. Gagne stated the Town receives local aid from the State and there are expected shortfalls which would negatively affect how much aid the State can provide to local municipalities. Mr. Gagne stated there will also be a decrease in revenue from meals tax and he is concerned about property taxes and excise taxes being paid. Mr. Gagne stated the Town is also not receiving permitting fees or other sources of typical income at the moment. Mr. Gagne stated Town Meeting should be postponed until there is a clearer picture of what the budget will look like.

Chairman Moreira stated he received a letter from the School Committee regarding the March 19, 2020 Finance Committee meeting. Chairman Moreira requested a C.D. recording of the March 19, 2020 Finance Committee meeting to review. Chairman Moreira stated he hopes that Board and Committee members realize they must conduct themselves in an orderly and respectful manner.

Ms. Reyes stated she wanted to thank Mr. Gagne and the office staff for all of their hard work during this difficult time. Ms. Reyes also thanked all of the other Department Heads and employees for their efforts during this unprecedented time.

Chairman Moreira stated he appreciates the team effort and thanks all of the Department Heads and employees for their hard work.

At 7:24 p.m. Ms. Reyes **MOVED** to adjourn, Mr. Kinahan seconded, and so voted unanimously.

The meeting adjourned at 7:24 p.m.

Anthony J. Kinahan, Clerk

Respectfully submitted by Lorna J. Carroll, Confidential Secretary.

List of Documents included in the April 1, 2020 Meeting Packet:

- *Meeting Minutes of March 4, 2020*
- *Meeting Minutes of March 18, 2020*
- *Vehicle Maintenance Superintendent's Vacation Carry Over Request*
- *Letter of Recommendation from the Police Chief re: Permanent Intermittent Police Office Appointments*
 - o *Olivia Church's Resume*
 - o *Robert Carrigan's Resume*
 - o *Christopher Huyghe's Resume*
 - o *Marc Deveau's Resume*
 - o *Adam Butler's Resume*
- *Memo to the Board of Selectmen re: Municipal Elections*
 - o *Chapter 45 of the Acts of 2020*

- *Email from the Town Clerk re: Annual Town Election*
- *Memo to the Board of Selectmen re: Coronavirus – Advisory #3*
 - *COVID-19 Advisory #4 – To All Employees*
 - *COVID-19 Advisory #5 – To All Employees*
 - *COVID-19 Advisory #2 – To All West Bridgewater Residents*
 - *COVID-19 Advisory #2 – To The Honorable Board of Selectmen*
 - *Confirmed COVID-19 Cases in West Bridgewater Update #1*
 - *Friendship Park Closure – To DPW Director and School Superintendent*
 - *Confirmed COVID-19 Cases in West Bridgewater Update #2*
 - *Confirmed COVID-19 Cases in West Bridgewater Update #3*
 - *Confirmed COVID-19 Cases in West Bridgewater Update #4*
 - *Confirmed COVID-19 Cases in West Bridgewater Update #5*

Minutes of the Board of Selectmen Meeting of Wednesday, April 15, 2020. Present were Eldon F. Moreira. Also present was David L. Gagne, Town Administrator. The meeting convened at 7:00 p.m. in the Selectmen's Meeting Room in Town Hall.

Chairman Moreira stated Selectmen Denise Reyes and Anthony Kinahan were participating remotely. Chairman Moreira stated due to the increasing concern surrounding the Coronavirus pandemic, this meeting will remain closed to the public. Chairman Moreira stated there are no scheduled Public Hearings and there will be no public comment period. Chairman Moreira stated live video and audio of the meeting will be aired on Comcast local channel 9 and a recording of the meeting will also be posted on the West Bridgewater YouTube channel.

The Board led the Pledge of Allegiance.

Chairman Moreira stated the Fire Department Chaplain, Reverend Smith, has been diagnosed with COVID-19. Chairman Moreira stated his thoughts and prayers are with Reverend Smith and all of the other individuals affected by this disease.

Chairman Moreira stated first on the agenda was approving the meeting minutes of March 4, 2020 and March 18, 2020.

Ms. Reyes **MOVED** to approve the meeting minutes of March 4, 2020 and March 18, 2020, Mr. Kinahan seconded, and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Chairman Moreira stated next on the agenda was accepting the meeting minutes of April 1, 2020 for review.

Mr. Kinahan **MOVED** to accept the meeting minutes of April 1, 2020 for review, Ms. Reyes seconded, and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Chairman Moreira stated next on the agenda was voting on Antique/Second Hand License Renewals.

Mr. Gagne requested that the Board take a vote to approve all Antique/Second Hand License Renewals subject to receiving all final documentation and payments.

Ms. Reyes **MOVED** to approve all Antique/Second Hand License Renewals subject to receiving all final documentation and payments, Mr. Kinahan seconded, and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Chairman Moreira stated next on the agenda was voting to waive interest and fees on Taxes/Water Bills and Excise Tax pursuant to Chapter 53 of the Acts of 2020.

Mr. Gagne stated legislation was passed last week. Mr. Gagne stated May 1, 2020 will remain the bill date for all of the property taxes that are due, however, if not paid on time, all interest and fees will be waived, as long as the payment is made on or before June 29, 2020. Mr. Gagne stated payment made on or after June 30, 2020 will be subject to accrued interest and penalties.

Ms. Reyes **MOVED** to approve waiving interest and fees on Taxes/Water Bills and Excise Tax pursuant to Chapter 53 of the Acts of 2020, Mr. Kinahan seconded, and so vote unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Mr. Gagne stated the Board of Assessors just took a vote at their 6 p.m. meeting to move the due date for exemption and deferral applications from April 1, 2020 to June 1, 2020. Mr. Gagne asked that the Board of Selectmen take a vote on the matter as well.

Mr. Kinahan **MOVED** to move the due date for exemption and deferral applications from April 1, 2020 to June 1, 2020, Ms. Reyes seconded, and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Chairman Moreira stated next on the agenda was voting to set the Annual Town Meeting date for June 29, 2020.

Mr. Gagne stated due to COVID-19 and the restriction on large group gatherings the Board has discussed postponing the Annual Town Meeting. Mr. Gagne stated both the Town Clerk and the Town Moderator are on board for moving the date from May 18, 2020 to June 29, 2020. Mr. Gagne asked the Board to take a vote to move the date of the Annual Town meeting from May 18, 2020 to June 29, 2020.

Mr. Kinahan **MOVED** to move the date of the Annual Town Meeting from May 18, 2020 to June 29, 2020, Ms. Reyes seconded and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Mr. Reyes stated she would like to thank everyone in West Bridgewater for all of the precautions they have been taking to protect themselves and their fellow residents and she wishes everyone the best during this difficult time.

Chairman Moreira stated he would like to recognize the Town employees and everyone else involved in maintaining the Town during the last windstorm.

Chairman Moreira stated next on the agenda was the Town Administrator's Report.

Mr. Gagne stated first on his report was the Determination of Uniqueness for the Purchase of the Lincoln Street property. Mr. Gagne stated this is a direct sale and as a result, under CH. 30B Sec. 16E, the Board has to determine that this piece of property is unique and therefor does not

require an auction process or an RFP process. Mr. Gagne stated Legal Counsel has drafted a Determination of Uniqueness that is before the Board tonight for approval.

Mr. Kinahan **MOVED** to approve the Determination of Uniqueness as prepared by Town counsel, Ms. Reyes seconded, and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Mr. Gagne stated next on his report is the Town Comments regarding the proposed 40B project located at 477 West Center Street. Mr. Gagne stated on behalf of the Board he submitted comments to MassHousing along with comments from the Building Department, Fire Department, Police Department and the Conservation Commission. Mr. Gagne stated a 40B webpage was created under the Zoning Board of Appeals site. Mr. Gagne stated correspondence regarding proposed 40B projects will be posted to this site for easy access to the public. Mr. Gagne stated MassHousing will take the Town's comments into consideration when considering the eligibility of a project. Mr. Gagne stated MassHousing will then forward their determination to the Zoning Board of Appeals and then the applicant will follow the process of the Zoning Board of Appeals.

Mr. Gagne stated next on his report is a notice about early voting for the local Town Election scheduled for June 27, 2020. Mr. Gagne stated the Town Clerk is requesting that people vote by mail. Mr. Gagne stated all of the forms and applications are on the Town Clerks webpage.

Mr. Gagne stated next on his report was an update to the Board as to what is being done in response to the Coronavirus pandemic. Mr. Gagne stated his office has continued to provide updates to both employees and residents and issue an update every time the Town is notified that a resident has been confirmed to have Coronavirus and when residents have recovered from the virus. Mr. Gagne stated he would like to recognize the DPW, Police and Fire Departments for continuing to function as usual amidst the pandemic.

Mr. Gagne stated last on his report is a memo outlining the affects the Coronavirus pandemic will could have on the Town's budget. Mr. Gagne outlined the possible decrease in State funding coming to the Town, which will in turn, have a negative impact on the Town's budget. Mr. Gagne stated with the permission of the Board, he would like to issue a memo to employees noting the measures he suggests be taken to lessen the impact on the Town's budget. Mr. Gagne stated with the authorization from the Board he would like to enforce a spending freeze moving forward as well as enforce a new-hire freeze, putting a halt on all new hires that have not been budgeted for in the FY20 budget. Mr. Gagne stated the next step would be to possibly negate all raises for Town Employees and lastly furloughs/layoffs. Mr. Gagne stated these measures would be set in place to do everything the Town can to avoid furloughs/layoffs.

Chairman Moreira stated he would like to get back to the Assessors about bringing their part time employee on full time. Chairman Moreira stated he would like to wait and see what funding will come from the State before enforcing a new hire freeze and not giving employees their raises. Chairman Moreira stated he also does not want to put the Town in a compromising position when it comes to properly estimating the budget.

Ms. Reyes stated she is in favor of issuing the memo and noting all four measures suggested by Mr. Gagne. Ms. Reyes stated she believes this a smart strategy.

Mr. Kinahan stated he agrees that these measures are laid out appropriately and in the correct order. Mr. Kinahan stated he believes there should be a hiring freeze across the board, not only for FY21, especially if furloughs and layoffs are in the Town's future. Mr. Kinahan stated the Board could further assess negating all raises in a couple of weeks when there is more information on State funding and a clearer understanding of the impact on the Town's budget.

Chairman Moreira stated this is not an ideal situation but he understands that these measures must be set in place to protect the Town. Chairman Moreira stated he agrees with the other Selectmen and supports the measures suggested by Mr. Gagne.

Mr. Gagne stated his only concern with enforcing a hiring freeze across the board is that then the Town could not replace individuals who may retire within the year, as well as hire the Police Officers that have been budgeted for FY20.

Chairman Moreira stated he would like the Board to take a vote on the position in the Assessors office at their next meeting. Chairman Moreira stated he would like this position to be an exception to the rule.

Ms. Reyes stated she does not think the Board should be voting on the Assessors' bottom line budget if they are not voting on any other department's budget.

Chairman Moreira stated he understands changing the position would have to be subject to funding.

Mr. Gagne stated the Board would ultimately vote on that position when they vote on budgets at their May 6, 2020 meeting but he may request that the Board vote on the budgets at their May 20, 2020 meeting in order to wait on more information from the State as far as funding goes.

Mr. Kinahan **MOVED** to put a spending freeze on nonessential items of FY20, no new hires for FY21 and FY20 new hires must be approved by the Town Administrator, and that the Town Administrator start the discussion about possibly negating raises for all employees, Ms. Reyes seconded the motion, and so voted unanimously.

Mr. Gagne advised the Board that any FY20 new hires would still go before the Board for a ratification vote.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

Ms. Reyes stated she would like to recognize the staff at the Council on Aging for continuing to serve the elderly population. Ms. Reyes also recognized the Food Pantry for continuing to provide food to those in need. Ms. Reyes stated the staff at the school is also providing lunches

to those in need. Ms. Reyes stated she is appreciative of all of those putting in the time and effort to help those within the community during this difficult time.

At 7:45 p.m. Mr. Kinahan **MOVED** to adjourn, Ms. Reyes seconded, and so voted unanimously.

ROLL CALL VOTE: Chairman Moreira, yes; Ms. Reyes, yes; Mr. Kinahan, yes.

The meeting adjourned at 7:45 p.m.

Anthony J. Kinahan, Clerk

Respectfully submitted by Lorna J. Carroll, Confidential Secretary.

List of Documents included in the April 15, 2020 Meeting Packet:

- *March 4, 2020 Meeting Minutes*
- *March 18, 2020 Meeting Minutes*
- *April 1, 2020 Meeting Minutes*
- *Memo re: Annual Antique/Second Hand License Renewals*
- *Memo re: Act to Address Challenges Faced by Municipalities - Ability to Defray Interest/Late Charges on Municipal Charges*
 - *Chapter 53 of the Acts of 2020*
- *Determination of Uniqueness – Lincoln Street Property*
- *Letter to Mass Housing Outlining the Town's Comments re: Proposed 40B – West of Center Apartments*
 - *Letter of Concern from Building Commissioner*
 - *Letter of Concern from Fire Chief*
 - *Letter of Concern from Conservation Agent*
 - *Letter of Concern from Police Chief*
- *Early Voting Flyer*
- *Coronavirus Advisory #4 to the Honorable Board of Selectmen*
 - *Memo to Town Clerk re: Annual Town Election*
 - *COVID-19 Advisory #5-1 to All Department Heads*
 - *Confirmed Cases in West Bridgewater Update #6*
 - *Confirmed Cases in West Bridgewater Update #7*
 - *Confirmed Cases in West Bridgewater Update #8*
 - *Confirmed Cases in West Bridgewater Update #9*
 - *Confirmed Cases in West Bridgewater Update #10*
 - *Confirmed Cases in West Bridgewater Update #11*
 - *Memo to the Board of Selectmen re: Coronavirus effects on FY20 and FY21 Budget*

- *Policy Brief on Estimating the Shortfall in Massachusetts Tax Revenue*
- *Boston Globe Article re: Experts Predict Plummeting State Revenues will put Mass. In Dire Straits*



Town of West Bridgewater

OFFICE OF TREASURER-COLLECTOR

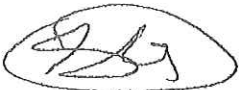
TOWN HALL

65 NORTH MAIN STREET

WEST BRIDGEWATER, MA 02379

TEL. (508) 894-1203 FAX (508) 894-1205

April 9, 2020

To: The Honorable Board of Selectmen
From: Treasurer/Collector Scott Golder 
Re: Act to Address Challenges Faced by Municipalities – Ability
to Defray Interest/Late Charges on Municipal Charges

Governor Charlie Baker recently signed into law, Chapter 53 of the Acts of 2020, "An Act to Address Challenges Faced by Municipalities...Resulting From COVID-19." The Act provided some options to help taxpayers. As Treasurer/Collector, I am recommending that the Board, in accordance with Section 11 of the Act, authorize me to waive interest and penalties on taxes levied by the Town on any past-due payments made on or before June 29th, 2020. This will apply to any tax bills with due dates after March 10, including the May 1st Real Estate/Personal Property tax bill. Payments made on or after June 30th will be subject to accrued interest and penalties.

After conferring with John Donahue, Principal Assessor, we are also recommending that the Board exercise the option outlined in Section 10(a)(iv). This option will move the due date for exemption and deferral applications from April 1 to June 1, allowing taxpayers who may have missed the deadline to file for exemptions or deferrals. Mr. Donahue will be presenting this to the Board of Assessors at their meeting on April 15, 2020.

Chapter 53,
of the Acts of 2020

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-First General Court

AN ACT TO ADDRESS CHALLENGES FACED BY MUNICIPALITIES AND STATE
AUTHORITIES RESULTING FROM COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purposes, which are to make certain changes in law in response to a public health emergency, each of which is immediately necessary to carry out to accomplish important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 9 of chapter 39 of the General Laws, as appearing in the 2018 Official Edition, is hereby amended by striking out, in lines 13 to 14, the word "thirtieth" and inserting in place thereof the following words:- 30 except in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency.

SECTION 2. Subsection (a) of section 10A of said chapter 39, as so appearing, is hereby amended by striking out the first sentence and inserting in place thereof the following 2 sentences:- Notwithstanding any general or special law, charter provision or by-law to the contrary, during and for a period of 5 days after the termination of any weather-related, public safety or public health emergency, the town moderator or person designated to perform the duties of town moderator may, in consultation with local public safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph.

SECTION 3. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (c).

SECTION 4. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) Within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this section, a local public safety or public health official designated by the board of selectmen shall submit a report to the attorney general providing the justification for the declaration.

SECTION 5. The first paragraph of section 31 of chapter 44 of the General Laws, as so appearing, is hereby amended by inserting after the second sentence the following 2 sentences:- If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

SECTION 6. Notwithstanding any general or special law to the contrary, if the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or "free cash" certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to, any such undesignated fund balance in an enterprise fund or special revenue account. The director of accounts may promulgate and revise rules or regulations regarding the implementation of this section.

SECTION 7. Notwithstanding section 31 of chapter 44 of the General Laws, section 23 of chapter 59 of the General Laws or any other general or special law to the contrary, a city, town or district may amortize over fiscal years 2021 to 2023, inclusive, in equal installments or more rapidly, the amount of its fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus, also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency, including, but not limited to, any

such deficit in an enterprise fund or special revenue account. The local appropriating authority as defined in section 21C of said chapter 59 and, in the case of a district, the prudential committee or commissioners, or as otherwise defined in the General Laws, shall adopt a deficit amortization schedule in accordance with the preceding sentence before setting the city's, town's or district's fiscal year 2021 tax rate. The commissioner of revenue may issue guidelines or instructions for reporting the amortization of deficits authorized by this section.

SECTION 8. Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2021, a city or town may expend from each revolving fund, established under section 53E1/2 of chapter 44 of the General Laws an amount not to exceed the amount authorized to be expended in fiscal year 2020 until the city or town adopts an annual budget for fiscal year 2021 at which time, the legislative body of the city or town shall also vote on the total amount that may be expended from each revolving fund in fiscal year 2021.

SECTION 9. Notwithstanding section 8 of chapter 61 of the General Laws, section 14 of chapter 61A of the General Laws, section 9 of chapter 61B of the General Laws or any other general or special law, charter provision, ordinance or by-law to the contrary, during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency, all time periods within which any municipality is required to act, respond, effectuate or exercise an option to purchase shall be suspended.

SECTION 10. (a) Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2020, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or a district may extend:

(i) for the purposes of the first paragraph of section 57 of chapter 59 of the General Laws, the date May 1 to a date not later than June 1, 2020;

(ii) for the purposes of the seventh and eighth paragraphs and the tenth and eleventh paragraphs of section 57C of said chapter 59, the date May 1 to a date not later than June 1, 2020;

(iii) for the purposes of the seventh paragraph of said section 57C of said chapter 59, the date April 1 to a date not later than June 1, 2020; and

(iv) for the purposes of the third paragraph of said section 59 of said chapter 59, the date April 1 to a date not later than June 1, 2020.

(b) Notwithstanding said sections 57, 57C and 59 of said chapter 59 or any other general or special law to the contrary, if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of

emergency on the date that a tax payment, abatement or exemption application is due, the due dates shall not be extended except pursuant to this section.

SECTION 11. Notwithstanding section 57, 57A and 57C of chapter 59 of the General Laws, section 2 of chapter 60A of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of emergency, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or the prudential committee or commissioners of a district may waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020. Notwithstanding the forgoing, a city or town shall not terminate an essential service of a resident, including, but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with a due date on or after March 10, 2020, made after its respective due date but before June 30, 2020, if the nonpayment resulted from a demonstrated inability to pay due to circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency; provided that the inability to pay shall include a demonstrated financial hardship of a resident, which may include, but not be limited to, loss of employment, serious illness of someone within the home or death of someone within the home.

SECTION 12. Notwithstanding chapter 62C of the General Laws, all returns and payments for the 2019 calendar year otherwise due on April 15, 2020, under section 6 of said chapter 62C, shall be due on July 15, 2020.

SECTION 13. Notwithstanding any general or special law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency, an establishment licensed to sell alcoholic beverages or only wines and malt beverages on-premises may sell wine or malt beverages only for off-premises consumption subject to the following conditions: (i) the wine or malt beverage shall not be sold to a person under 21 years of age; provided, however, that any delivery of wine or malt beverages for off-premises consumption shall not be made without verification that the person receiving the order has attained 21 years of age; (ii) the wine shall be sold in its original, sealed container and the malt beverage shall be sold in a sealed container; (iii) the wine or malt beverage shall be sold as part of the same transaction as the purchase of food; provided, however, that any order that includes wine or malt beverages shall be placed not later than the hour of which the establishment is licensed to sell alcohol or 12:00 midnight, whichever time is earlier; and (iv) a customer shall be limited to 192 ounces of malt beverage and 1.5 liters of wine per transaction.

SECTION 14. (a) Notwithstanding any general or special law to the contrary, subsections (b) and (c) of section 91 of chapter 32 of the General Laws shall not apply in calendar year 2020 to the following 2 categories of persons for hours worked and earnings received during the governor's March 10, 2020 state of emergency:

(i) any person who has been retired and who is receiving a pension or retirement allowance, pursuant to said chapter 32 or any other general or special law, from the commonwealth or a county, city, town, district or authority; or

(ii) any person whose employment in the service of the commonwealth or a county, city, town, district or authority has been terminated, pursuant to said chapter 32 or any other general or special law, by reason of having attained an age specified in said general or special law or by the rules and regulations of any department or agency of the commonwealth or a county, city, town, district or authority without being entitled to any pension or retirement allowance.

These 2 categories of persons may, during the state of emergency and subject to all other laws, rules and regulations governing the employment of persons in the commonwealth or a county, city, town, district or authority, be employed in the service of the commonwealth or a county, city, town, district or authority, including as a consultant or independent contractor or as a person whose regular duties require that such person's time be devoted to the service of the commonwealth, county, city, town, district or authority during regular business hours.

(b) This section shall not apply to individuals retired under a general or special law on disability.

SECTION 15. Notwithstanding section 7.08 of chapter 156D of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19 and the declaration of a state of emergency issued on March 10, 2020, for the duration of said state of emergency and 60 days thereafter, a public corporation, as referenced in said section 7.08 of said chapter 156D and otherwise consistent with the other provisions of said section, may conduct an annual or special meeting of the shareholders solely by means of remote communication.

SECTION 16. Notwithstanding any general or special law or any bylaw of the corporation to the contrary, for the duration of the governor's March 10, 2020 state of emergency and 60 days thereafter and unless the articles of organization provide otherwise, the board of directors of a corporation defined in section 2 of chapter 180 of the General Laws may: (i) provide notice of a meeting of the board of directors: (A) only to those directors it is practicable to reach; and (B) in any practicable manner; (ii) cancel a meeting of the members, as defined in section 2 of said chapter 180, with notice of cancellation given in any practicable manner; (iii) allow a director

or officer to continue to serve during the governor's March 10, 2020 state of emergency and until the director's or officer's successor is elected, appointed or designated; provided that directors and officers whose term is extended pursuant to this section shall continue to serve until the director's or officer's successor takes office, despite the expiration of a director's or officer's term; (iv) allow a director to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating are able to simultaneously communicate with each other during the meeting; (v) allow members at a meeting of the members to vote in person or by proxy; provided that any member voting by proxy shall be considered present at the meeting for purposes of any quorum requirement; (vi) appoint successors to any of the officers, directors, employees or agents; (vii) relocate the principal office or designate alternative offices; and (viii) allow members to participate in any meeting of members by remote participation, even if not physically present at the meeting. Participation by remote communication at any meeting of the members shall constitute presence at such meeting only if: (i) reasonable measures are implemented to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a member or proxyholder; (ii) reasonable measures are implemented to provide such members and proxyholders a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear to the proceedings of the meeting substantially concurrently with such proceedings, pose questions and make comments, regardless of whether the members can simultaneously communicate with each other during the meeting; and (iii) if any member or proxyholder votes or takes other action at the meeting by means of remote communication, a record of such vote or other action shall be maintained by the corporation.

Directors who participate in a meeting of the board of directors pursuant to this section shall constitute a quorum. In a corporation with members, the corporation shall notify the members, as soon as reasonably practicable, of any action taken by the board of directors pursuant to this section.

SECTION 17. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

"Permit", a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

"Permit granting authority", a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

(b) Notwithstanding any general or special law, rule, regulation, charter, ordinance or by-law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency:

(i) an application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the city or town clerk if a municipality, or with the secretary or other official established by law to receive such applications if a county or regional entity. Notwithstanding the foregoing, a permit granting authority may contest the completeness of an application at the time of filing if the application is ultimately denied by the permitting board on other grounds or if the permit is ultimately appealed by the applicant. An application for a permit may be filed electronically, through an electronic submission website established by the permit granting authority or through attachment of the requisite forms and supplemental materials to electronic mail sent to the clerk, secretary or official. Certification of receipt for purposes of this paragraph may be provided electronically to the applicant and shall be provided electronically if the permit application is submitted electronically and electronic certification of receipt is requested by the applicant;

(ii) a requirement of a statute, ordinance, bylaw, rule or regulation that a hearing commence within a specific period of time after the filing of an application or request for approval of a permit shall be suspended as of March 10, 2020; provided, however, that the applicable period shall resume 45 days after the termination of the state of emergency, or by a date otherwise prescribed by law, whichever is later;

(iii) a permit in effect or existence as of March 10, 2020, including any deadlines or conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit, or time period for meeting a deadline or for performance of a condition of the permit, shall toll during the state of emergency;

(iv) no permit shall be considered granted, approved or denied, constructively or otherwise, due to a failure of the permit granting authority to act within the time required by a statute, ordinance, bylaw, rule or regulation; provided, however, that the permit granting authority acts within 45 days of the termination of the state of emergency or by a date otherwise prescribed by law, whichever is later; provided further, that the applicant and permit granting authority may agree to alternative timing in writing;

(v) notwithstanding the time periods by which a permit is to be heard or acted upon, a permit granting authority may, by a declaration of its chair, schedule or reschedule on 1 or more occasions the hearing or decision deadlines on a permit application; provided, however, that the chair may make such declaration whether or not a quorum is present to vote on such matter; provided further, that no such date or deadline is rescheduled for more than 45 days after the termination of the state of emergency or after a date

otherwise prescribed by law, whichever is later. The chair shall provide written notice of any applicable rescheduled dates or deadlines to the applicant at the applicant's address and to the general public by posting electronically on the website of the city or town clerk or the website of the county or regional entity;

(vi) if a permit is required to be recorded with the registry of deeds or filed with registry district of the land court, as applicable, for the county or district in which the property subject to the permit is located, within a certain period of time after its issuance in order to remain in force and effect or as a condition to exercising the permit: (A) the period of time for recording the permit shall be suspended during such time that the relevant registry of deeds or registry district of the land court is closed or subject to rules and procedures restricting public in-person access; and (B) the failure to record the permit shall not preclude the permit holder from applying for, obtaining and commencing construction activities pursuant to other required permits and approvals, including, but not limited to, a building permit; provided, however, that such a building permit may be issued and, if issued, shall be considered duly issued pursuant to section 6 of chapter 40A of the General Laws; and

(vii) a hearing on a pending application for a permit opened by a permit granting authority before March 10, 2020, which has not been concluded as of March 10, 2020 or has been continued by the permit granting authority as of March 10, 2020, shall be automatically tolled and continued to the first hearing date of the permit granting authority following the termination of the state of emergency or to a date otherwise prescribed by law, whichever is later; provided, however, that the date is not later than 45 days from of the termination of the state of emergency or the date otherwise prescribed by law, whichever is later.

(c) Nothing in this section shall affect the ability of a permit granting authority, subject to applicable notice and hearing requirements, to revoke or modify a permit if that permit or the law or regulation under which the permit was issued authorizes the modification or revocation thereof; provided, however, that the permit granting authority shall not revoke or modify the permit where the permit holder fails as a result of the state of emergency to exercise or otherwise commence work pursuant to the permit or where such work commenced on or before March 10, 2020 but has stopped as a result of the state of emergency or actions taken by an agency or political subdivision of the commonwealth in reliance thereon. The limitations set forth in this subsection shall apply as long as the state of emergency is in effect and for a period of 60 days following the termination of the state of emergency; provided, however, that a permit holder shall be entitled to a further extension of reasonable length to exercise or otherwise commence work pursuant to the permit at the discretion of the permit granting authority for

good cause shown; provided further, that the chair of any permit granting authority may grant such further extension whether or not a quorum is present to vote on the matter.

(d) Notwithstanding section 20 of chapter 30A of the General Laws, a permit granting authority, during the state of emergency, may conduct meetings and public hearings remotely, consistent with the governor's March 12, 2020 order entitled, "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20", as the order may be amended, supplemented or replaced.

(e) Nothing in this section shall preclude or prohibit a permit granting authority from issuing decisions on permit applications for which duly held public hearings or meetings have been held or preclude or prohibit any building commissioner, inspector of buildings or other permit granting official, as applicable, from issuing permits, including, but not limited to, demolition or building permits.

(f) Notwithstanding any general or special law to the contrary and without limiting the foregoing, this section shall apply to the conduct of public meetings, public hearings or other actions taken in a quasi-judicial capacity by all local boards and commissions.

SECTION 18. Nothing in this act shall be construed or implemented in such a way as to modify a requirement of law necessary to retain federal delegation to, or assumption by, the commonwealth of the authority to implement a federal law or program.

SECTION 19. Sections 2 to 4, inclusive, shall take effect as of March 10, 2020.

House of Representatives, April 2, 2020.

Preamble adopted,

Paul J. Donato, Speaker.

In Senate, April 2, 2020.

Preamble adopted,

William T. Timothy, President.

House of Representatives, April 2, 2020.

Bill passed to be enacted,

Paul J. Donato, Speaker.

In Senate, April 2, 2020.

Bill passed to be enacted,

William T. Timothy, President.

April 3, 2020.

Approved
at 12 o'clock and 23 minutes, P. M.

Charles D. Baker
Governor.

FY21 APPOINTMENTS

Board Name	Name	Current Term End Date
ADA Committee	Brenda Cappiello	7/1/2020
	Marilyn Raleigh	7/1/2020
	Joan Shea	7/1/2020
ADA Coordinator	Eldon Moreira	7/1/2020
Administrator of Insurance	David Gagne	7/1/2020
Administrator of Insurance-Schools	Dr. Patricia Oakley	7/1/2020
Agricultural Commission	Tim Hay	7/1/2020
	John Daniel Howard	7/1/2020
Animal Control Officer	Michael Winkler	7/1/2020
Asst. Plumbing & Gas Inspector	Mark Dangoia	7/1/2020
Asst. Wiring Inspector	Paul Milligan	7/1/2020
Board of Appeals	James Henderson	7/1/2020
	William Lucini	7/1/2020
Brockton Area Transit Authority	Eldon Moreira	7/1/2020
Cable Television Advisory Committee	Adam Carreiro	7/1/2020
	Mark Churchill	7/1/2020
	Zack Gorman	7/1/2020
	Jason Ross	7/1/2020
Chief Procurement Officer	David Gagne	7/1/2020
Community Preservation Committee	Christopher Iannitelli	7/1/2020
	Joan McAndrew	7/1/2020
Complete Streets Working Group	Tracy Altrich	7/1/2020
	Shawn Anderson	7/1/2020
	Meredith Anderson	7/1/2020
	Julie Diedrichsen	7/1/2020
	Hugh Hurley	7/1/2020
	Christopher Iannitelli	7/1/2020
	Jerry Lawrence	7/1/2020
	Kenneth May	7/1/2020
	Dr. Patricia Oakley	7/1/2020
	Wayne Parks	7/1/2020
	Joan Shea	7/1/2020
	Glenn Turner	7/1/2020
Computer Advisory Committee	John Collins	7/1/2020
	Victor Flaherty, Jr.	7/1/2020
	David Gagne	7/1/2020
	Scott Golder	7/1/2020
	Patrick Harrington	7/1/2020
	Marilyn Mather	7/1/2020

FY21 APPOINTMENTS

Computer Advisory Committee	Dr. Patricia Oakley	7/1/2020
	Wayne Parks	7/1/2020
	Ed Sarro	7/1/2020
	Ellen Snoeyenbos	7/1/2020
Conservation Commission	Lee Anderson	7/1/2020
	Paula Bethoney - Alternate	7/1/2020
	Tim Hay	7/1/2020
	Maurice McCarthy	7/1/2020
Council on Aging	Bruce Holmquist	7/1/2020
	Robert Marks	7/1/2020
	Marguerite Morse	7/1/2020
Cultural Council	Lauren Feroli	7/1/2020
	Elizabeth Jones	7/1/2020
	Angie McCormick	7/1/2020
	Jeanne Smith	7/1/2020
Finance Committee Liaison	David Gagne	7/1/2020
Forest Fire Warden	Kenneth May	7/1/2020
Hazardous Waste Coordinator	Kenneth May	7/1/2020
Health Insurance Advisory Committee	Maureen Adams	7/1/2020
	Todd Cantalupo	7/1/2020
	David Gagne	7/1/2020
	Scott Golder	7/1/2020
	Michael Hutchinson	7/1/2020
	Michael Hyde	7/1/2020
	Christopher Lynds	7/1/2020
Herring Warden	John Cruz	7/1/2020
	Donald MacDonald	7/1/2020
	James Souza	7/1/2020
Historical Commission	Joan McAndrew	7/1/2020
	Thomas McAndrew	7/1/2020
Liquor License Agent	Sgt. Chris Werner	7/1/2020
Lockup Keeper	Daniel Sullivan	7/1/2020
MBNC	Arthur Cabral	7/1/2020
	James Holden	7/1/2020
MBTA Advisory Board	Tony Kinahan	7/1/2020
Memorial and Veterans Day Committee	Anne Iannitelli	7/1/2020
	Richard McMahon - Alternate	7/1/2020
	Eldon Moreira	7/1/2020
Mobile Home Rent Control Board	Anthony Kinahan	7/1/2020

FY21 APPOINTMENTS

Mobile Home Rent Control Board	Michele Kinahan	7/1/2020
Old Colony Elder Services	Wendy Adams	7/1/2020
Old Colony Joint Transportation Committee	Shawn Anderson	7/1/2020
Old Colony Planning Council	Eldon Moreira	7/1/2020
Open Space and Recreation	Donna Connerty	7/1/2020
	John Delano	7/1/2020
	Janice O'Brien	7/1/2020
Parking Clerk	Denise Reyes	7/1/2020
Pest Control Superintendent	Christopher Iannitelli	7/1/2020
Plumbing & Gas Inspector	John Cruz	7/1/2020
Plymouth County Advisory Committee	Eldon Moreira	7/1/2020
	Denise Reyes	7/1/2020
Private Industry Council Designee	Eldon Moreira	7/1/2020
Registrars of Voters	Linda Simpson	7/1/2020
Sealer of Weights and Measures	David Moore	7/1/2020
Service Member Recognition Committee	Dean Hardy	7/1/2020
	David Leighton	7/1/2020
Special Police	Robert Carrigan	7/1/2020
	Donald Clark	7/1/2020
	Dean Hardy	7/1/2020
	Christopher Huyghe	7/1/2020
	Sean Matthies	7/1/2020
	Paul Meehan	7/1/2020
	Richard Murphy	7/1/2020
	Mark Wabrek	7/1/2020
Street Lighting Committee	Bruce Holmquist	7/1/2020
TIF Review Board	Kenneth May	7/1/2020
Town Counsel	David Gay, Esquire	7/1/2020
Town River Fisheries Committee	John Cruz	7/1/2020
	Donald MacDonald	7/1/2020
	James Sniger	7/1/2020
	James Souza	7/1/2020
Town's 200th Anniversary Committee	Jerry Lawrence	7/1/2020
Veterans' Agent	Walter Thayer	7/1/2020
Victor R. Flaherty Sr Civic Award Committee Victor R. Flaherty Sr Civic Award Committee	Victor Flaherty, Jr.	7/1/2020
	William Kovatis	7/1/2020
	Kenneth May	7/1/2020
	Denise Reyes	7/1/2020
WBEMA-Deputy	Robert W Casper	7/1/2020
	Bruce Holmquist	7/1/2020
WBEMA-Deputy	Lincoln Thibeault	7/1/2020

FY21 APPOINTMENTS

WBEMA-Director	Kenneth May	7/1/2020
Wiring Inspector	David Bentley	7/1/2020

ADOPTED: As of May 6, 2020

CONFINED SPACE ENTRY PROCEDURES AND POLICIES

The Town of West Bridgewater / Building Department has established this confined space entry written policy in order to standardize procedures that will prevent injuries and/or death to entrants from atmospheric and/or physical hazards that can occur when entering confined spaces.

All employees, supervisors and managers are required to follow this policy. Because of the extreme hazard of confined spaces, failure to comply with this policy will result in disciplinary action and possible termination. If there are any questions about this policy or interpretations of the policy contact The Building Commissioner.

Program Responsibilities

The Building Commissioner is the Confined Space Program Manager and is ultimately responsible for Confined Space Entry Safety in the Building Department.

The Program Manager will evaluate the workplace to identify the confined spaces and will ensure that proper procedures are followed. Daily confined space operations will be the responsibility of the Entry Supervisor. The Entry Supervisor will establish procedures to be followed by the attendants and entrants entering a particular space, in accordance with this policy.

The Building Commissioner – Confined Space Manager

Fire Chief or designee – Entry Supervisor

Deputy Fire Chief - Attendant/Entrant

Program Manager

Building Commissioner has been designated as the confined space Program Manager. He is ultimately responsible for ensuring that the procedures set forth in this policy are followed by all members of this Department (managers, supervisors and employees). The Program Manager will also meet with all employees to review the confined space entry policy and procedures annually and will make any modifications as needed. In addition, if any near misses or accidents occur, the Program Manager will immediately review the program to determine if procedures were followed and to determine what if any changes in procedures are needed to prevent future incidents.

Entry Supervisor

The OSHA Confined Space Entry Standard requires the designation of one or more "Entry Supervisors". The Entry Supervisor is required to know the hazards of all spaces, and to review entry procedures into all confined spaces. In cases where a permit is required, the entry supervisor will be responsible for assigning adequate numbers of entrants and attendants and for filling out and signing the permit. For reclassified spaces and spaces that can be entered using alternate procedures, the entry supervisor will issue the certification form to entrants after reviewing the work to be done in the space. The entry supervisor has full authority to stop entry operations or to cancel permits if a hazard should arise.

The following individuals have been designated and trained as Entry Supervisors and are considered to have this level of competency and authority.

Fire Chief – Kenneth May

Deputy Fire Chief –Lincoln Thibeault

Authorized Attendants

The authorized attendant is responsible for monitoring the entrant's activities from outside the space. The attendant must stay outside the space during the entire entry and must continually air monitor the space unless the entrant is wearing the gas monitor inside the space. The attendant must maintain communication with the entrant(s) at all times using visual, verbal or radio contact. The attendant must be knowledgeable about the signs and symptoms of exposure to oxygen deficient and toxic environments that may occur in the space. The attendant has the authority to order the entrant out of the space should a hazardous condition arise and is responsible for non-entry rescue using the tripod, harness, winch system and fall protection system if required.

The following individuals have been designated and trained as authorized attendants and are considered to have this level of authority and competency.

Fire Chief – Kenneth May

Deputy Fire Chief –Lincoln Thibeault

Authorized Entrant

The entrant will not enter a permit required confined space until a permit has been issued and signed by the entry supervisor. The entrant must wear the harness attached to the tripod, winch system whenever entering a confined space, and must never detach from the retrieval system. The entrant must be aware of the hazards of the space as well as the symptoms and consequences of exposure to toxic or hazardous atmospheres and wear the appropriate personal protective equipment listed on the permit or certification form. The entrant must maintain communication with the attendant at all times and must leave the space immediately when a gas monitor alarm goes off or when ordered by the attendant or entry supervisor to evacuate.

The following individuals have been designated and trained as authorized entrants and are considered to have this level of competency.

Fire Chief – Kenneth May

Deputy Fire Chief – Lincoln Thibeault

Responsibility of all employees, supervisors and managers

ALL employees are required to follow all safety procedures established by this written policy and to make management aware of any safety concerns or near misses. Employees are expected to stop work immediately and notify either the entry supervisor or Program Manager should any safety or health concerns arise before, during or after entry.

Employees MUST NOT work or allow others to work in a situation that they feel is unsafe.

Identification labeling of Confined Spaces in West Bridgewater

A permit required confined space has all of the following three characteristics:

- (1) is large enough and so configured that an employee can bodily enter and perform work;
- (2) has limited or restricted means for entry or exit; and
- (3) is not designed for continuous human occupancy. In addition, it has a hazardous or potentially hazardous atmosphere and/or a safety hazard such as engulfment by water or other materials, electrical, mechanical or hydraulic hazards. An employee has entered a confined space when his/her face or feet have broken the plane of the confined space entrance.

All confined spaces, with the exception of sewer and water manholes, will be identified by posting danger signs. The signs will be prominently displayed and say:

“DANGER-PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER”.

Entry into a permit required confined space may take place in one of three ways:

- Alternate Procedures-may be used where there are no safety hazards and atmospheric hazards controlled by ventilation
- Reclassification-spaces where all hazards have been eliminated
- Full Permit-safety or atmospheric hazards exist or exist or may exist and cannot be controlled

All spaces have been identified and classified as requiring one of these three types of entries depending on the hazards in the space and the type of work to be performed.

Note that in all cases entry into a confined space requires some type of written documentation prior to entry.

If you are unclear as to what procedure to follow- default to full permit entry procedures with an attendant and rescue means since this is the safest means of entrance.

Option One-Alternate Procedures

Alternate procedures allow for one-person entry so long as there are no safety hazards, AND the atmospheric hazards are controlled by ventilation.

The atmosphere in the confined space must be tested every four feet top to bottom and side to side in all directions with a calibrated four-gas monitor prior to entry. (See GAS MONITORS/ATMOSPHERIC TESTING page 6-7) If levels are not within the given specifications then the supervisor should be contacted to make a determination on actions to be taken-including possibly requiring a full permit entry instead. If readings are within specifications, a blower used in the positive pressure mode must be used except where noted. The entrant must wear the gas monitor at all times during entry and should be able to communicate with an entry supervisor or program manager during the entire entry. If at any time the gas monitor alarm goes off, the entrant must immediately leave the space and contact the entry supervisor or program manager for further instructions.

Option Two-Reclassification

Reclassification of a space can take place when all safety and health hazards within a space can be completely eliminated. There are limited situations when reclassification can occur. If reclassification is to take place, ensure that the atmosphere is acceptable prior to entry.

Note that reclassification is NEVER an option when entering a confined space to do work such as painting or welding since hazards are being introduced to the space that potentially create hazardous atmospheres.

Option Three-Full Permit Required Confined Space Entry

1. ***Obtain a confined space entry permit- from the Entry Supervisor.*** The signed permit is your authorization to evaluate the assigned confined space for entry for the purpose expressed by the Entry Supervisor and/or as described on the work order. The permit must be kept at the work site and be made available to entrants for the duration of the work being performed. The scope of the work performed cannot exceed that for which the permit was issued.

2. ***Required Personnel-*** At a minimum, there must be one entrant and one attendant for each PERMIT REQUIRED confined space.

3. ***Communication-Attendants*** and entrants must remain in continuous contact with each other. If visual contact cannot be maintained, effective communication must be maintained by portable radios or some other reliable, pre-approved means. All attendants must have radio communication readily available for the purpose of summoning off-site emergency services. Note that intrinsically safe, or explosion-proof equipment must be used inside the confined space if the potential for an explosive atmosphere exists.

4. ***Non-Entry Rescue-All*** authorized entrants must wear a full body harness with attached lifeline, hardhat and safety shoes. Protective clothing, gloves and eyewear must be used if determined to be necessary to protect against specific, potential or existing hazards.

All entrants must descend into a confined space while securely attached to a tripod/winch system, or other approved retrieval device. A secondary line for fall protection must be used if entrants are lowered into the space instead of climbing into the space on a ladder.

Detachment from the mechanical retrieval system is **prohibited** unless a pre- approved contingency plan is in effect for rescue. Refer to Non-Entry Rescue section of this policy for further information.

Attendants must always be at the confined space site ready to retrieve entrants whenever a prohibited condition occurs (e.g., entrant exhibits behavioral changes, gas monitor alarms).

5. ***Traffic Control/Protection of Opening-Determine*** if a police detail is necessary and ensure that one has been scheduled for traffic control in accordance with The Town of West Bridgewater's Work Zone Safety procedures that are in place. Guard all openings if necessary to protect from falls with guardrails or other devices to prevent accidental falls through openings. A tripod can be used as a guarding device.

6. **Atmospheric Testing / Ventilation** Blowers-Provide initial atmospheric testing as required in GAS MONITORS/ATMOSPHERIC TESTING procedures given on pages 6-7 in this policy. If the atmosphere is within acceptable limits, then entry can occur. If not, a ventilation blower must be used. Retest the atmosphere to confirm that levels are acceptable. Ventilation blowers should be used continuously throughout the entry if the atmosphere had initially been outside of the acceptable range.

Atmospheric testing with a gas monitor must be done continuously throughout the occupancy period. This can be done by having the gas monitor worn by the entrant in close proximity to his/her breathing zones (e.g., clipped to full body harness chest strap), or it can be done externally. If the attendant is responsible for monitoring the atmosphere, the tubing for the gas monitor should draw air from the vicinity of the breathing zone of the entrant.

Gas monitors/Atmospheric Testing

The gas monitors used at the Town of West Bridgewater are RKI –GX-6000 portable PID -6 gas detection. They will be kept in the Building Department when not in use. Building Commissioner Michael White will be responsible for calibrating and maintaining the gas monitors. The monitors will be span calibrated (monthly) and factory calibrated (annually) in accordance with manufacturers recommendations.

1. **Check the date of the calibration** before each use to ensure proper functioning of the meter. ANY GAS MONITOR THAT IS OUT OF CALIBRATION WILL NOT BE USED.
2. **Fresh air calibrate gas monitor.** Be sure not to zero the instrument inside an area that may have background levels of contaminants.
3. **Use bump** gas-to confirm that the meter is reading properly and that the visual and auditory alarms are working. Bump gas is kept with the meter and
4. **Vent Openings/Manhole Covers-** If the confined space cover has a vent opening, obtain gas monitor readings before opening the confined space cover by inserting monitor probe 3 to 4 inches into cover vent hole. Do not remove cover if a reading of 50% of the LEL or greater is measured. Contact the Entry Supervisor for further instructions should this occur.
5. **Test Initially-Prior** to entry, test the confined space for atmospheric hazards. Test first for oxygen deficiency. IF these levels are low the other sensors in the gas monitor may not work properly and cannot be relied on. Then check for LEL and toxics. Under no circumstances can entry be attempted if alarm readings exist.

NO ENTRY IF:

- o Oxygen is lower than 19.5% or higher than 23.5% or,
- o Hydrogen sulfide is greater than 10 ppm* or,
- o LEL is greater than 10%,
- o Carbon Monoxide greater than 35 ppm*

**(Note-Four Gas Meters always test for Oxygen and flammables, however the other two gases selected to be tested are dependent upon the hazards in the Space. Your facility may need to monitor gases other than carbon monoxide or hydrogen sulfide (such as chlorine or ammonia). In addition, the alarm settings for the toxic gases may be different for different gas monitors. Check with the gas monitor manufacturer and modify this section as required for your facility)*

If a hazardous atmosphere develops during occupancy and the gas monitor alarms, all entrants must exit immediately.

WARNING: Certain work activities (e.g., opening a valve, cleaning debris from within a pipe or on surfaces, agitating water) can activate sudden, life-threatening oxygen-deficient or toxic atmospheres. Do not rely on the gas monitor alarm to provide sufficient warning time to self-rescue. It is possible for a worker to become immediately incapacitated and unable to move the moment a sudden life-threatening atmosphere develops. It is also possible that a gas monitor cannot detect the unexpected toxins in the confined space that are causing the life-threatening situation. This is why it is critical to maintain communication with the attendant and is the reason why you must stay attached to the rescue equipment during permit required entries.

Ventilation

Ventilation blowers used by the Town of West Bridgewater are electric and are located at the West Bridgewater Fire Department. Fire Department personnel is responsible for maintaining the blowers in good condition.

If there is any problem with the blowers, you must make him aware of the problem. (NOTE-If gas blowers are used they should be equipped with an exhaust hose to direct the exhaust away from the entrance of the confined space).

Forced **positive** air ventilation will be used to control atmospheric readings that are outside acceptable levels and/or cause the gas monitor to alarm. No employee shall be allowed to enter until the hazardous atmosphere has been eliminated. If hazardous atmospheric conditions cannot be eliminated, the Entry Supervisor must cancel the permit and notify the Entrant and Attendant of hazardous atmospheric conditions.

Introduce fresh air near the bottom of the immediate area where the worker will be present. Position the fresh air intake in a clean air zone away from all combustion sources (e.g., vehicle exhaust).

(NOTE-IF an additional hazard is being introduced to the space such as welding, then ADDITIONAL ventilation is required. See welding section of this policy- page 8- 9).

Non-Entry Rescue/Fall Protection

All permits required confined space entries will be done while attached to a tripod/harness winch system. If attached non-entry rescue is not possible due to the configuration of the space and there is a need to enter the space, then a full emergency rescue contingency plan will be developed.

All equipment will be inspected prior to use. A secondary line for fall protection will be used whenever the entrant is lowered into the space rather than climbing down a ladder. Michael White is responsible for maintaining the tripod/harness winch system in good condition. If you notice any problems with the system, please let him know immediately.

Slack on the retrieval line must be avoided whenever entrants use a ladder or built-in rungs as the primary work platform. The retrieval system must be monitored by an attendant continuously throughout the occupancy period.

Personal Protective Equipment (PPE)

Entry into confined spaces may require the use of various types of personal protective equipment such as hardhats (for all permit entries), safety shoes, insulating or chemical protective gloves, eye protection and hearing protection. The Entry Supervisor will make the determination for the type of PPE required for a particular job. Entrants and attendants must wear the required PPE listed on the permit or certification. Note that only in unusual circumstances will respirators be required. If respirators are required, they must only be worn after training, fit testing and medical screening has occurred.

Electrical Safety

If there is an electrical/hydraulic/mechanical/pneumatic/thermal/liquid energy source that an employee may be exposed to during servicing or maintenance of equipment in a confined space then it must be disabled or de - energized in accordance with the Town of West Bridgewater's Lockout / Tag out Procedures that are in place .Examples include disconnecting lines, blanking, physically blocking machinery, locking electrical equipment, de-energizing electrical equipment and verifying that these procedures are complete before work begins.

Welding/Cutting in Confined Spaces

All welding, torching, brazing and cutting operations carried on in confined spaces must be done with extreme caution.

1. Hot work Permit-All hot work requires written authorization from the Program Manager or Entry Supervisor to insure that precautions are taken to prevent fires and to protect workers. A Hot works permit is obtained at the West Bridgewater Fire Department.
2. Gas cylinders and welding machines must be safely secured outside the confined space in a vertical position.

3. Fuel gas and oxygen gas flows to the torch must be positively shut off at some point outside of the confined space when not in use for an extended period of time (e.g., lunch time).

4. Two types of ventilation are required-A portable, closed local exhaust ventilation system with freely moveable hood shall be used to control the accumulation of toxic materials or possible oxygen deficiency. This ventilation shall operate in the EXHAUST mode and shall be located as close as possible to the work being performed. NOTE THAT THE EXHAUST hose for the welding must be located within inches of the work being performed in order to adequately exhaust the welding fumes. If the exhaust hose is placed more than one duct diameter away (I.e. for an 8-inch duct, more than 8 inches from the welding) then you are getting only 10 % of the exhaust volume. Placing the exhaust far away from the source will do nothing to control the fumes from welding.

5. Additional positive pressure ventilation (ventilation blowers) will also be provided as it normally would be in a permit required confined space entry to control potentially hazardous atmospheres

Completion of Work in Confined Spaces

When all work has been completed, the entry permits, or certification must be provided to the Building Commissioner. If problems were encountered during the entry, this should immediately be discussed with the Entry Supervisor and Program Manager.

Training Requirements

The Building Commissioner will be responsible for ensuring that all employees in the Department are trained to the level of competency required by their job assignment. Initially, all entrants, attendants and entry supervisors must successfully complete a basic training program. The training program must provide employees with the information and hands-on experience and skills necessary to safely perform their assigned confined space job duties. This training will be done by New England Consortium.

(NOTE-Outside training sources may be used for this training, however all employees MUST BE TRAINED IN HOUSE AS WELL on the specific procedures and equipment used at their facility in accordance with this confined space policy).

In addition, the Building Commissioner will train all employees on the in- house equipment and policies and procedures outlined in this policy. Employees will be given the opportunity to ask questions about the policy. All employees will be provided with a copy of this policy and will be required to sign the attached form indicating that they understand the policy.

Annually, entrants and attendants must be provided with and successfully participate in a refresher training program. This refresher training will be done by New England Consortium. A training certification form will be filled out for each employee who is trained.

Recordkeeping Requirements

Employee training records will be kept on file by the Building Commissioner for a period of three years. All written certifications and permits will be kept for a period of one year.

Contractors

Contractors hired by the Town of West Bridgewater will be given a copy of this procedure required to follow this confined space procedure in addition to all applicable OSHA standards. All contractors will be informed of the hazards and potential hazards in the confined spaces they will be entering. If procedures are not being followed, employees and supervisors should immediately notify the contractor that proper procedures are not being followed and if the contractor does not immediately correct the situation, the Program Manager must be notified to stop all work.

Reporting of Accidents or Near Misses

All accidents or near misses, including failures of retrieval systems, ventilation systems, gas monitor alarms sounding, etc. are to be reported to the Program Manager. The Program Manager will investigate and make changes as needed.

Review of Written Policy

This policy will be reviewed annually and revised as necessary. In addition, if a near miss or incident occurs, this policy will immediately be reviewed and revised if necessary.

BOARD OF SELECTMEN

Eldon F. Moreira, Chairman

Denise R. Reyes, Vice Chairman

Anthony J. Kinahan, Clerk

I have read the Department's Confined Space Entry policy and understand what procedures to follow in order to safely enter a confined space. I have been provided with a copy of this policy and I understand that I am responsible for following these procedures and for notifying the entry supervisor or Program Manager if I feel an unsafe condition exists for me or my coworkers.

Employee Signature

Date

Old Colony Planning Council



Christine M. Joy
President

70 School Street
Brockton, MA 02301-4097

Mary V. Waldron
Executive Director

Telephone: (508) 583-1833
Fax: (508) 559-8768
Email: information@ocpcrpa.org
Website: www.ocpcrpa.org

February 13, 2020

Mr. David Gagne
Town Administrator
Town of West Bridgewater
65 North Main Street
West Bridgewater, MA 02379

Re: Approval of 2020 District Local Technical Assistance (DLTA) Request

David
Dear Mr. Gagne,

Old Colony Planning Council is pleased to inform you that we have approved the Town of West Bridgewater's 2020 DLTA Project Request for a Housing Production Plan. Your points of contact for this project will be the following team members:

Laurie Muncy
Principal Comprehensive Planner
(508) 583-1833 x 210
lmuncy@ocpcrpa.org

Joanne Zygmunt
Senior Comprehensive Planner
(508) 583-1833 x 214
jzygmunt@ocpcrpa.org

Laurie or Joanne will be in touch soon to discuss details. We look forward to working with you on this project.

Sincerely,

Mary Waldron
Executive Director

cc: Eldon F. Moreira, Council Delegate

Chapter 59
of the Acts of 2020

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-First General Court

AN ACT AUTHORIZING THE APPOINTMENT OF SPECIAL POLICE OFFICERS IN THE TOWN OF WEST BRIDGEWATER.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the board of selectmen of the town of West Bridgewater may appoint, at the recommendation of the police chief and as the police chief deems necessary, individuals as special police officers to perform police details or any other duties arising from or during the course of police detail work, whether or not related to the detail work. A special police officer appointed pursuant to this act who is a retired police officer shall be retired based upon superannuation. Prior to appointment under this act, a special police officer shall pass a medical examination conducted by a physician or other certified professional chosen by the town to determine whether the special police officer is capable of performing the essential duties of a special police officer and the cost of that medical examination shall be borne by the special police officer.

SECTION 2. Special police officers appointed pursuant to this act shall not be subject to chapter 31, section 99A of chapter 41 or chapter 150E of the General Laws.

SECTION 3. A special police officer appointed pursuant to this act shall be appointed by the board of selectmen upon a recommendation by the police chief for a 1-year term, subject to removal or suspension by the police chief at any time. Within 5 days of any removal or suspension, a special police officer may request in writing from the police chief the reason for such removal or suspension. Upon receiving a written request, the police chief shall provide written notice of the reason for such removal or suspension within 10 days of receipt from the request. The special police officer may appeal to the board of selectmen and request a hearing within 10 business days. The hearing shall be held within 30 days of receipt of the appeal. The board of selectmen shall render a written decision within 10 business days of the hearing. The decision shall be final.

SECTION 4. When performing duties authorized under section 1, special police officers appointed pursuant to this act shall have the same power to make arrests as regular police officers of the town of West Bridgewater. Special police officers shall be subject to the rules, regulations, policies,

procedures and requirements of the board of selectmen and the police chief including, but not limited to, restrictions on the type of detail assignments, responsibilities, authority, requirements regarding medical examinations to determine continuing capability to perform the duties of a special police officer, requirements for training, requirements for firearms licensing and qualifications and requirements regarding uniform and equipment. A special police officer appointed pursuant to this act shall be considered a reserve or intermittent police officer and subject to the third paragraph of section 96B of chapter 41 of the General Laws and shall not be considered a full-time police officer. The cost of all training, uniforms and equipment shall be borne by the special police officer.

SECTION 5. Special police officers appointed pursuant to this act shall be sworn in before the town clerk of the town of West Bridgewater, who shall keep a record of all such appointments.

SECTION 6. Special police officers appointed pursuant to this act shall be subject to sections 100 and 111F of chapter 41 of the General Laws. The amount payable pursuant to said section 111F of said chapter 41 shall be calculated by averaging the amount earned over the prior 52 weeks as a special police officer working police details or by averaging the amount over a lesser period of time for an officer designated as a special police officer less than 52 weeks prior to the incapacity. Payments pursuant to said section 111F of said chapter 41 shall not exceed, in a calendar year, the limitation on earnings in paragraph (b) of section 91 of chapter 32 of the General Laws. Payments pursuant to said section 111F of said chapter 41 shall terminate in accordance with said section 111F of said chapter 41 or when a special police officer reaches the age of 65, whichever occurs sooner. If the age limitation applicable to regular police officers serving a town is increased from the current 65 years of age, the termination benefits pursuant to said section 111F of said chapter 41, as provided under this act to special police officers, shall terminate at the higher age limit, but those termination benefits shall not extend beyond the age of 70 for special police officers. Special police officers appointed pursuant to this act shall not be subject to sections 85H, 85H1/2 or 89E of said chapter 32 nor shall they be eligible for benefits pursuant to those sections.

SECTION 7. An appointment as a special police officer shall not entitle a person to assignment to a detail.

SECTION 8. Special police officers appointed pursuant to this act shall be subject to the limitation on hours worked and other restrictions on earnings in paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 9. A special police officer appointed pursuant to this act shall not be subject to maximum age restrictions applied to regular officers under chapter 32 of the General Laws, but shall not be eligible to serve as a special police officer upon reaching the age of 70. This section shall apply

to any special police officer appointed before or after the effective date of this act.

SECTION 10. This act shall take effect upon its passage.

House of Representatives, April 9, 2020.

Passed to be re-enacted,

 , Speaker.
In Senate, April 9, 2020.

Passed to be re-enacted,

 , President.

April 15, 2020.

Approved,

at 2 o'clock and 00 minutes, P. M.


Governor.



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379
508-894-1267

April 17, 2020

via e-mail: kmiller@masshousing.com and U.S. Postal Service

Katherine Miller, Planning Specialist
MassHousing
One Beacon Street
Boston, MA 02108

RE: Property, Local Presence Justification
Olde Bridgewater Place, 43R Belmont Street

Dear Ms. Miller,

On behalf of the Town of West Bridgewater and the Board of Selectmen, please accept this letter as a basis of justification for local preference. The Town of West Bridgewater, through its Zoning Board of Appeals, has approved a Comprehensive Permit and coordinated with the Developer, William Adams, for the construction of two (2) multi-family three (3) story garden style apartment buildings; the development will feature 1BR, 2BR and 3BR Units for a combined total of 54 units/ 90 bedrooms, a common building and eight (8) parking garages.

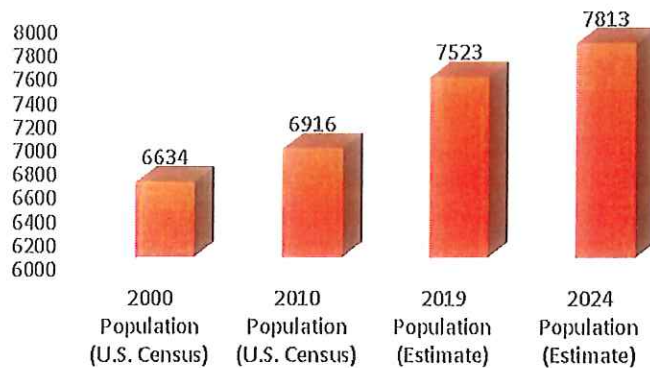
West Bridgewater is requesting that the Lottery Agent shall set aside 70% of the Affordable Units or ten (10) apartments.

As part of the comprehensive permit process, the Town of West Bridgewater has requested that a local preference be given to West Bridgewater residents who are income-eligible renters. The Town feels that this request is justified for the following reasons:

Income Disparity

- According to the U.S. Census Bureau, West Bridgewater had a population of 6,916 in 2010, and had a reported 2571 households. Over the last two decades, the population in West Bridgewater has increased steadily to an estimated population of 7523 residents and estimated 2783 households.
- The increased population from year 2000 has placed a strain on the housing opportunities.

West Bridgewater Total Population Growth 18%



- West Bridgewater is committed to providing affordable units to residents which triggered the request for the local preference within the comprehensive permit.
- Approximately 38.62% of the total estimated households in West Bridgewater in 2019 are considered low income by 2019 Estimates of Income by ESRI. See chart below.
 - ❖ 10.13% of Town households are extremely low income- below \$24,999
 - ❖ 14.94% are very low income-between \$25,000 and \$49,999
 - ❖ 13.55% are low income - between \$50,000 and \$74,999
- Low income is considered an income of less than 80% of the median income for the area. The estimated 2019 median household income for West Bridgewater is \$86,806.

The percentage of households in West Bridgewater that are associated with various income thresholds can be generally estimated. As shown in the figure below.

Estimated 2019 Household Income			
Income Category	Number	Percent	ERISA
Less than \$15,000	111	3.99	Extremely Low Income
\$15,000-\$24,999	171	6.14	Extremely Low Income
\$25,000-\$34,999	116	4.17	Very Low Income
\$35,000-\$49,999	300	10.78	Very Low Income
\$50,000-\$74,999	377	13.55	Low Income
\$75,000-\$99,999	338	12.15	Median Income
\$100,000 or more	1370	49.22	Above AMI
Total:	2783	100	

Source U.S. Census Bureau 2018 American Community Survey Estimates, ESRI

- As reported in the 2012-2016 **Comprehensive Housing Affordability Strategy (CHAS)** report created on April 15, 2020, approximately 9.4% of all households fall below the Federal Poverty Level of \$24,000.
- Additionally, as reported in CHAS, 32.27% of all households are considered low income (less than 80% of the median income for the area), 27.5% of households in owner-occupied units are considered low income, 62.5% of households in renter-occupied units are considered low income.
- As reported in CHAS, 45% of the renters in Town are cost-burdened as well as 26% percent of owners. Cost-burdened meaning that they spend more than 30% of their incomes on housing costs.

Very Limited Pool of Affordable Rental Units in the Town of West Bridgewater

- A survey of rental listings taken from an online real estate database: Trulia, Redfin and Zillow all report there are zero (0) rental opportunities in the Town of West Bridgewater.

Diversity of Housing Choices for Residents

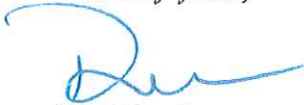
- The inclusion of this goal was to enable diverse housing opportunities for residents, as the overwhelming majority of housing units in West Bridgewater are single-family, detached homes, comprising nearly 82% of the Town's housing stock and 18% of renters.
- The ability to offer affordable units to residents is hindered to the lack of diversity, this not only applies to seniors seeking to downsize from their single-family homes because of the various cost issues, but to children of residents looking to live and work nearby.

- A range of affordability options is needed for households and families who cannot afford to pay market rate prices.

West Bridgewater is supportive of strategic housing development that supports the local economy and allows residents of all ages to succeed. A local preference would provide opportunities for existing residents to stay in West Bridgewater as the local population continues to expand.

If you have any questions, feel free to contact me directly.

Sincerely yours,



David L. Gagne
Town Administrator

cc: David Cashman, SEB Housing
Board of Selectmen
Zoning Board of Appeals



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

TO: The Honorable Board of Selectmen

FROM: David Gagne, Town Administrator *DG*

DATE: May 6, 2020

RE: Coronavirus – Advisory #5

Please be advised, the following memos have been distributed regarding the Coronavirus since the last Board of Selectmen Meeting:

- **April 16, 2020**

- Interest and Fees on Taxes/Water Bills and Excise Tax – To Treasurer/Collector and Principal Assessor
 - Board of Selectmen voted to waive interest and fees on Taxes, Water Bills, and Excise Tax until June 29th, 2020.
 - Board of Selectmen voted to move the due date for exemption and deferral application to June 1, 2020.

- **April 23, 2020**

- Update #12: Town of West Bridgewater Confirms First Cases of COVID-19
 - 8 residents have tested positive for COVID-19
 - Residents and those that have been in close contact with them are all in quarantine.
 - Current count of residents in isolation is 5.
 - Total count of residents who have tested positive is 24.

- **April 30, 2020**

- COVID-19 Advisory #6 – To All Department Heads
 - Governor Baker extended non-essential business closure and the stay at home advisory to May 18, 2020.
 - Reopening Advisory Board to develop phased reopening plans for the Commonwealth

- Town has extended its current closure of Town Buildings/Offices to the public to May 18, 2020.
 - Timeline may be amended at any time.
- Department Head should have protocols in place to conduct work related business and should document all business that is being handled within their respective departments, and provide these protocols to the HR Director upon request.
- 3 categories for Department Head Personnel
 - Essential Personnel – shall remain reporting to work in the customary manner.
 - Essential Personnel – shall report to work the necessary amount of time to complete essential functions.
 - Non-Essential Personnel – authorized to work remotely as required to perform essential functions.
- COVID-19 – Advisory #3 – To All West Bridgewater Residents
 - Governor Baker extended non-essential business closure and the stay at home advisory to May 18, 2020.
 - Reopening Advisory Board to develop phased reopening plans for the Commonwealth
 - Town has extended its current closure of Town Buildings/Offices to the public to May 18, 2020.
 - Timeline may be amended at any time.
 - Town Hall will remain closed to the public.
 - Necessary Department Heads will report to work and perform essential functions critical to the mission of their office.
 - DPW, Water Department and Transfer Station will operate as usual
 - The Library, Conservation Department, Veterans Office, and Assessors Office will remain closed.
 - Strongly urged to practice social distancing
 - Maintain a distance of 6 feet from one another
 - Helpful preventative measures i.e.- washing hands, covering coughs or sneezes with a tissue sleeve, avoiding contact with people who are sick. Clean frequently touched surfaces.
- **May 5, 2020**
 - Confirmed COVID-19 Cases in West Bridgewater Update #12
 - 13 residents have tested positive for COVID-19
 - Residents, and those they have been in close contact with, are in isolation

- Total number of residents in isolation is 18.
- Total number of residents who have tested positive for COVID-19 is 37.
- COVID-19 Response Reporting Discrepancy Explanation
 - West Bridgewater confirmed cases reported by the DPH has never matched the confirmed cases reported by the Town.
 - DPH includes confirmed cases from the Life Care Center in their total for West Bridgewater due to triggering the databases zip code algorithm.
 - The Town does not include confirmed cases from the Life Care Center due to the Massachusetts Virtual Epidemiologic Network not recognizing residents of the Life Care Center as residents of West Bridgewater due to the center being under the direct supervision of the DPH.
 - The Life Care Center is overseen by their own Infectious Disease Nurses.
 - The cases reported on the Town's website are cases overseen by the Town's Health Agent.



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

TO: Scott Golder, Treasurer/Collector
John Donahue, Principal Assessor

FROM: David Gagne, Town Administrator *DG*

DATE: April 16, 2020

RE: Interest and Fees on Taxes/Water Bills and Excise Tax

At their April 15, 2020 meeting, the Board of Selectmen voted to waive interest and fees on Taxes, Water Bills, and Excise Tax pursuant to Chapter 53 of the Acts of 2020. Interest and penalties will be waived on taxes levied by the Town on any past-due payments made on or before June 29th, 2020. This will apply to any tax bills with due dates after March 10, including the May 1st Real Estate/Personal Property tax bill. Payments made on or after June 30th will be subject to accrued interest and penalties.

Additionally, the Board voted to move the due date for exemption and deferral applications from April 1, 2020 to June 1, 2020, allowing taxpayers who may have missed the deadline to file for exemptions or deferrals.

cc: Board of Selectmen
Kathy Reed, Town Accountant
Steve McCarthy, Chairman, Board of Assessors
Wayne Parks, Water Superintendent

FOR IMMEDIATE RELEASE

Thursday, April 23, 2020

Update #12: Town of West Bridgewater COVID-19

WEST BRIDGEWATER — Town Administrator David L. Gagne and Board of Health Agent Robert W Casper Jr. wish to provide the community with regular updates about the town's response to the ongoing COVID-19 emergency.

Today, the Town has been notified by the Massachusetts Department of Public Health (DPH) that eight West Bridgewater residents have tested positive for COVID-19. Close contacts (defined as someone who has spent more than 15 minutes within six feet of a positive case) have been identified, contacted by health officials, and are adhering to DPH guidelines for self-quarantine. The individuals are currently in isolation per DPH orders. This brings the counts as follows:

Total number of residents who have tested positive for COVID-19: 24
Total number of residents who tested positive but have been removed from the list: 18
Total number of residents who tested positive that resulted in death: 1
Total number of residents who are currently under isolation orders: 5

West Bridgewater Board of Health Officials are involved and will continue to closely monitor the individual. In order to protect the residents' medical privacy rights, no additional information will be disclosed.

COVID-19, the illness caused by the novel coronavirus, has been declared a Global Pandemic by the World Health Organization and has moved Governor Charlie Baker to declare a State of Emergency in Massachusetts and President Donald Trump to declare a National Emergency. With increased testing capabilities and community spread of COVID-19, having a positive case in town was extremely likely.

The Town of West Bridgewater and State and Federal Public Health Officials urgently encourage that all residents practice social distancing and remain at least six feet away from others while avoiding congregating in groups larger than 10.

Children and COVID-19

Parents should be sure to talk to their children about proper hygiene and prevention methods as well as the importance of social distancing until further guidelines are provided by state officials about the status of the virus.

- Families should not hold “play dates” and those in need of childcare should limit the number of families involved as much as possible.
- Practice social distancing techniques with children and have them practice among themselves.
- Clean and sanitize toys, video game controllers and all touch surfaces regularly.

Social distancing will help to minimize exposure among people, especially given that COVID-19 is highly contagious and people may be contagious prior to exhibiting symptoms.

As the weather continues to improve, outdoor gatherings are viewed as safer, but social distancing techniques should still be practiced. Walking in outdoor recreation areas in West Bridgewater is allowed, so long as social distancing practices are maintained.

Teens are included in this group, and activities like bike riding and hiking/ walking are viewed as safer alternatives to gathering indoors

Person-to-person spread

The situation is fluid and new information is being posted regularly by the CDC and the DPH. The CDC offers the following [guidance for how COVID-19 spreads](#):

- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with contaminated surfaces or objects:

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. As a precaution, it is recommended that residents clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.

COVID-19 Information Resources

Information about COVID-19 can be found on the [DPH website here](#) or the [CDC's website](#). The DPH website is updated regularly with the latest guidance concerning COVID-19, including printable fact sheets in multiple languages.

Residents can also call 211 or visit <https://mass211.org/> to live chat to receive more information. For specific questions, call the DPH Epidemiology Line at 617-983-6800, available 24/7.

Additional updates will be provided as information becomes available.



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

TO: All Department Heads

FROM: David Gagne, Town Administrator *DG*

DATE: April 30, 2020

RE: COVID-19 – Advisory #6

On April 28, 2020, Governor Charlie Baker announced the extension of the non-essential business closures and the stay at home advisory to May 18, 2020. Governor Baker also announced the establishment of a Reopening Advisory Board to develop phased reopening plans for the Commonwealth.

Accordingly, the Town of West Bridgewater will extend its current closure of Town Buildings/Offices to the public to May 18, 2020, while we await additional COVID-19 advisories and reopening guidance from the Commonwealth. However, I do want to stress that this timeline may be amended at any time.

The Town will continue to offer services to the public remotely. As outlined in COVID-19 Advisory #5-1, there are three “categories” for Department Head personnel. They are defined below and Department Heads are required to adhere to the follow. Any requests to modify must be done so in writing and will only take effect once written approval is provided.

Essential Personnel – Shall remain reporting to work in the customary manner.

If you fall in this category, you are required to report to work and follow the schedule that you did so prior to the beginning of the pandemic. In essence, there are no changes to your status.

Upon request from the HR Director, you shall provide to her your written protocols in place to make sure that all of your departmental functions are being performed. Protocols shall include which specific department functions are being accomplished on a daily basis, specific functions being accomplished by the Department Head, and day to day basics such as reviewing/responding to mail, emails and phone calls.

Essential Personnel- Shall report to work the necessary time to complete essential functions.

If you fall in this category, you are required to report to work for the necessary time to complete the functions of the department that you oversee. You are not required to work a full 35-40 hours, but you are required to make sure that the essential functions of your department are accomplished.

Since your office potentially will not be covered for the traditional hours, outgoing voicemail must be changed to inform those that call your department. Messages should be linked to your email account so they can be returned as soon as possible.

Upon request from the HR Director, you shall provide to her your written protocols in place to make sure that all of your departmental functions are being performed. Protocols shall include which specific department functions are being accomplished on a daily basis, specific functions being accomplished by the Department Head, and day to day basics such as reviewing/responding to mail, emails and phone calls. Non-compliance will change your status to non-paid administrative leave.

Non-Essential Personnel – Is authorized to work remotely as required to perform essential functions

If you fall in this category, you are not required to report to work on a daily basis, but you are required to make sure that the essential functions of your department are accomplished. To the extent that some essential functions will require you to report to work, you are required to do so.

Since your office will not be covered for the traditional hours, outgoing voicemail must be changed to inform those that call your department. Messages should be linked to your email account so they can be returned as soon as possible.

Upon receiving this email, you shall provide the HR Director your written protocols in place to make sure that all of your departmental functions are being performed. Protocols shall include which specific department functions are being accomplished on a daily basis, specific functions being accomplished by the Department Head, and day to day basics such as reviewing/responding to mail, emails and phone calls. Non-compliance will change your status to non-paid administrative leave.

All Department Heads must have protocols in place to conduct work related business and should document all business that is been handled within your respective departments.

As I anticipate, we will be working from home for the foreseeable future. Staff should already be familiar with using technologies, like Zoom, Google Meets, etc. to hold staff meetings with their respective Departments.

Until communicated differently, each department will adhere to the following:

Board of Selectmen

- Town Administrator: Essential Personnel – Shall report to work as required to perform essential functions critical to the mission of the Town/Board of Selectmen.
- Assistant Town Administrator and Clerical Staff: Non-Essential - Shall only report to work if requested to do so by the Town Administrator. Is authorized to work remotely under the direction of the Town Administrator and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Police

- Chief of Police: Essential Personnel – Shall remain reporting to work in the customary manner.
- Police Department: Essential Personnel – The department shall remain reporting to work in the customary manner under the direction of the Chief of Police
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Chief of Police. Is authorized to work remotely under the direction of the Police Chief and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Fire

- Fire Chief: Essential Personnel – Shall remain reporting to work in the customary manner.
- Fire Department: Essential Personnel – The department shall remain reporting to work in the customary manner under the direction of the Fire Chief
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Fire Chief. Is authorized to work remotely under the direction of the Fire Chief and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Board of Health

- Health Agent-Essential Personnel- Shall report to work the necessary time to complete essential functions of the Board of Health.
- Except for emergency services, no new permits will be issued until further notice. All current open permits will receive an inspection as normal following the protocols promulgated on March 17, 2020.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Health Agent. Is authorized to work remotely under the direction of the Health Agent and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

DPW

- DPW Director, Assistant DPW Director and Vehicle Maintenance Superintendent: Essential Personnel – Shall remain reporting to work in the customary manner.
- DPW Department: Essential Personnel – The department shall remain reporting to work in the customary manner under the direction of the DPW Director
- Transfer Station: Essential - Shall continue to remain open during normal business hours. Attendant should remain isolated in his office at all times and should not greet the public unless an emergency situation. If the attendant is required to leave his building, he should stay at least six feet away from other people. The Digital Board at the Transfer Station is noted as such.

- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the DPW Director. Is authorized to work remotely under the direction of the DPW Director and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.
- GIS: Non-Essential Personnel - Shall only report to work if requested to do so by the DPW Director. Is authorized to work remotely under the direction of the DPW Director and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Water

- Water Superintendent: Essential Personnel – Shall remain reporting to work in the customary manner.
- Water Department: Essential Personnel – The department shall remain reporting to work in the customary manner under the direction of the Water Superintendent.
- Except for emergency services, no new permits will be issued until further notice. All current open permits will receive an inspection as normal.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Water Superintendent. Is authorized to work remotely under the direction of the Water Superintendent and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

COA

- COA Director: Essential Personnel – Shall report to work as required to perform essential functions critical to the mission of the Council on Aging.
- COA Department: A minimum of two staff members (may include COA Director) will report to work daily to maintain the essential functions critical to the mission of the Council on Aging. All others are classified as non-essential. Non-Essential personnel are authorized to work remotely under the direction of the COA Director and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.
- Meals on Wheels and Outreach Program: Essential - shall continue as long as feasibly possible under the direction of the COA Director.

Building

- Building Commissioner: Essential Personnel – Shall report to work the necessary time to perform essential functions critical to the mission of the Building Department. Shall perform inspections when necessary following the protocols promulgated on March 17, 2020.
- Except for emergency services, no new permits will be issued until further notice. All current open permits will receive an inspection as normal following the protocols promulgated on March 17, 2020.

- Inspectors: Essential Personnel – Inspectors shall remain reporting to work in the customary manner under the direction of the Building Commissioner. Shall perform inspections when necessary following the protocols promulgated on March 17, 2020.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Building Commissioner. Is authorized to work remotely under the direction of the Building Commissioner and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Town Clerk

- Town Clerk: Essential Personnel – Shall report to work as required to perform essential functions critical to the mission of the Town Clerk's office. Daily,
 - shall collect mail and disseminate it to the respective departments in the customary manner.
 - shall review all phone messages and where appropriate, forward to respective departments.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Town Clerk. Is authorized to work remotely under the direction of the Town Clerk and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Accounting

- Town Accountant: Essential Personnel – Is authorized to work remotely as required to perform essential functions critical to the mission of the Accounting office. Shall only report to work if requested to do so by the Town Administrator.
- Assistant Town Accountant: Essential Personnel – Shall only report to work as required to perform essential functions critical to the mission of the Accounting office; shall continue to process all warrants and payroll. When not reporting to work during customary working hours, shall be available at all times for work related business.

Treasurer/Collector

- Treasurer/Collector: Essential Personnel – Shall report to work necessary time to perform essential functions critical to the mission of the Treasurer's Office. During customary working hours, shall be available at all times for work related business.
- Treasurer/Collector Department: A minimum of one staff member (may include Treasurer/Collector Director) will report to work daily to maintain the essential functions critical to the mission of the Treasurer/Collector's office. All others are classified as non-essential. Non-Essential personnel are authorized to work remotely under the direction of the Treasurer/Collector and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Library Department

- Library will close
- Library Director: Non-Essential Personnel – Is authorized to work remotely as required to perform essential functions critical to the mission of the Library. During customary working hours, shall be available at all times for work related business. Shall post on the Library building, on the Town website and on all applicable social media pages “Due to the Coronavirus, the Library is closed until further notice.”
- Library Department: Non-Essential Personnel - Shall only report to work if requested to do so by the Library Director. Is authorized to work remotely under the direction of the Library Director and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Conservation Department

- Conservation will close
- Except for emergency services, no new permits will be issued until further notice. All current open permits will receive an inspection as normal following the protocols promulgated on March 17, 2020.
- Conservation Agent: Non-Essential Personnel – Is authorized to work remotely as required to perform essential functions critical to the mission of the Conservation Department.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Conservation Agent. Is authorized to work remotely under the direction of the Conservation Agent and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

Veterans Agent

- Veterans Office will close
- Veterans Agent: Non-Essential Personnel – Is authorized to work remotely as required to perform essential functions critical to the mission of the Conservation Department.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Veterans Agent. Is authorized to work remotely under the direction of the Veterans Agent and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business. All business related to assisting Veterans will continue in the customary manner

Assessing Department

- Assessing Department will close

- Principal Assessor: Non-Essential Personnel – Is authorized to work remotely as required to perform essential functions critical to the mission of the Board of Assessors. During customary working hours, shall be available at all times for work related business.
- Except for emergency services, no new permits will be issued until further notice. All current open permits will receive an inspection as normal following the protocols promulgated on March 17, 2020.
- Clerical Staff: Non-Essential Personnel – Shall only report to work if requested to do so by the Principal Assessor. Is authorized to work remotely under the direction of the Principal Assessor and shall perform all duties as instructed. During customary working hours, shall be available at all times for work related business.

All employees are required to work as directed to do so by their supervisor. During normal working hours, it is expected that you will be performing the functions of your position as if you had reported to work.

When working from home, all Department Heads/employees must be available and responsive during normal work hours. All designated essential personnel must be available at all times in case an emergency arises. Depending on the emergency, essential personnel may be required to report to work. If directed to do so by the Town Administrator/Public Safety Officer/Health Agent, non-essential personnel may be required to report to work.

To the extent possible, public service and customer service work will continue to be handled by phone, email, video conferencing or other means. All voicemail recordings should inform residents that your office may be limited due to the coronavirus but you will respond as quickly as possible. Although this is a difficult time, we all have a responsibility to continue to provide top tier services to the Town's residents.

Regularly scheduled employees will be paid during this time. All employees are still required to follow all Department and Town policies and procedures. Further, all employees must be available and responsive during normal work hours. If any employees are called in afterhours, employees will be compensated per their respective employment/collective bargaining contracts.

The DPH website is updated constantly with the latest guidance, including printable fact sheets at www.mass.gov/2019coronavirus. The CDC website is <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

The Town of West Bridgewater will continue to carefully monitor the guidance from DPH and CDC to follow their recommendations and provide employee updates via text and/or phone call using the Emergency Contact list.

If you have any questions regarding this matter, please contact me at 508-894-1267, ext. 7102 or Linda Torres, Assistant Town Administrator/HR Director, at 508-894-1267, ext. 7119.

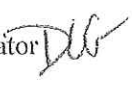
Any health related questions or issues should be directed to the Health Agent at 508-894-1209 or reasper@wbridgewater.com.



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

TO: All West Bridgewater Residents

FROM: David Gagne, Town Administrator 

DATE: April 30, 2020

RE: COVID-19 – Advisory #3

On April 28, 2020, Governor Charlie Baker announced the extension of the non-essential business closures and the stay at home advisory to May 18, 2020. Governor Baker also announced the establishment of a Reopening Advisory Board to develop phased reopening plans for the Commonwealth.

Accordingly, the Town of West Bridgewater will extend its current closure of Town Buildings/Offices to the public to May 18, 2020, while we await additional COVID-19 advisories and reopening guidance from the Commonwealth. However, I do want to stress that this timeline may be amended at any time.

- The Town Hall will remain closed to the public. Necessary Department Heads will report to work and perform essential functions critical to the mission of their respective departments. All clerical staff will be working remotely and will do their best to return all phone calls and emails in a timely manner.
 - The Town Administrator will report to work as required to perform essential functions critical to the mission of the Town/Board of Selectmen.
 - The Health Agent will report to work in the customary manner and shall perform inspections when necessary. However, all inspections will be done in a way to minimize interaction in order to protect both the inspector and the public.
 - The Building Inspector will report to work as required to perform essential functions critical to the mission of the Building Department and shall perform inspections when necessary. However, all inspections will be done in a way to minimize interaction in order to protect both the inspector and the public. Except for emergencies, no new permits will be opened until further notice.
 - The Town Clerk and staff will report to work as required to perform essential functions critical to the mission of the Town Clerk's Office.
 - The Treasurer/Collector, with minimal staff, will report to work as required to perform essential functions critical to the mission of the Treasurer's Office.
 - The Town Accountant will work remotely as required to perform essential functions critical to the mission of the Accounting Office.

- The Conservation Office will remain closed. The Conservation Agent will work remotely as required to perform essential functions critical to the mission of the Conservation Department and shall perform inspections when necessary. However, all inspections will be done in a way to minimize interaction in order to protect both the inspector and the public.
 - The Veterans Office will remain closed. The Veterans Agent will work remotely as required to perform essential functions critical to the mission of the Veterans Office. All business related to assisting Veterans will continue in a customary manner.
 - The Assessor's Office will remain closed. The Principal Assessor and staff will work remotely as required to perform essential functions critical to the mission of the Board of Assessors.
- The Council on Aging will remain closed to the public. The Director of Elderly Services along with minimal additional staff will report to work daily to maintain the essential functions critical to the mission of the Council on Aging. Meals on Wheels and the Outreach Program will continue as long as feasibly possible.
 - The Library will be closed until further notice. The Library Director and staff will be working remotely to perform essential functions critical to the mission of the Library.
 - The DPW and Water Department will remain fully operational, however, their respective buildings will remain closed to the public.
 - The Transfer Station will continue to remain open during normal business hours. The attendant will remain in his building, and will only exit if necessary. The attendant will observe safe distancing to both protect himself and the public.
 - The Police and Fire departments will remain fully operational, their respective with lobbies will remain open to public access on a limited basis.

To the extent possible, public service and customer service work will continue to be handled by phone, email, video conferencing or other means. Although this is a difficult time, all Town staff is committed to continue to provide top tier services to the Town's residents.

The Town of West Bridgewater will continue to carefully monitor the guidance from DPH (Department of Public Health) and CDC (Center for Disease Control) to follow their recommendations and provide frequent updates via the Town's COVID-19 Informational Webpage.

Per the DPH and CDC, you are strongly urged to practice social distancing, as well as maintaining a distance of at least 6 feet from one another. The Governor is urging all residents to limit activities outside of the home and prohibits gathering of more than 10 people. I ask that all residents please abide by the Department of Public Health's self-isolation and social distancing protocols. Other suggested precautionary measures are:

- Wash your hands often with soap and water for at least 20 seconds, if unable to wash, use alcohol-based hand sanitizers
- Avoid touching your eyes, nose, and mouth
- Cover your coughs or sneezes with a tissue or your sleeve (not with your hands)
- Stay away from people who are sick and stay home when you are sick

The DPH website is updated constantly with the latest guidance, including printable fact sheets at www.mass.gov/2019coronavirus. The CDC website is <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

We will continue to do our best to keep the public informed during this constantly changing situation.

Any health-related questions or issues should be directed to the Health Agent at 508-894-1209 or rcasper@wbridgewater.com.

FOR IMMEDIATE RELEASE

Tuesday May 5, 2020

Update #13: Town of West Bridgewater COVID-19

WEST BRIDGEWATER — Town Administrator David L. Gagne and Board of Health Agent Robert W Casper Jr. wish to provide the community with regular updates about the town's response to the ongoing COVID-19 emergency.

Since the Town's last posted update, the Town has been notified by the Massachusetts Department of Public Health (DPH) that 13 West Bridgewater residents have tested positive for COVID-19. Close contacts (defined as someone who has spent more than 15 minutes within six feet of a positive case) have been identified, contacted by health officials, and are adhering to DPH guidelines for self-quarantine. The individuals are currently in isolation per DPH orders. This brings the counts as follows:

Total number of residents who have tested positive for COVID-19: 37
Total number of residents who tested positive but have been removed from the list: 18
Total number of residents who tested positive that resulted in death: 1
Total number of residents who are currently under isolation orders: 18

West Bridgewater Board of Health Officials are involved and will continue to closely monitor the individual. In order to protect the residents' medical privacy rights, no additional information will be disclosed.

COVID-19, the illness caused by the novel coronavirus, has been declared a Global Pandemic by the World Health Organization and has moved Governor Charlie Baker to declare a State of Emergency in Massachusetts and President Donald Trump to declare a National Emergency. With increased testing capabilities and community spread of COVID-19, having a positive case in town was extremely likely.

The Town of West Bridgewater and State and Federal Public Health Officials urgently encourage that all residents practice social distancing and remain at least six feet away from others while avoiding congregating in groups larger than 10.

Children and COVID-19

Parents should be sure to talk to their children about proper hygiene and prevention methods as well as the importance of social distancing until further guidelines are provided by state officials about the status of the virus.

- Families should not hold “play dates” and those in need of childcare should limit the number of families involved as much as possible.
- Practice social distancing techniques with children and have them practice among themselves.
- Clean and sanitize toys, video game controllers and all touch surfaces regularly.

Social distancing will help to minimize exposure among people, especially given that COVID-19 is highly contagious and people may be contagious prior to exhibiting symptoms.

As the weather continues to improve, outdoor gatherings are viewed as safer, but social distancing techniques should still be practiced. Walking in outdoor recreation areas in West Bridgewater is allowed, so long as social distancing practices are maintained.

Teens are included in this group, and activities like bike riding and hiking/ walking are viewed as safer alternatives to gathering indoors

Person-to-person spread

The situation is fluid and new information is being posted regularly by the CDC and the DPH. The CDC offers the following [guidance for how COVID-19 spreads](#):

- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with contaminated surfaces or objects:

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. As a precaution, it is recommended that residents clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.

COVID-19 Information Resources

Information about COVID-19 can be found on the [DPH website here](#) or the [CDC's website](#). The DPH website is updated regularly with the latest guidance concerning COVID-19, including printable fact sheets in multiple languages.

Residents can also call 211 or visit <https://mass211.org/> to live chat to receive more information. For specific questions, call the DPH Epidemiology Line at 617-983-6800, available 24/7.

Additional updates will be provided as information becomes available.



May 5, 2020

RE: COVID-19 Response Reporting

To All Town Residents,

On March 25, 2020, the Town notified all residents of the first positive case of Coronavirus within the Town of West Bridgewater. Since then, the Town has provided periodic updates for two reasons; to keep our residents informed and because the State Department of Public Health (DPH) initially stated they would not be releasing the number of cases per municipality to the public.

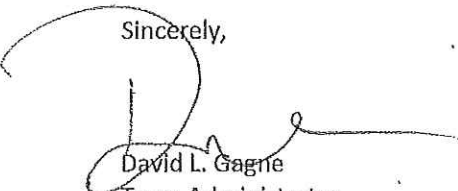
On April 15, 2020, DPH began reporting number of cases to the public. Unfortunately, the number of cases DPH released have never matched the number of cases the Town has released. As Town Administrator and Health Agent, we were both troubled by this.

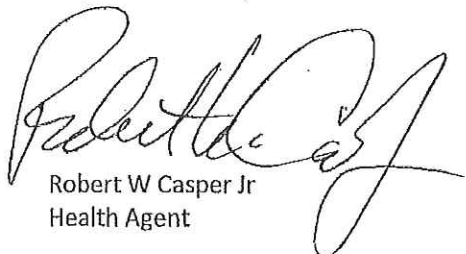
In speaking with DPH, they report their number of cases based on a database which tracks confirmed cases by zip code. The Town receives its data through the Massachusetts Virtual Epidemiologic Network (MAVEN), which is a web-based disease surveillance and case management system, managed by DPH, which tracks by residential address. We have determined that the Life Care Center, A Long Term Care Facility located on West Center Street, is counted in DPH's database because it triggers its zip code algorithm but is not captured in MAVEN because those living there are not recognized by MAVEN as residents of West Bridgewater.

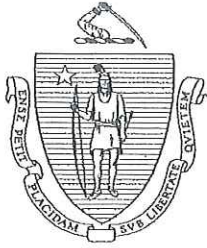
MAVEN does not recognize residents of Life Care as West Bridgewater residents because Life Care is under the direct supervision of DPH. Any/all positive cases within the facility are administered and overseen by their own Infectious Disease Nurses. As the Health Agent of the Town, I am in contact with the Director of the infectious disease division, but I do not oversee Life Care nor am I responsible for it. Therefore, the number of cases that are updated on the Town's website reflects those cases that I am directly privy to and am responsible for administering.

In addition to the Town's website, you can access the State's information through its website at: www.mass.gov/covid19 which has the latest news, case counts and laboratory testing results. The website is updated daily. You may also call 2-1-1 with any questions. Additionally, you can also text the keyword: **COVIDMA** to **888-777** to receive notifications to your cell phone. Thank you.

Sincerely,


David L. Gagne
Town Administrator


Robert W. Casper Jr.
Health Agent



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER FURTHER EXTENDING THE CLOSING OF CERTAIN WORKPLACES
AND THE PROHIBITION ON GATHERINGS OF MORE THAN 10 PEOPLE**

COVID-19 Order No. 30

Further Extending the Operation of COVID-19 Order No. 13

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, on March 19, 2020, the Federal Cybersecurity and Infrastructure Security Agency issued guidance to assist States in identifying critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to the COVID-19 pandemic;

WHEREAS, on March 23, 2020, I issued COVID-19 Order No. 13, which designated certain COVID-19 Essential Services, as defined in the Order, temporarily closed the bricks-and-mortar premises of businesses and organizations that do not provide COVID-19 Essential Services, and prohibited gatherings of more than 10 people;

WHEREAS, on March 31, 2020, I issued COVID-19 Order No. 21, which amended the earlier issued list of COVID-19 Essential Services and extended the operation of COVID-19 Order No. 13;

WHEREAS, the number of presumptive positive and confirmed cases of COVID-19 continues to rise in the Commonwealth. As of April 27, 2020, the Department of Public Health

had reported 56,462 cases of COVID-19, including 3,003 deaths, with all counties in the Commonwealth affected;

WHEREAS, the Federal Centers for Disease Control have advised that COVID-19 is spread mainly by person to person contact and that the best means of slowing the spread of the virus is through practicing social distancing and protecting oneself and others by minimizing personal contact with environments where the virus may be transmitted;

WHEREAS, the Department of Public Health accordingly continues to urge all residents of the Commonwealth to limit activities outside of the home and to practice social distancing at all times to limit the spread of this highly contagious and potentially deadly virus; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages in order to protect the health and safety of persons, transportation and travel by any means or mode, regulating the sale of articles of food and household articles, and policing, protection, and preservation of public and private property;

NOW, THEREFORE, I hereby order the following:

The provisions of the March 23, 2020 Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gatherings of More than 10 People ("COVID-19 Order No. 13") are hereby extended until May 18, 2020. Accordingly, all businesses and other organizations that do not provide COVID-19 Essential Services shall not re-open their bricks-and-mortar premises to workers, customers, or the public before May 18, 2020.

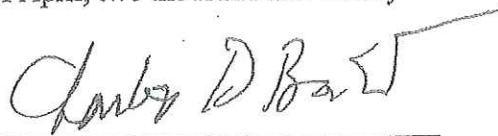
Gatherings of more than 10 people also remain prohibited until May 18, 2020.

The Commissioner of Public Health shall continue to issue guidance as necessary and subject to my approval to implement the terms of COVID-19 Order No. 13.

The provisions of COVID-19 Order No. 21 that extended the operation of COVID-19 Order No. 13 until May 4, 2020 are hereby rescinded and superseded by this Order. Exhibit A to COVID-19 Order No. 13, as amended by COVID-19 Order No. 21, remains effective and is unchanged by this Order.

This Order is effective immediately and shall remain in effect until May 18, 2020 unless further extended.

Given in Boston at 11:30 AM this 28th day
of April, two thousand and twenty

A handwritten signature in dark ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

The Small Business Administration (SBA), in consultation with the Department of the Treasury, intends to provide timely additional guidance to address borrower and lender questions concerning the implementation of the Paycheck Protection Program (PPP), established by section 1102 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

Question: Do lenders have to use a promissory note provided by SBA or may they use their own?

Answer: *Lenders may use their own promissory note or an SBA form of promissory note.*

Question: The amount of forgiveness of a PPP loan depends on the borrower's payroll costs over an eight-week period; when does that eight-week period begin?

Answer: *The eight-week period begins on the date the lender makes the first disbursement of the PPP loan to the borrower. The lender must make the first disbursement of the loan no later than ten calendar days from the date of loan approval.*

Question: Do lenders need a separate SBA Authorization document to issue PPP loans?

Answer: *No. A lender does not need a separate SBA Authorization for SBA to guarantee a PPP loan. However, lenders must have executed SBA Form 2484 (the Lender Application Form for the Paycheck Protection Program)³ to issue PPP loans and receive a loan number for each originated PPP loan. Lenders may include in their promissory notes for PPP loans any terms and conditions, including relating to amortization and disclosure, that are not inconsistent with Sections 1102 and 1106 of the CARES Act, the PPP Interim Final Rule and guidance, and SBA Form 2484.*

Question: I am a non-bank lender that meets all applicable criteria of the PPP Interim Final Rule. Will I be automatically enrolled as a PPP lender? What criteria will SBA and the Treasury Department use to assess whether to approve my application to participate as a PPP lender?

Answer: *We encourage lenders that are not currently 7(a) lenders to apply in order to increase the scope of PPP lending options and the speed with which PPP loans can be disbursed to help small businesses across America. We recognize that financial technology solutions can promote efficiency and financial inclusion in implementing the PPP. Applicants should submit SBA Form 3507 and the relevant attachments to NFRApplicationForPPP@sba.gov.*

Submission of the SBA Form 3507 does not result in automatic enrollment in the PPP. SBA and the Treasury Department will evaluate each application from a non-bank or non-insured depository institution lender and determine whether the applicant has the necessary qualifications to process, close, disburse, and service PPP loans made with SBA's guarantee. SBA may request additional information from the applicant before making a determination.

Question: How do the \$10 million cap and affiliation rules work for franchises?

Answer: If a franchise brand is listed on the SBA Franchise Directory, each of its franchisees that meets the applicable size standard can apply for a PPP loan. (The franchisor does not apply on behalf of its franchisees.) The \$10 million cap on PPP loans is a limit per franchisee entity, and each franchisee is limited to one PPP loan. Franchise brands that have been denied listing on the Directory because of affiliation between franchisor and franchisee may request listing to receive PPP loans. SBA will not apply affiliation rules to a franchise brand requesting listing on the Directory to participate in the PPP, but SBA will confirm that the brand is otherwise eligible for listing on the Directory.

Question: How do the \$10 million cap and affiliation rules work for hotels and restaurants (and any business assigned a North American Industry Classification System (NAICS) code beginning with 72)

Answer: Under the CARES Act, any single business entity that is assigned a NAICS code beginning with 72 (including hotels and restaurants) and that employs not more than 500 employees per physical location is eligible to receive a PPP loan. In addition, SBA's affiliation rules (13 CFR 121.103 and 13 CFR 121.301) do not apply to any business entity that is assigned a NAICS code beginning with 72 and that employs not more than a total of 500 employees. As a result, if each hotel or restaurant location owned by a parent business is a separate legal business entity, each hotel or restaurant location that employs not more than 500 employees is permitted to apply for a separate PPP loan provided it uses its unique EIN. The \$10 million maximum loan amount limitation applies to each eligible business entity, because individual business entities cannot apply for more than one loan. The following examples illustrate how these principles apply.

Example 1. Company X directly owns multiple restaurants and has no affiliates.

- Company X may apply for a PPP loan if it employs 500 or fewer employees per location (including at its headquarters), even if the total number of employees employed across all locations is over 500.

Example 2. Company X wholly owns Company Y and Company Z (as a result, Companies X, Y, and Z are all affiliates of one another). Company Y

and Company Z each own a single restaurant with 500 or fewer employees.

- Company Y and Company Z can each apply for a separate PPP loan, because each has 500 or fewer employees. The affiliation rules do not apply, because Company Y and Company Z each has 500 or fewer employees and is in the food services business (with a NAICS code beginning with 72).

Example 3. Company X wholly owns Company Y and Company Z (as a result, Companies X, Y, and Z are all affiliates of one another). Company Y owns a restaurant with 400 employees. Company Z is a construction company with 400 employees.

- Company Y is eligible for a PPP loan because it has 500 or fewer employees. The affiliation rules do not apply to Company Y, because it has 500 or fewer employees and is in the food services business (with a NAICS code beginning with 72).
- The waiver of the affiliation rules does not apply to Company Z, because Company Z is in the construction industry. Under SBA's affiliation rules, 13 CFR 121.301(f)(1) and (3), Company Y and Company Z are affiliates of one another because they are under the common control of Company X, which wholly owns both companies. This means that the size of Company Z is determined by adding its employees to those of Companies X and Y. Therefore, Company Z is deemed to have more than 500 employees, together with its affiliates. However, Company Z may be eligible to receive a PPP loan as a small business concern if it, together with Companies X and Y, meets SBA's other applicable size standards," as explained in FAQ #2.

Question: Does the information lenders are required to collect from PPP applicants regarding every owner who has a 20% or greater ownership stake in the applicant business (i.e., owner name, title, ownership %, TIN, and address) satisfy a lender's obligation to collect beneficial ownership information (which has a 25% ownership threshold) under the Bank Secrecy Act?

Answer: For lenders with existing customers: With respect to collecting beneficial ownership information for owners holding a 20% or greater ownership interest, if the PPP loan is being made to an existing customer and the lender previously verified the necessary information, the lender does not need to re-verify the information. Furthermore, if federally insured depository institutions and federally insured credit unions eligible to participate in the PPP program have not yet collected such beneficial ownership information on existing customers, such institutions do not need to collect and verify beneficial ownership information for those customers

applying for new PPP loans, unless otherwise indicated by the lender's risk-based approach to Bank Secrecy Act (BSA) compliance.

For lenders with new customers: For new customers, the lender's collection of the following information from all natural persons with a 20% or greater ownership stake in the applicant business will be deemed to satisfy applicable BSA requirements and FinCEN regulations governing the collection of beneficial ownership information: owner name, title, ownership %, TIN, address, and date of birth. If any ownership interest of 20% or greater in the applicant business belongs to a business or other legal entity, lenders will need to collect appropriate beneficial ownership information for that entity.

If you have questions about requirements related to beneficial ownership, go to <https://www.fincen.gov/resources/statutes-and-regulations/cdd-final-rule>. Decisions regarding further verification of beneficial ownership information collected from new customers should be made pursuant to the lender's risk-based approach to BSA compliance. [Continue with FAQs.](#)