

Town of New Scotland
Special Town Board Meeting
05/22/2020

The following Town Officials were in attendance:

Supervisor:	Douglas LaGrange
Councilperson:	Adam Greenberg
	Bridgit Burke
	William Hennessy
	Daniel Leinung
Highway Superintendent:	Kenneth Guyer
Town Clerk:	Diane Deschenes
Town Attorney:	Michael Naughton

1. Supervisor LaGrange called the special meeting to order at 1:03 PM. We are meeting pursuant to Governor Cuomo's Executive Order 202.1 which includes not having any in-person public meetings. The Clerk gave me notice that this was in the paper. A roll call attendance was taken.

COVID-19 Update

Supervisor LaGrange said that we seem to be ever slowly moving down in numbers. This week we only have two quarantined in the Town of New Scotland that are listed on the sheet from the Sheriff's office. One just showed up yesterday but they are due to be out of quarantine on Sunday. The other one is due to be off quarantine a week from today. Those are the two quarantines that we have. We still have only one positive tested person coming up and that's still the person that's been in the hospital for over a month now or a couple of months. That's the update there.

One thing we started to discuss a little bit prompted by Michael's email was the potential for opening up Town Hall. To begin with we will get Kenny sort of out of the way in a sense. I've spoken with David Van Luven from Bethlehem and Peter Barber from Guilderland. They've both brought in a full highway force either the beginning of this week or the beginning of next week, I don't remember which. Kenny would like, and I don't mean to speak for him so tell me if I'm wrong, as we finish up what we've passed in a resolution to go through next Wednesday with our alternating crews that gets everybody at a fair spot in the time they've been home and in. He would like to bring everybody back starting next Thursday. Is that correct Ken? Ken replied yes. Councilperson Burke asked Ken what he proposed the precautions would be when he brings everyone back? (Highway Superintendent Guyer kept cutting out.) He said he would like to bring the crew back in full starting Thursday. Highway Superintendent Guyer cut out again.

Attorney Naughton said why we don't cover the other stuff until he gets a stronger signal. Supervisor LaGrange said he was saying that he wants to finish up. To answer you Bridgit, after he finishes off this next Wednesday with the alternating crew and on Thursday start off with a full crew he wants to continue the same distancing he's been doing with half crews sending them in different directions in separate vehicles, wiping everything down at the end of the day. He's pretty confident he can handle it that way and start to get the heavier work started and done. Councilperson Burke asked if we are providing them all with masks? Supervisor LaGrange said that we already have. He asked me the other day if we had more and I've got them set aside for him, too, so, yes.

Supervisor LaGrange added that as we get into some of these other things, as Dan pointed out, we are looking at the opportunity to open in Phase II. As I told you last week we've been working on sourcing materials to allow us to do that. I've got several things that have come in already having to do with wipes. I have 160 per refill and we're waiting on the canisters. According to the person we order from, the canisters should be in next week. Those are to wipe down between people coming in at the counter and stuff. We have hand sanitizer, the wall units, to put up for public use. We still have our own hand sanitizers. These are for the public. They should be in by the end of this month. Signage has been ordered. I've ordered some signs to go on the outside of the building. I think this is the opportunity for us to only use the front door again as the security protocol suggested. Everyone is getting used to that now. I think we will post a sign at the front door, right in the middle, saying no one admitted without a mask, has to social distance, and there was one other thing. I can't remember right off the top of my head. Basically it's the three main things that are important to allow for the opening per the State-suggested guidelines. I've also purchased a sandwich-board type thing that also reminds people to social

Town of New Scotland
Special Town Board Meeting
05/22/2020

distance when they are in the building. We will put that right in the front foyer. We've ordered, I think I told you last week, sneeze guards. We ordered those from Amazon and they should be here next week early. I only ordered three because there are so many out there and so many available I wanted to be sure we were getting what we wanted to get that would work for where we want to put them. We will probably look toward ordering more after we see that these are what we want. It's tough to get online and figure out who has what, is it right, and what we need. We also ordered one. If you picture coming into Sarah's part of our office, she has a petition between her and the doorway. They have one that sits on that with like a little clamp that goes over it. So, that's good in that situation. I think we only have two places that we might want to use those. Councilperson Burke asked if we are marking the floors? Supervisor LaGrange said that he looked into that and we can. It depends on how people come in and which direction they go. It's kind of tight up there. I hate to say it but we may have dropped the ball a little bit. It would have been good to have our front foyer changed as we had talked about a year ago because it would kind of give us some of that distancing and give us more room to distance. We will handle it the way we have it. We're just going to have to figure out how people will file in. It would be different if it was January in the middle of tax time and people were dropping off a lot of stuff but we will get it. I think people are being conditioned in every other aspect now going to the grocery store and things like that. I think they will be ready when it gets here. Councilperson Burke said that she does find in instances where there are no floor markings that people crowd in a way that's completely inconsistent with six feet apart. Supervisor LaGrange added that we can do something. It's carpeted so it's a little less easy. Councilperson Burke said that it can be taped. Supervisor LaGrange agreed adding that that's about all we can do. We can do something six feet in the door going different directions six feet just to highlight that. We probably have to take the chairs out of the front and maybe just have one and have that marked with tape, something like that. The sprayer that we talked about to disinfect rooms is due here the end of the month or the first week of the month.

I was a little disappointed. NIMER, I think it was, offered the two types of masks. The N95s are backordered and they are trying to find them. I was hoping we'd have those just for the employees to have that extra level of protection, but I think with the social distancing, the sneeze shields, and regular masks that we have, that will certainly suffice. Councilperson Hennessey asked if we have adjusted the cleaning schedule in Town Hall at all? How often is that done? Supervisor LaGrange said it's done every morning. Every flat surface, door handle, and light switch are disinfected with spray and wiped down. Town Clerk Deschenes said, just to clarify, that Doug is doing that every morning; it's not the cleaning people. Supervisor LaGrange replied that that doesn't matter. Town Clerk Deschenes said it does matter and we appreciate it. Supervisor LaGrange added that the regular cleaners come in on their regular days, Tuesday and Friday. So, again what's important in the future is when we do open and we have the sneeze shields up and someone comes in the Clerk's office she will have the ability to have these 160 wipes to clean between folks that come in; she or whoever is meeting anybody.

Councilperson Burke asked if we have thought about how we will respond if someone comes in without a mask. That's become controversial in some places and we have to think about our employees' safety and how we respond to that. Supervisor LaGrange said that there were several signs he could order. When it comes to ordering the signs they have a lot of them that say stand six feet apart and social distance but this one sign had those three things. I believe number one of them was you must wear a mask in this facility and then social distance.

Councilperson Greenberg asked what if we put a wireless bell on the door? Basically someone would have to ring the bell to come in and it doesn't get opened unless they have a mask on. Supervisor LaGrange said that that's certainly a good option or a good thought. It might be a good way to handle it regardless, at least to start. Town Clerk Deschenes said that right now people have to call first and then we meet them at the door. Councilperson Burke said that she thinks a bell is a good idea. I wonder if each department should use the checklist that Dan sent around to us and go through it because what you're talking about in terms of Town Hall makes sense. You've clearly given it a lot of thought, Doug, but for each aspect of what the town does I think we should go through that checklist. Supervisor LaGrange replied oh sure, yes, I agree.

Attorney Naughton said that he thinks the buzzer idea is worth checking into. He doesn't know if we have the ability to buzz in and out. He thinks it's harder to get someone out once they are in. Supervisor LaGrange agreed adding that that was another part of the security protocol that we were going to work on, to be able to buzz in and buzz out. It's expensive. This would be a simple way and he appreciates

Town of New Scotland
Special Town Board Meeting
05/22/2020

that, Adam. These can't be very pricey and they should be readily available. Councilperson Greenberg replied \$30-\$40. Supervisor LaGrange added that that's a great idea, thank you.

Supervisor LaGrange said that he thinks he mentioned that I talked to a couple of board members. Peter Barber was shooting for June 15th to open Town Hall to some level assuming we get to Phase II in time. That's what he's been shooting for and ordering this stuff to get prepared because obviously there are delays in shipping and things like that. Things just aren't readily available. He talked to his contact today for our cleaning supplies, and the malls are ordering hundreds of hand sanitizers and things like that; we're looking for six or eight of them. The demand has just gone crazy. She's on it though and he thinks we'll be in good shape in all aspects of the things we just discussed by the 15th if that's kind of our date that we're going to look toward or at least to be prepared for.

Supervisor LaGrange said that David Van Luven wasn't quite as sure when they were going to open. He answered me late. David said he was meeting with department heads tomorrow, which is today, to discuss Town Hall reopening. Last night he announced that their pool complex at the park will be closed for the year. That's about all I got from the two of them so far. Peter, like I said, is planning a very limited reopening of Town Hall on June 15th which is the day after their current state of emergency. That's the information I've gotten from them.

Councilperson Greenberg asked what's meant by "limited." Supervisor LaGrange said that he texted me that. He didn't say. I'd have to ask him. They were still kind of developing that. Are you talking about Peter? Councilperson Greenberg replied, "Yes. You said limited opening and I didn't know what limited opening meant." Supervisor LaGrange replied that that's all he said to him. He said we're in the process of planning a very limited reopening of Town Hall on June 15th. What that means I'll have to find out. It's some degree of opening. As their plans develop and our plans develop we will share those.

Councilperson Burke said that she thinks that having each department go through that checklist will satisfy the requirement that we have a plan in place. Of course, before the checklist becomes finalized the Board should take a look at it and make sure that we think it covers everything. Supervisor LaGrange agreed adding it's not very onerous if you got a chance to look at it. It's only three pages front and back. It's not very difficult. It's very educational for everyone. Councilperson Burke said that it guides people to think about all the things they should be thinking about. Supervisor LaGrange agreed. Councilperson Burke said that if we want to shoot for being prepared for June 15th then that should be distributed, and by next Friday we should have that back so we can review it and finalize those plans. Of course, it will all be dependent upon us still satisfying the numbers and all that. Supervisor LaGrange agreed.

Highway Superintendent Guyer said that he'd like the Highway Department to come back to work next Thursday with a full crew and we will continue. Bridgit asked what type of precautions we would take, and it's pretty much the same thing we've been doing every day since this started. We wipe down equipment and vehicles every day. The building is cleaned. At the end of every day before we go home he goes through the whole building and cleans every handle, light switch, men's room, ladies' room, lunch room, and we go through the whole building. We've been doing one person to a vehicle. We have had instances where we have to deliver a piece of equipment so we need a ride back, so there are two people in a vehicle. Anytime we have two people in the vehicle we have masks on. There are masks available. I still have a few left. I did speak with Doug about restocking what I have up there for when the crew does come back. We have tons of hand sanitizer for the employees and all our cleaning supplies for our equipment. I do need to get back. I need to wrap up this spring brush and we have a list of roadwork that we have to get to which is going to require entire crews. Councilperson Burke said that she thinks if you're able to keep the same precautions in place then the number of people isn't really a concern but other people may feel differently. Highway Superintendent Guyer said that they will possibly stagger our half-hour coffee break or lunchtime if the crews are stopped. If we're out on a job site we're separated out anyway. We won't congregate together. We will keep our distance. Councilperson Leinung added that you are probably going to keep the same people on the same crew like you're doing now. There is not much intermingling between the two for the most part. Highway Superintendent Guyer said that for some of the jobs that we have to get done it requires all of us but it's a lot of dump truck driving so it's one guy per truck, one guy on a piece, two guys flagging. So everybody is distanced but we do require the full crew to do a lot of this stuff. Councilperson Leinung said he understood.

Town of New Scotland
Special Town Board Meeting
05/22/2020

Councilperson Greenberg asked if we could play this out a little bit. Worst case scenario: Someone gets the virus on your crew and what does that mean? Do we have a testing plan in place? Does that mean the entire crew gets quarantined for two weeks if that happens? I don't want to put ourselves in a position where the Town comes to a total standstill. Councilperson Burke said that she thinks it would require quarantine if there was close contact, but if there wasn't any close contact she doesn't think it means the whole crew has to be quarantined. Councilperson Leinung said that he thinks the way the testing is working now you can make a reservation and get a test if you are possibly exposed fairly quickly and get the results too. He would think that would kind of be a quarantine situation and then everyone get a test who is potentially exposed. Councilperson Burke added that the other thing that can be done is taking people's temperature prior to the beginning of a shift. Town Clerk Deschenes added that that is in the checklist. Councilperson Hennessy said that he has a job site. It's a NYS DEC job site, and one of the efforts there is they did go and get one of the remote thermometers where you can test the person's forehead. He thinks it was \$100-\$150. That might not be a bad investment at all. We could have one at Town Hall and one at the highway. That's another level of comfort that we will have for the beginning of the day. Supervisor LaGrange said that he thinks on one of the sites he saw it recommended a model that the state was discussing. Councilperson Leinung said that he thinks that's a great idea, Bill. When you come in, we take your temperature and take it from there. I know it's hard to get a hold of these thermometers now. I think that's part of it but hopefully we can get them fairly soon.

Attorney Naughton said that there is a provision in this checklist about how you are going to ensure that, and just so you know for our law firm I think what we'll end up doing is have self-certification because we don't have the equipment to test people. So, everyone that's going to go to the office, and that's a small number, will have to take their temperature first and then when they come in the door they sign a sign-in sheet that they've checked themselves and they certify that they're under temperature. One other thing, which is my idea about following up on the concern about having an entire crew exposed, if you maintain a log for each day for people that are working closely together then you'd be able to say to DOH there were only these two guys together and you would note contacts. You would have a way of documenting it. That would be good because, just for my personal situation, my assistant had quarantined for 14 days because her sister had it and she was near her sister. When her sister was asked who are you in contact with she said her sister, Lori. Lori tested negative and knew it right away but she was still quarantined for 14 days. So, we can lose the whole department if we aren't careful about keeping separation and keeping a record of who's working together. Councilperson Burke said that she thought that that was a good suggestion, Michael. Attorney Naughton said that it's a big pain in the neck, but it will be worth it just to be able to have records. Highway Superintendent Guyer replied okay. Councilperson Greenberg said to go along with that he would also say to whatever degree you can keep certain people with certain people and the rest separate you should try and do that. Highway Superintendent Guyer agreed adding that his hope is that everyone is pretty much on their own in their own vehicles or distanced. We're not going to be congregating working on hands-on projects together. Supervisor LaGrange asked if they have been doing well separating at coffee breaks and lunch. That was also kind of a time when everybody gets together up at Stewart's or whatever. Have they been doing a good job at keeping their distance? You can't go into Stewart's and sit down. Guys go in and grab their stuff and then go back to their assigned vehicles and have their coffee on their own in their vehicle. Supervisor LaGrange replied okay. Highway Superintendent Guyer said that we can certainly do that, keep a log if we have to work in close quarters or on a specific job together. We can get a log, who was with who, and on what day. That won't be an issue.

Councilperson Burke asked if Attorney Naughton had the self-certification verbiage that his firm is using. Attorney Naughton said he did and he would share it with Doug when we get done. Supervisor LaGrange thanked Attorney Naughton, adding it would probably be good for both places, even here, when we're still trying to socially distance and stay apart as much as possible. It would still be a good idea to make sure people are being aware of their own circumstances. To be honest he thinks he missed one day. He's been taking his temperature every morning and then again at night. It's just become a habit.

Highway Superintendent Guyer asked the Board if they are in favor of his crew coming back on next Thursday as a whole with these precautions in place. Supervisor LaGrange said, "I am." Councilperson Burke said, "I'm comfortable with it but would like to see you go through that form by next Friday so if there is anything that has to be discussed we have an opportunity to do that." Highway Superintendent

Town of New Scotland
Special Town Board Meeting
05/22/2020

Guyer agreed. Supervisor LaGrange asked if Councilperson Leinung sent that to Ken, too. Councilperson Leinung thought Ken was on the email but he will double-check. Supervisor LaGrange said that he could send it to him, too. Highway Superintendent Guyer said it had the phases and within each phase it had listed each industry. Each industry had a checklist of things that should be done for that industry. Councilperson Leinung said that that's correct and right before this meeting he sent something that actually had a literal checklist for everybody. Supervisor LaGrange said it's called the "NY Forward Safety Plan Template." We will get it to you. Town Clerk Deschenes said that he's on the email list. Councilperson Leinung added that he sent it just before the meeting.

Highway Superintendent Guyer said that we have a water break in Clarksville. If everyone is in favor, then he has to scoot back to this water break. We are shorthanded. Just for the Board, Teresa and I in talking to 10 or a dozen other parks departments in the capital district as well as NYS Parks and Recreation, we have emailed all of our pavilion reservations, all of our baseball, softball, little league, Kiwanis, New Scotland Soccer, and Lacrosse. Everyone has been notified that there will be no activity in the parks at least through the month of June, and we will reevaluate and send out information prior to the end of June. Councilperson Greenberg said that he thinks the Governor issued something specific on tennis courts and that they could go up. Have you seen that? Highway Superintendent Guyer said he did not see that. Attorney Naughton added that tennis courts are permitted. You can have a tennis game. I think there is a recommendation that it be within your family group or something like that but there is no way to monitor that. Councilperson Greenberg added that you use your own balls. Councilperson Greenberg didn't know if the nets are up but you might want to get them up if they are not. Highway Superintendent Guyer said that he could check with Jamie. He believes the nets are already up but will check on that.

Highway Superintendent Guyer said probably three weeks ago we had issues with the amount of people congregating and playing basketball games. It went to the extreme. We talked to them and talked to them and they kept showing up so the actual hoops themselves were unbolted. The backboards are up but there are no hoops or rims on these backboards. They are down. They have been down. The playgrounds are roped off and there is no organized use whether it's a pavilion rental, sports team, or anything like that.

Councilperson Hennessey said that, as far as the whole thing, you were asking the Board's opinion, even though it's more your call than ours, he supports opening. He would prefer to have that thermometer to gauge exercise in place if possible. He can try to find that instrument and see if we can get one locally if that's okay. Highway Superintendent Guyer said that that's fine with him. Councilperson Greenberg said he supports opening on condition that we figure out that if one person gets the virus that doesn't affect the entire group. So as long as we can meet that threshold he's fine with it. Supervisor LaGrange said that quite frankly he thinks it is this one where we've been discussing this checklist. We're supposed to set up our own plan for contact tracing in case somebody does come in or comes in to work and ends up being positive. That's even more important. One of you suggested early that Ken keeps guys listed that work together. That's even more important because that's a part of this form to have that so it's easily traced and you don't have to send everybody home for two weeks in quarantine. It's just another reason to do it. Councilperson Burke asked how does the quarantine work? Her sense is that it's going to be the Department of Health's call on whether or not people end up quarantined so we can guarantee it, but we should have in place a plan that limits exposures so that hopefully the Department of Health would not say the whole department has to be in quarantine. Supervisor LaGrange said exactly, and that's the reason why the contact tracing is important. If Ken has a list that Joe, Frank, and Dave worked in close proximity this week and Dave ended up testing positive for COVID then it narrows it down to just two other people on the highway crew that would probably be quarantined by the County. Councilperson Burke added that she thinks the difficult part is going to be making sure you document if the whole team is at a certain site how did they guarantee that they were six feet apart so that there wasn't close contact? Supervisor LaGrange agreed adding, "You're good Ken, right?" Highway Superintendent Guyer agreed. Supervisor LaGrange said that he would try to look back in his emails because in the last two days, I think it was yesterday, that forehead thermometer that was suggested through one of these emails from the County or the State, had a link to it. We can check. Bill if you check around, I think it was Thermolite or something like that. It was one that they recommended anyway. Councilperson Greenberg said that maybe the Sheriff has some or access to some. Councilperson Hennessey said that it's a perfect idea to check the Sheriff's office or the county. They may have access to one.

Town of New Scotland
Special Town Board Meeting
05/22/2020

Supervisor LaGrange said that because of everything that has been discussed we probably ought to extend our resolution again. It would be due to expire. Highway Superintendent Guyer asked will you pass a resolution letting us back full on May 28th? Supervisor LaGrange said what we will do is extend our resolution to June 11th. It depends on what the Board would like to do, but we would amend it to take out the first “Be it Resolved” that designated the highway to only be back 50% in weekly intervals. That would be his suggestion anyway. Highway Superintendent Guyer said that that sounds okay. He will touch back with you and Michael on some of this, the thermometer thing, the record keeping, and stuff like that. Supervisor LaGrange said that if nothing else maybe Michael could get us that waiver where people check their own temperatures until we can source these thermometers. At least we could get it started that way. Highway Superintendent Guyer said that that sounds good.

Highway Superintendent Guyer left at 1:40 PM.

Supervisor LaGrange said, just to keep things going, he would move that we extend our resolution 2020-110 until June 11 with the amendment to taking out the first “Be it Resolved” (that has to do with the highway and the highway superintendent). That says, “Be it Resolved on recommendation of the Highway Superintendent, Ken Guyer, the highway and parks department will implement a schedule with 50% staying at home, available and on call and 50% working at one-week intervals except in cases of an emergency.” He bumped into that before when he thought parks were included there. I would say that they could easily be both working with separate vehicles and getting things done. Councilperson Greenberg said that they’re going to mostly be mowing separately so that to me seems fine. Superintendent Guyer said that that should be fine. So, it’s the exact same resolution we passed every two weeks. This one will extend us until June 11th and we’re just amending it to take out the first “Be it Resolved” having to do with the highway department and the parks department.

Resolution 2020-148 (Amending Resolution 2020-110)

Supervisor LaGrange offered the following and moved its adoption:

Whereas the Town of New Scotland understands that COVID-19 is a historic epidemic which requires decisive action for the safety of both our employees and the public; and

Whereas the State of New York has asked municipal leaders to reduce their non-essential workforce by at least 50% until June 11th ; and

Whereas the State of New York will compensate State non-essential employees without their accruals being charged but will be required to work from home to the extent practical; and

Whereas the Town of New Scotland wishes to do all in its power to curb the rate of infection;

Be It Further Resolved that the Town of New Scotland employees will be compensated for a “normal day’s” pay without charging accruals if required to stay home due to mandated scheduling or self- and mandated quarantines, and said employees will work from home to the extent practical; and

Be It Further Resolved that each employee will file a “leave slip” with assigned code for possible reimbursement to the Town from the State or Federal Government; and

Be It Further Resolved that charges to an employee’s accrued sick time and related benefits arising from implementing plans in furtherance of complying with federal and New York State Executive Orders and laws shall be determined in accordance with State and Federal laws and directives, as amended from time to time, with the goal of ensuring that Town employees continue to receive wages and salaries during COVID 19 emergency; and

Be It Further Resolved that an overall plan will be developed through the Supervisor’s office to outline practical implementation of this resolution with a plan/policy.

Be It Further Resolved that this takes effect immediately and ends on April 1st unless extended by the Town Board of the Town of New Scotland.

Town of New Scotland
Special Town Board Meeting
05/22/2020

Supervisor LaGrange asked for a second. Councilperson Greenberg said before we second, Michael, you might be able to help me with this. How do we include the conditions we were interested in in terms of the social distancing, temperature taking, and two separate crews? Do we want to do something like that now? Attorney Naughton said why don't you just pull out the DPW and the Highway on this resolution and then offer a second resolution when we're done with this one to just address DPW and Highway because that's going to have a start date of May 28th. You need a clean document on that one. Supervisor LaGrange added that this is parks and highway. Attorney Naughton agreed; he had got DPW on the brain. He was going to ask that question. What are we going to do about DPW now? Supervisor LaGrange asked in what sense? Councilperson Greenberg added that they've been working. They've all been in. Attorney Naughton said that they've all been working separately, right? Supervisor LaGrange replied right, adding and right now we are down one anyway until the end of the application period. We are eventually hiring somebody.

Attorney Naughton asked the Clerk if she had a pretty clean idea of what that resolution looks like. We are just pulling out parks and highway.

Councilperson Greenberg seconded the motion.

Supervisor LaGrange said that the only other thing we could change is the one part where it says "Be it Resolved" and "overall plan will be developed." I think we might want to change that to "the overall plan has been developed." Attorney Naughton said he thinks you can leave that alone because we still have to develop plans for this next phase. Supervisor LaGrange said that that's fine.

There was no other discussion.

A roll call vote was taken: Supervisor LaGrange Aye
 Councilperson Greenberg Aye
 Councilperson Hennessy Aye
 Councilperson Burke Aye
 Councilperson Leinung Aye

Supervisor LaGrange asked Adam as far as bringing all this other stuff together how do you want to do it?

Resolution 2020-149

Councilperson Greenberg offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland requires the highway department and the parks department to keep logs for their workers' hours and contacts and practice property social distancing.

Do we have to say anything about masks? We talked about that. I don't know if they are wearing any. Councilperson Burke said that there was a discussion on when they are in close contact that they wear masks. Councilperson Greenberg added in the same vehicle. Am I missing something? I think I'm missing one thing. Councilperson Burke said the temperature. Supervisor LaGrange said whether it be through Michael's form. Councilperson Greenberg said that they need to monitor their temperature on a daily basis. Supervisor LaGrange said he would also suggest that you include and follow the Department of Health NY Forward Safety Plan Template.

Resolution 2020-149 Amended

Councilperson Greenberg offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland requires the highway department and the parks department to keep logs for their workers' hours and contacts, practice property social distance, monitor their temperature on a daily basis, and follow the Department of Health NY Forward Safety Plan Template and any alterations that are made to it in the future.

Attorney Naughton said that the resolution is that they bring the full crew back starting Thursday, May 28th. Supervisor LaGrange added and this is for both parks and highway.

Town of New Scotland
Special Town Board Meeting
05/22/2020

Resolution 2020-149 Amended

Councilperson Greenberg offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland requires the highway department and the parks department to keep logs for their workers' hours and contacts, practice proper social distance, monitor their temperature on a daily basis, and follow the Department of Health NY Forward Safety Plan Template and any alterations that are made to it in the future.

It is further resolved that parks and highway bring back the full crew starting on Thursday, May 28, 2020.

Councilperson Hennessy seconded the motion.

A roll call vote was taken: Supervisor LaGrange Aye
 Councilperson Greenberg Aye
 Councilperson Hennessy Aye
 Councilperson Burke Aye
 Councilperson Leinung Aye

Supervisor LaGrange said one suggestion he had, because he's been talking to everybody here at Town Hall, was that initially folks were not really coming in with construction and stuff other than the developments that are already in process. If they had a basement poured they still were covered under being able to continue work as long as they socially distanced and the other things that they needed to do. Jeremy and Jeff have been alternating three and two days a week to keep our numbers down here right at the beginning. That's worked out well. Normally, as Jeremy said, this is a crazy time when things are just rolling in. It's not to that level but he is getting behind and he feels he should be here every day again. They don't share an office like Patty and Diane, Lisa and Samantha, or Jess, who's out on maternity leave right now, and Betsy. With Betsy they're only half a day and kind of covering things. Jeremy feels it's time. He and Jeff are both here every day for the week. He's the department head and it's his call, but he wanted to make sure the Board was okay with that because it was one of those early things to keep our numbers down and we thought it was a good idea at the start. It's the same as if Sarah and I are next door and they are even further separated. Councilperson Leinung said he thinks, especially with Phase I being open, construction is ramping up again. Supervisor LaGrange said exactly. Councilperson Leinung said he thinks it makes sense for at least Jeremy to be back in and Jeff, too. I'm assuming he's out in the field a fair amount too as he starts to do more inspections and all that. Councilperson Leinung said that trying to eliminate the time they are both in the office would be good, understanding that there is paperwork they both have to do and they have to be in the office at times. I think that's one department that we need to think about getting back a little more. There is going to be more stuff coming in now. Supervisor LaGrange agreed. Councilperson Burke said that personally she'd be more comfortable if they created a plan first and waited until next Friday, but she's not sure how other people feel. Supervisor LaGrange said they are both aware of the procedures we've been taking which would be the bulk of the plan. They are both in separate offices. I think to finalize it, Bridgit, is a good idea, but at the same time I don't think that precludes them from starting back. That wouldn't take a plan really until next Thursday also, so it still gives us that timeframe unless we choose to have them come back the beginning of the week, but that would kind of negate our resolution a little bit. I have no question that they are ready to do it and Jeremy's time is mostly spent in the office trying to catch up with things. If Jeff is out doing the inspections as Jeremy suggests that takes that off of his plate so he's able to get caught up on all these other things. Councilperson Greenberg said that he's okay with them starting. He agrees that it's much like you and Sarah or Lisa. Supervisor LaGrange added or me and Bill. He's across the hallway. Councilperson Greenberg added that as long as they follow the safety guidelines as you guys are that seems consistent to me. Councilperson Leinung said he had one more point. He thinks that the public is going to start to come in more once we open up Phase II, especially. It's a little before then if we're talking about next Thursday, which I think is fine. That's another point. I think Jeremy is going to have a fair amount of public coming in once Phase II starts up again. Councilperson Burke said that it certainly wouldn't start the minute they're both in the office, right? The building would still be closed to the public. Supervisor LaGrange agreed along with Councilperson Leinung. Supervisor LaGrange said his thing is that before we open to the public and we get a degree of increased traffic he wants to get caught up on the stuff that they're falling behind on as

Town of New Scotland
Special Town Board Meeting
05/22/2020

things move along here. Attorney Naughton said, just a suggestion on that, he thinks that you could probably have pretty much the same stipulation that you had in your resolution for highway. That will force those folks (Betsy, Jeff, and Jeremy) to sit down and work through the form and understand it, and then we have it documented as we ramp up to the people coming in and out and being at the Town Hall. What it is we're doing and they understand that it's serious and this is what they are supposed to do. The only other thing I wanted to add to that was you probably could tell Jeremy that for job sites where there is an existing structure and he has to spend some time meeting with the contractor or whatever that he should be encouraged to do those meetings at the job site instead of in his office. I know it may be a little slower to have people continually coming into you but many of the projects are really not that far from Town Hall that are fairly active. They could set up a plywood table and go over what they needed to on the job site where there is more space and open air. Supervisor LaGrange said that he knows he's done that quite a bit and that's a good point. I know that several times he's gone out to meet with somebody in lieu of them coming to the office. I think that's kind of something that he's been doing anyway but I will reaffirm that.

Councilperson Hennessy said if he missed a discussion there he apologizes. Was there a discussion about wearing masks either in Town Hall for those tight quarters or doing building inspections out in the field? I just wanted to consider that, maybe not as a requirement, but a recommendation for our employees. Maybe not in Town Hall obviously if they are doing social distancing. I'm thinking it might be good form. It would be a procedure for the building inspectors out on a site to be wearing masks. Councilperson Burke said she didn't see any problem with that being a requirement. Supervisor LaGrange added that Jeff and Jeremy have both been wearing masks when they go out to do inspections. Their preference is that when they do an inspection they've been directing people not to accompany them there. They do the inspection and then they send them an email or call them on the phone to say what needs to be completed. Diane, Patty, and Betsy also have met people at the door to hand stuff out to them or collect stuff with masks on. It's been common practice but we will also reinforce that. Councilperson Greenberg said that he's with Bridgit. He thinks it should be a requirement if we're going to have a resolution that talks about a log and social distancing it should talk about the masks. I don't want to hear later on that they didn't do it and you say well I dropped them a text and told them about it and they ignored it. Councilperson Leinung asked how we are doing with our supply of masks? Does the Building Department have masks? I know Ken said he still had some for highway but it sounds like we're going to need more. Supervisor LaGrange said we are going to need more. I've got a call into the County to see if they are going to supply us with more masks. We have probably 250 left here of the washable ones. We also just got in 400 surgical masks which can last for a while. I've been using one in my car for a couple of weeks now when I run into a store or something. So, we have a decent amount but as the public comes back we're probably going to need to get some more. Everybody got a five-pack of masks when we first got them to use when they need them and to understand that they are washable and reusable. None of those should have been overused by now. Councilperson Leinung said he thinks we should also require masks but he just wanted to make sure we have enough to provide staff if that's what we're requiring them to do. Councilperson Burke asked if she understood that form correctly that we're supposed to provide a service for washing them? Supervisor LaGrange said I don't remember seeing that but I'll look. Attorney Naughton said you have to put in your plan how you are going to wash them if you are going to be using reusable ones. If you have one-time-use-only ones then you just say that and you don't have to have the plan about washing. Councilperson Burke said then we have to make sure we provide enough that they can use it that way. Supervisor LaGrange added that disposable masks especially are plentiful. He's been told that again from our cleaning contacts. The people we get our cleaning supplies from. She mentioned this morning that they are flowing in now. So, we shouldn't have a problem getting the disposable ones.

Attorney Naughton advised that we have a solar call coming in at 2:00 PM. Councilperson Greenberg said he just emailed them and asked if we could do 2:15 PM just because I know we have to maybe pass this resolution.

Supervisor LaGrange asked if the Board wants a resolution like any town employees interacting with the public are required to wear masks during operational hours. Something like that? Councilperson Leinung added both in Town facilities and in public. Supervisor LaGrange said that that's fine.

Resolution (withdrawn)

Supervisor LaGrange offered the following and moved its adoption:

Town of New Scotland
Special Town Board Meeting
05/22/2020

Resolved that the Town Board of the Town of New Scotland requires any town employee interacting with the public to wear masks during operational hours, both in town facilities and in public.

Councilperson Greenberg asked if it is clear that it's following the previous resolution in terms of the logs? He just want to make sure Diane got all that. Town Clerk Deschenes asked do you want all of the others in here? Councilperson Burke said she thought we would be doing a separate one for the building department because we were talking about phasing them back in, but maybe I'm misunderstanding. Councilperson Hennessy said it sounded like we were saying in all town facilities, so you're saying they would have to wear masks in Town Hall all day long. Supervisor LaGrange replied no. Councilperson Leinung added when interacting with the public. Councilperson Hennessy replied okay. Councilperson Leinung added or if not able to maintain the six feet, the appropriate social distancing. Councilperson Hennessy said that the six-foot distance is important if that's going to be included. I'm wondering if their interacting with the public is enough? Whether or not six feet comes into play or not may not be relevant. If you just have someone that you're interacting with and they are 10 feet away, then you don't wear a mask. I'm not sure that's right. I think if you're interacting with somebody and they're 10 feet away, I think that should still be interacting with the public and you have to wear a mask. Councilperson Burke said that it would be easier. Councilperson Leinung added that he was saying interacting with the public or not able to maintain social distance. I don't know of anyone in Town Hall that's sitting 2 feet away from each other so it might be a moot point. I was just saying that, for completeness' sake, that's generally how I've seen this. If you're unable to maintain appropriate social distance then you should be wearing a mask regardless of who you are interacting with. Councilperson Hennessy said okay so it's and not or, right? Councilperson Leinung agreed. Councilperson Greenberg added and Jeremy and Jeff should really never come in much contact with each other because, like the highway department, we have to make sure that if one of them comes down with COVID that the other one is available to work, or else all construction in the town is going to come to a stop. Councilperson Burke added we want to say in addition to masks that people are keeping logs of people they're coming in contact with, what their workflow is, and that they are self-certifying that they've taken their temperature. Councilperson Greenberg added we already included that. Attorney Naughton said lets back up a second. I think the idea is it's going to be a brand new resolution. It's great to mirror the resolution that we did for highway and it's going to apply to the building department or Jeremy, Jeff, and Betsy. They will have to follow all of those stipulations and conditions and in addition to that they will eliminate contact between Jeff and Jeremy, and then for any contact with the public they will have to have a mask on at all times. They are encouraged to hold meetings with contractors at the job site as opposed to at Town Hall. Is that everything? Councilperson Burke asked if we are then doing a third one that requires some of those things for the whole town. Attorney Naughton replied yes. That's already in that prior stipulation for the other part of the resolution. Councilperson Greenberg said, "Well done Michael, good memory."

Resolution 2020-150

Councilperson Greenberg offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland requires the Building Department to keep logs for their workers' hours and contacts, practice proper social distance, monitor their temperature on a daily basis, and follow the Department of Health NY Forward Safety Plan Template and any alterations that are made to it in the future.

It is further resolved that in addition to that they will eliminate contact between Jeff and Jeremy and then for any contact with the public they will have to have a mask on at all times, and they are encouraged to hold meetings with contractors at the job site as opposed to at Town Hall.

Supervisor LaGrange seconded the motion.

A roll call vote was taken: Supervisor LaGrange Aye
 Councilperson Greenberg Aye
 Councilperson Hennessy Aye
 Councilperson Burke Aye
 Councilperson Leinung Aye

Town Clerk Deschenes said that prior to this Supervisor LaGrange offered a resolution and no one

Town of New Scotland
Special Town Board Meeting
05/22/2020

seconded it. Is this withdrawn? Supervisor LaGrange said it is. Attorney Naughton enhanced it with the rest of the discussion.

Supervisor LaGrange said that judging from all the things we've done like extending our resolutions and shooting for June 15th to open I would guess we still want to do our June 10th meeting through Zoom again. Is 1:00 PM the preference for everybody? Councilperson Greenberg said that would be her preference. Supervisor LaGrange added that he doesn't believe we have any public hearings. Councilperson Leinung said that for our normal Town Board meeting he prefers the normal time, but if the majority of the Board wants it at 1:00 PM that's fine. He can make it work but he just wanted to note that it is a regular Town Board meeting and he'd like to try and keep it as close to the normal time. Again, if 1:00 PM works best for everyone, that's fine. Councilperson Burke said she's fine with the normal time. Councilperson Greenberg said he's happy to do the evening if it's better for Dan. That's fine. Councilperson Hennessy said that might get us back to closer to a normal itinerary. If we go back to the normal time it will start the ball rolling. Supervisor LaGrange said so we will go with 7:00 PM on June 10th, but it will be Zoom, of course.

Supervisor LaGrange said that that's about all he has as he looks over his notes.

Community Center

Councilperson Greenberg said that this may be an email thing but Alan had some concerns about the Community Center. I don't know if those have been discussed or worked out. Councilperson Leinung said he was going to bring that up. I think the Community Center will be in that Phase II reopening. I'm going to have a conversation with Alan to see more specifically what he's looking for and I'll have an update on that soon. Councilperson Greenberg said that we can talk next Friday. That can probably wait until Friday. That's not a problem. Councilperson Leinung said he doesn't think anything is happening before that. Town Clerk Deschenes agreed. Supervisor LaGrange said that the whole situation is a lot further out of our control than how we're dealing with the highway and Town Hall too. It's going to be something that we're really going to have to consider how we're going to do it and figure that out aside from the museum aspect of it. Was Alan's concern mostly with the museum? Councilperson Leinung said he thought it was both. He wants to start reserving dates for their programming which at this stage I don't know if we'll have any mass gatherings in the fall so I think that was a little premature. He did bring up the point about reopening the museum which would need to be a longer conversation because we need to put limits on how many people are in there. It's already limited hours. I think it's only open Sunday afternoon. That might be workable but I think we'd also need more guidance from the State about that type of situation. I'm planning on talking to Alan this week about that.

Northeast Kensington Connection

Supervisor LaGrange asked if anyone had anything else. Councilperson Hennessy said he sent an email out earlier today having to do with the Northeast Kensington connection. That's a report that you can read over the weekend if you'd like. Give me a call if you want to go over any of it. Barton & Loguidice gave a description during the Zoom call at the Water Committee meeting Monday night. That could be another reference but it's not up yet on the website. Give that some thought and we'll talk about it next week. Councilperson Leinung asked if that report was the same one? It looks like it's the same thing from a few months ago. It's not updated or anything, is it? Councilperson Hennessy said it was updated. They made some corrections to it but not significant. Councilperson Leinung said he just saw the January date on it so he wanted to see what the difference was. Thank you.

Supervisor LaGrange said I assume we will talk again next Friday so I'll set that up.

2. Adjourn

Councilperson Greenberg made a motion to adjourn, seconded by Councilperson Hennessy. The meeting adjourned at 2:10 PM.

Diane R. Deschenes, Town Clerk