



TOWN OF MENDON

SELECT BOARD

20 Main Street, Mendon, MA 01756
Tel: 508-473-2312 Fax: 508-478-8241

Notice of Emergency Meeting

**March 16, 2020
Mendon Town Hall
1:00 PM**

Board Members

**Christopher Burke, Chairman
Mark W. Reil Jr.
Lawney Tinio**

Select Board Meeting Minutes

Open Meeting

At 1 PM, Mr. Burke opened the Emergency Meeting. Present: Christopher Burke, Mark Reil, Lawney Tinio, Kim Newman and Laura St.John-Dupuis.

Consider the Appointment of Alex Drella the position of Career Firefighter/Paramedic-effective April 5, 2020

Mr. Tino made a motion to appoint Alex Drella to the position of Career Firefighter/Paramedic-effective April 5, 2020. Second by Mr. Reil. The motion passed unanimously.

COVID-19

Ms. Newman addressed the Board stating that effective, Tuesday March 17th all Town buildings will be closed to the public. All Town services are still available by appointment only and highly encourages all residents to utilize email and phone during this time. In person appointments can be made at the discretion of the Department Head. At no point should more than two residents meet in person with an employee.

Employees who have the ability to do so may work from home. These employees must respond to all emails and calls as they would in the office during office hours. At the close of each business day, employees working from home must send an email to the Town Administrator briefly summarizing that day's work.

Employees who do not have the ability to work from home, must report to the office during regular business hours. If you cannot work from home and you do not wish to report to the office, you may utilize your accrued time. An absence longer than two weeks must be approved by the Select Board in advance. If you wish to take time off, please notify the Town Administrator as soon as possible.

Employees should limit interaction with other staff . If at any time you or someone you have come in contact with has symptoms please notify Tanya Bureau, Human Resources Coordinator immediately.

Employees can meet with the HR Coordinator or Town Administrator with any questions.

Submitted by Laura St.John-Dupuis