



**TOWN OF HOLLISTON  
SELECT BOARD**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**SELECT BOARD  
MEETING MINUTES  
HOLLISTON TOWN HALL  
MARCH 11, 2020**

**Present:** Mark Ahronian, Chairman; John Cronin, Vice Chairman; Tina Hein, Clerk

**Also Present:** Jeff Ritter, Town Administrator

At 7:32p.m. M. Ahronian called the meeting to order.

**1.) Coronavirus Update:** Emergency Management Director and Fire Chief Michael Cassidy was present to provide an update on the Coronavirus.

M. Cassidy said the Comprehensive Emergency Management Plan has been in place since 1999 and is routinely updated.

The Town uses a team approach by working with all departments. The Incident Command System (ICS) is used. In this emergency we work closely with health department. The ICS is used both for planned and unplanned events.

There is a lot of information out there.

M. Cassidy reviewed the known history of the virus and the possible state of emergency. Allowed to spend outside the normal appropriations if the expense is related to the emergency.

We are working closely with the Massachusetts Department of Public Health and the local Board of Health to make sure Holliston is properly prepared to respond.

J. Cronin asked how long this event would go on. M. Cassidy said that is unknown but we should plan for at least several weeks or months.

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J. Cronin asked how long supplies are anticipated to last. M. Cassidy said months. J. Cronin asked if supplies are available to the Police Department and Fire Departments. But there is really no back up there is just enough in place.

T. Hein suggested working with the School Department and the Senior Center. M. Cassidy said it is common practice to share resources with the Schools and the Senior Center as needed.

J. Cronin said there will be many supply related issues but there are no confirmed cases in Holliston.

T. Hein said the high risk population would be considered the elderly.

M. Cassidy said many people are self-isolating but you could still get the virus. Proper cleaning procedures must be followed especially door handles.

Increase cleaning routines and we are touching base with all cleaning vendors. We are working to better understand the supply chain and inventory what we have. We are working with the Board of Health to determine the next steps.

State Representative Carolyn Dykema was present and reported the Commonwealth and the Governor are working hard to address and implement plans to address this emergency. Testing typically takes between twenty-four (24) to forty (48) hours. There also private testing facilities.

The public can order testing kits through the Department of Public Health.

M. Cassidy we need to plan for example if Town employees can't report to work. T. Hein said communication and education are critically important. Steps should be taken by Town Hall Departments and others to establish a plan for who would report to work.

M. Ahronian said a more frequent cleaning schedule should be implemented. M. Cassidy said the Schools and Town Hall is now being cleaned more frequently.

J. Cronin said M. Cassidy should coordinate a centralized cleaning schedule and asked Chief Stone to make all the appropriate equipment is in place.

M. Cassidy reviewed the language for an Emergency Declaration. C. Dykema said many other communities are doing the same and the Massachusetts Emergency Management Agency could also play a role at some point.

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Brad Jackson, Superintendent of Schools was present. T. Hein asked about communicating with parents. B. Jackson said so far three (3) e-mails have been sent out to his network of parents.

Robert Malone, Chair of the Council on Aging said he would work to get a special message out to the senior citizen community. Use of the mailing list is the best to do that. They are self-cleaning both at the Senior Center and the Library but there are concerns about what will happen when supplies run out.

Stacey Raffi, Chair of the School Committee said this is a good opportunity for neighbors to check in on each other.

J. Cronin said we should empower the Emergency Management Director to explore remote participation at meetings, coordinate with cleaning vendors and make sure public buildings are cleaned at least twice per week.

M. Cassidy said it is important to track all expenses and to keep an eye on high risk populations.

M. Ahronian asked for another update on Monday evening March 16<sup>th</sup>.

**Adjourn:** J. Cronin made a motion to adjourn the special meeting of the Select Board at 9:02.  
Second, T. Hein. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter  
Town Administrator