

**Town of Becket**  
**Board of Selectmen Working Meeting Minutes**  
**11:00am, March 13, 2020**  
**Town Hall, 557 Main Street, Becket**

**Attendees**

**Board of Selectmen:** William Elovirta (BE), *Chairperson*; Michael Lavery (ML), *Vice Chairperson*, and Chris Swindlehurst (CS), *Clerk*

**Staff:** William Caldwell (BC), *Town Administrator*; Beverly Gilbert (BG), *Administrative Assistant*; Jessica Perotti, *Administrative Assistant to the Planning Board*

**Others:** Gale Labelle, *Chairperson to the Board of Health*; Bob Ronzio, *Chairperson to the Planning Board*

**1. Call to order**

BE called the meeting to order at 11:03am and indicated that the BOS is recording the meeting.

**2. Discussion and possible votes on Emergency Policies and Protocols**

BC reported on his meeting with public safety officials to discuss first responder policies and procedures. The BOS and BC discussed continuing Town of Becket staffing operations and his recommendations relating to policies. He indicated that there are two approaches: if we overreact, people may be inconvenienced but if we underreact, more people will contract the Corona Virus.

He advised that due to the State of Emergency, effective March 16, 2020, the schools will closed for two weeks.

BC and the BOS discussed the following documents:

- ◆ COVID-19's Town Administrator Update letter dated 3-13-2020 to the Community
- ◆ Coronavirus (COVID-19) for Employee Safety – Town Administrator will distribute this information to Town Employees
- ◆ MGL – Part I, Title VII, Chapter 39, Section 10A regarding Recession and Continuation of Town meeting Due to Inclement Weather or Public Safety Emergency Notice

The BOS agreed that it is sensible to install a secured drop box for payments at Town Hall. BC had arranged for the Buildings & Grounds Technician to research this matter.

ML recommended that the Town Administrator be empowered to hold emergency meetings with the Chairperson of the BOS, and other public safety officials if necessary. BC and BE advised that during Emergencies, open meeting law waves the 48 hours posting requirements.

In response to the coronavirus (COVID-19) pandemic, ML moved to close the Town Hall to outside groups effective 3-16-2020 until at least 4-1-2020 when the BOS will reassess this policy, and for the BOS to agree to BC's bulletin entitled "Staying Home or Sending

Employees Home” with the addition that Employees will not be required to use accrued time in the case of COVID-19 related illness. Chris seconded. Vote: 3-0.

The BOS provided clarification to Jessica Perotti, Administrative Assistant to the Planning Board, and Bob Ronzio, Chairperson of the Planning/Official of the Sherwood Forest Lake and Road Districts regarding how the policy relates to the Planning Board and Sherwood Forest Lake/Road District meetings.

Gale Labelle initiated discussion about providing meals, and delivering groceries to housebound individuals. BC will include a listing of useful links in his Update letter to the Community which will appear on the town’s website. The message will also be sent via MailChimp. The Town has set up an e-mail address that may be used for submitting comments to boards/committees [comment@townofbecket.org](mailto:comment@townofbecket.org)

**3. Any Other Business**

The Chief of Police provided a communication dated 3/11/2020 to recommend that Police Officers Pettibone and Balardini received their full-rate of pay at \$18.99 per hour. BC indicated that they have successfully completed their probationary period. BC clarified that the pay increase should take effect as of 3-9-2020. BE had recused himself from this discussion because he is related to Trae Balardini.

ML moved to approve the pay rate increase to \$18.99 per hour for Police Department Officers Ken Pettibone and Trae Balardini effective 3-9-2020. CS seconded. Motion carried with two in favor and with BE recusing himself.

**4. BOS to adjourn the Meeting**

ML moved to adjourn. CS seconded. Motion carried 3-0. At 12:05pm, BE adjourned the meeting.

Date approved 3-18-2020

Respectfully submitted,  
Beverly Gilbert, Secretary

  
William Elovirta, Chairperson