

Town of Randolph
Board of Selectmen
March 17, 2020

Present: John Turner, Lauren Bradley, Michele Cormier, John Scarinza, Barbara Arnold, Bill Arnold, John McDowell, Kevin Rousseau

The meeting was called to order at 7 pm.

This special meeting was called to address the town response to the Coronavirus outbreak in NH which is expected impact Randolph shortly.

Michele deferred the role of Emergency Management Director to Lauren as Lauren is more available in town and Michele is working every day in Berlin.

Lauren will prepare a document to share with all residents outlining protocols they should be aware of with regard to town functions. This document will be mailed out to all residents, hand delivered as needed, and put on the town website. No non-governmental persons will be allowed in the town hall. The town clerk's office will be closed. John Scarinza will work with Anne to develop a form that can be used for registration of vehicles. He will also clarify that registrations can be extended during this crisis period. After the crisis, the town clerk's door will remain closed and business will be transacted thru the window. The selectman's office will be "manned" but the doors locked. Anyone needing to get town services will be directed to call the office. It was agreed the selectmen's assistant will take calls and refer to providers during office hours and the selectmen will perform this service after hours. Calls to the town office may be referred to volunteers who can provide pick up service for groceries, mail and drugstores for those who wish to self-quarantine. It was agreed the office should change the answering machine to reflect these referring phone numbers. All medical calls should be directed to CCFHS or AVH.

The select board will continue to hold regular meetings; all other boards may meet by telephone as needed.

There was discussion of using the Lifeline list to be sure anyone at risk has regular contact. This list will be enlarged to serve all other "at risk" individuals in town. Linda and Barbara will create this list. John McDowell will help create guidelines for this group regarding symptoms and how to self-quarantine.

John Scarinza will assume police duties during this crisis period, and will be sworn in as soon as possible.

Briefly these are the duties assigned:

Barbara will prepare a "flip chart" or emergency operating plan

Lauren will post the town clerk's office "closed"

Lauren will prepare a mailing to residents of emergency protocols

John McDowell will prepare medical protocols, including web links and he will contact Anne regarding quarantine

Linda will field call and direct referrals during business hours

Selectmen will field calls after office hours

Kevin will prepare a list of new "residents"

Anne (and John Scarinza) will prepare a form for registering cars

Katie will prepare a volunteer list

Barbara and Linda will prepare a list of residents at risk and follow up with phone calls

Linda will upload the protocols to the website

The meeting adjourned at 8:30 pm