

TOWN OFFICES
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TOWN OF WHATELY MASSACHUSETTS

SELECTBOARD

Adopted by the Whately Selectboard on March 24, 2020

Directive Limiting Work in Town Buildings to Only Essential Activities by Essential Employees & Board Members & Requiring Employees to Work from Home or Remain on Call to Perform Essential Functions

This Directive shall remain in effect until further notice and will be reviewed by the Selectboard no later than April 8, 2020

General Directive: Until further notice, only essential employees and essential board members carrying out an essential function* shall be permitted to enter into and work in town buildings. Employees are required to work from home whenever possible or remain “on-call” to perform essential functions if working from home is not possible.

- Essential functions are set forth on pages 3 and 4 of the Whately Continuity of Operations Plan
- Employees designated as essential are set forth below
- Special Directives for each department supersede and/or supplement the General Directive

**The intent of this directive is to restrict the number of people entering into town buildings to keep employees safe. Even if you are an essential employee or essential board member please do not come into town buildings unless you have an essential task to complete that requires you to enter into the building.*

Administrative/Selectboard/Town Administrator

Special Directive: work from home as much as possible; take actions to reduce risks (e.g. gloves); limit in person public interactions.

Essential Employees

Brian Domina
Amy Schrader (when performing essential functions)

Essential Board Members

Joyce Palmer-Fortune
Frederick Orloski
Jonathan Edwards

Board of Health (elected) – Foothills Health District

Essential Employee

Mark Bushee

Essential Board Members

Fran Fortino

Michael Archibald

Rebecca Jones

Police Department

Special Directive: work from home not possible; take actions to reduce risks; follow policy implemented by Police Chief; use personal protective equipment when recommended by public health officials.

Essential Employees

Chief James Sevigne

Donald Bates

Part Time Officers per Police Roster

Fire Department

Special Directive: work from home if possible (Chief); hold only essential trainings; take actions to reduce risks; use personal protective equipment when recommended by public health officials.

Essential Employees

Chief John Hannum

Officers (when performing essential duties)

Firefighters (when performing essential duties)

Emergency Management Director

Special Directive: work from home as much as possible; take actions to reduce risks; limit in person public interactions.

Essential Employees

Lynn Sibley

Alan Sanderson (back-up)

Highway Department (& Buildings)

Special Directive: work from home if possible (Superintendent); take actions to reduce risks when performing essential functions. Employees are considered “on call” for performing essential functions.

Essential Employees

Keith Bardwell

Douglas Scoville (when performing essential functions)

Brian Belder (when performing essential functions)

Dylan Uzdavinis (when performing essential functions)

Chet Sobieski (when performing essential functions)

Treasurer/Collector/Town Clerk

Special Directive: work from home as much as possible; take actions to reduce risks (e.g. gloves); limit in person public interactions.

Essential Employees

Lynn Sibley

Janet Scully (when performing essential functions)

Water Commissioners (elected) – Water Department

Special Directive: work from home as much as possible; take actions to reduce risks (e.g. gloves); limit in person public interactions.

Essential Employees

Wayne Hutkoski - Superintendent

Bill Smith – Back-up Operator

Essential Board Members

George Bucala

Paul Fleuriel

Georgeann Dufault

Board of Assessors (elected) – Assistant Assessor

Special Directive: work from home as much as possible; take actions to reduce risks (e.g. gloves); limit in person public interactions.

Essential Employee

Cynthia Herbert

Essential Board Members

Frederick Orloski

Melanie Chorak

Cathleen Grady

Transfer Station – Solid Waste Committee

Special Directive: work from home not possible; take actions to reduce risks (e.g. gloves, mask); follow special protocols implemented by the Board of Health; use personal protective equipment when recommended by public health officials.

Essential Employee

Quint Dawson

John Leva (back up)

Roger Huard (back up)

Essential Board Members

Fran Fortino

Quint Dawson

Larry Kutner

Library Trustees (elected) – Library Director

Special Directive: Library is not an essential service and should remain closed.

All Other Boards, Committees and Commissions

Special Directive: See Meeting Guidance previously adopted by Selectboard. Summary: If you don't need to meet don't meet. If you need to meet then meet remotely. Only meet in person if it is absolutely necessary.

Town Accountant (FRCOG Employees)

Expectations: work from home as much as possible; take actions to reduce risks; limit in person public interactions.

Essential Employees

Dara LaPlante – Town Accountant

Cathryn Thomas - Town Accountant Assistant

Building & Code Inspections (FCCIP Employees)

Expectations: work from home as much as possible; take actions to reduce risks; limit in person public interactions; use personal protective equipment when recommended by public health officials.

Essential Employees

Jim Hawkins – Building Commissioner

Dave Roberts – Local Inspector

Various other inspectors (plumbing, electrical, etc.)

South County EMS

South County EMS is under the direction of the South County EMS Board of Oversight.

South County Senior Center

South County Senior Center is under the direction of the SCSC Board of Oversight.

Tri-Town Beach

Tri-Town Beach is under the direction of a Board of Commissioners. Tri-Town Beach is not an essential service and should not open. Subject to Board of Health regulations.