



TOWN OF BOYLSTON
221 MAIN STREET
BOYLSTON, MA 01505

The Office of
Town Administrator
April C. Steward

Town Administrator's Report
April 6, 2020

1. **Tower Hill:** If you recall Tower Hill representatives came in a few months ago to discuss parking lot expansion, ADA accessibility to the Visitor Center and a redesign to the front entrance. It looks like they are abandoning any entranceway changes onto French Drive now “due to budget issues”. Would the board like to ask Tower Hill to come in and discuss concerns about traffic issues on French Drive with the increased parking lot capacity?
2. **Charter Internet:** Charter is offering a 60-day free internet package to new 6-12 and college student households during the COVID-19 crisis. If you are eligible and would like to enroll, please call 1-844-488-8395
3. **MassDOT project #608492:** MassDOT Project #608492 – Shrewsbury – Boylston – Resurfacing and Related Work on Route 70 has been deactivated. Some sections of Route 70 have already been paved under other statewide projects. Compared to needs in other parts of the state, this section of road remains in decent condition and has not been deemed necessary for resurfacing at this time. MassDOT will continue to monitor the roadway for future projects.
4. **Flagg Estate and Police Department Projects:** Our Facilities Technician is staying busy with improvements to the Police Station and to the Flagg Estate. I have included drawings for you to see the work he is currently undertaking.

The Flagg House porch has significant weather related damage and needs to be repaired and replaced. YOU, Inc. had blocked off the porch and had not been using the entrance for quite a while now. The railings on the porch was not to code and the frame of the porch was rotted out. Bob is working to make that area accessible once again and bring it up to code.

Bob is also making improvements to the Police Station. He is securing the front entrance and the dispatch area, leaving space for a future lift to the second floor, changing up the accessibility of the waiting area and the interview room, and making some much needed improvements to the kitchen area.

5. **FedEx Appraisal:** The Board of Assessor's is coming along with securing a firm to conduct a second appraisal on the FedEx building. I believe they are voting tonight on which firm they are going to go forward with.
6. **Annual Town Meeting and Town Elections:** As you are well aware, the COVID-19 pandemic is causing closures and delays throughout the

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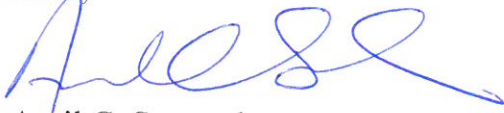
Commonwealth. I recommend that the Board vote to push back the dates of our ATM and Elections to either Tuesday, June 2nd and Monday, June 8th, or Monday, June 15th and Monday, June 22nd.

7. **COVID-19 Impact:** The current health crisis continues to impact the Commonwealth. The board had previously voted to close down town buildings until March 30th. I would recommend that the board vote to extend the closure of town buildings until the statewide stay at home order has been lifted.

At this time the Town Hall remains closed to visitors/residents but is open for business, with the exception of the Police Department. We have employees distancing themselves but working in most departments. Our DPW department has split their staff into two rotating groups. Town Hall functions are continuing, including Health, Building, Planning, Zoning, and Conservation. Payments and Plans are accommodated with a drop box located to the right of the front doors of the entrance to Town Hall. Visitors/residents have access to the foyer of Town Hall as well where they can meet with town hall employees by appointment and drop off/pick up materials as necessary. Social distancing remains in place at all locations.

I would recommend that the board take a look at the Telecommuting Policy I drafted to have in place in case we have to make a decision to close Town Hall for a period of time.

Submitted,



April C. Steward
Town Administrator

CHARTER TO OFFER FREE ACCESS TO SPECTRUM BROADBAND & WI-FI FOR 60-DAYS FOR NEW K-12 AND COLLEGE STUDENT HOUSEHOLDS AND MORE

Stamford, CT. – March 13, 2020 – In the coming weeks, many Americans will be affected either directly or indirectly by COVID-19 and Charter is focused on serving and supporting our 29 million customers. Americans rely on high speed broadband in nearly every aspect of their lives and Charter is committed to ensuring our customers maintain reliable access to the online resources and information they want and need. To ease the strain in this challenging time, beginning Monday, March 16, Charter commits to the following for 60 days:

- Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription at any service level up to 100 Mbps. To enroll call 1-844-488-8395. Installation fees will be waived for new student households.
- Charter will partner with school districts to ensure local communities are aware of these tools to help students learn remotely.
- For eligible low-income households without school-aged children, Charter continues to offer Spectrum Internet Assist, a low-cost broadband program delivering speeds of 30 Mbps
- Charter will open its Wi-Fi hotspots across our footprint for public use
- Spectrum does not have data caps or hidden fees.

As the country works collaboratively to contain this pandemic, broadband internet access will be increasingly essential to ensuring that people across the country are able to learn and work remotely, that businesses can continue to serve customers, and that Americans stay connected and engaged with family and friends.

Charter's advanced communications network will ensure our more than 29 million customers – including government offices, first responders, health care facilities, and businesses – across 41 states maintain the connectivity they rely on. The network is built to sustain maximum capacity during peak usage which is typically in the evenings, so a surge during the day would be well within the network's capabilities to manage. Charter will continue to closely monitor this dynamic situation, and is well-prepared to continue delivering reliable connectivity. Charter has extensive business and workforce continuity plans in place that will be adjusted as needed to best serve all our customers and employees.

About Charter

Charter Communications, Inc. (NASDAQ:CHTR) is a leading broadband connectivity company and cable operator serving more than 29 million customers in 41 states through its Spectrum brand. Over an advanced communications network, the company offers a full range of state-of-the-art residential and business services including Spectrum Internet, TV, Mobile and Voice.

For small and medium-sized companies, Spectrum Business delivers the same suite of broadband products and services coupled with special features and applications to enhance productivity, while for larger businesses and government entities, Spectrum Enterprise provides highly customized, fiber-based solutions. Spectrum Reach delivers tailored advertising and production for the modern media landscape. The company also distributes award-winning news coverage, sports and high-quality original programming to its customers through Spectrum Networks and Spectrum Originals. More information about Charter can be found at corporate.charter.com.

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Cameron.Blanchard@Charter.com

Media Contact:

Tina Pelkey, (202) 418-0536
tina.pelkey@fcc.gov

For Immediate Release

**CHAIRMAN PAI LAUNCHES THE
KEEP AMERICANS CONNECTED PLEDGE**

*Pai Calls on Broadband and Telephone Service Providers to Promote Connectivity for
Americans Impacted by the Disruptions Caused by the Coronavirus Pandemic*

WASHINGTON, March 13, 2020—Yesterday, in multiple phone calls with broadband and telephone service providers and trade associations, Federal Communications Commission Chairman Ajit Pai emphasized the importance of keeping Americans connected as the country experiences serious disruptions caused by the coronavirus outbreak. And in order to ensure that Americans do not lose their broadband or telephone connectivity as a result of these exceptional circumstances, he specifically asked them to take the Keep Americans Connected Pledge.

The Keep Americans Connected Pledge reads as follows:

Given the coronavirus pandemic and its impact on American society, [[Company Name]] pledges for the next 60 days to:

- (1) not terminate service to any residential or small business customers because of their inability to pay their bills due to the disruptions caused by the coronavirus pandemic;
- (2) waive any late fees that any residential or small business customers incur because of their economic circumstances related to the coronavirus pandemic; and
- (3) open its Wi-Fi hotspots to any American who needs them.

Less than 24 hours after the Chairman's calls, the following companies have already told Chairman Pai that they are taking the Keep Americans Connected Pledge and will implement it as soon as possible: ACIRA – Powered by Farmers Mutual Telephone Company & Federated Telephone, Allstream Business US, AlticeUSA, Antietam Broadband, Atlantic Broadband, AT&T, BBT, BOYCOM Vision, Burlington Telecom, Cable One, Central Arkansas Telephone Cooperative, CenturyLink, Charter, Cincinnati Bell, Citizens Connected, Comcast, Consolidated Communications, Cox Communications, Digital West, East Ascension Telephone Company, Education Networks of America, Emery Telecom, Farmers Telecommunications Cooperative, FirstLight, Frontier, Google Fiber, Grande Communications, Granite Telecommunications, Great Plains Communications, GWI, Hiawatha Broadband, Hill Country, IdeaTek Telcom, Inteliquent, Lafourche Telephone Company, Lakeland Communications, Long Lines Broadband, Mammoth Networks/Visionary Broadband, Mediacom, MetTel, Nex-Tech, Ninestar Connect, Northwest Fiber, Orbitel Communications, Pioneer Communications, Premier Communications, Range Telephone

Cooperative, RCN, Reserve Telephone Company, Sacred Wind Communications, Shawnee Communications, Socket Telecom, Sonic, Sprint, Starry, TDS Telecom, TelNet Worldwide, T-Mobile, TracFone Wireless, Uniti Fiber, US Cellular, Vast Broadband, Verizon, Vyve Broadband Investments, Waitsfield and Champlain Valley Telecom, Wave Broadband, West Telecom Services, Windstream, and ZenFi Networks. And the trade associations ACA Connects, Competitive Carriers of America, CTIA, INCOMPAS, NCTA—The Internet and Television Association, NTCA—The Rural Broadband Association, USTelecom, and WISPA have all endorsed the pledge.

“As the coronavirus outbreak spreads and causes a series of disruptions to the economic, educational, medical, and civic life of our country, it is imperative that Americans stay connected. Broadband will enable them to communicate with their loved ones and doctors, telework, ensure their children can engage in remote learning, and—importantly—take part in the ‘social distancing’ that will be so critical to limiting the spread of this novel coronavirus,” said Chairman Pai. “That’s why I’m asking all broadband and telephone service providers to take the Keep Americans Connected Pledge. I don’t want any American consumers experiencing hardships because of the pandemic to lose connectivity.

“I applaud those companies that have already taken the Keep Americans Connected Pledge. They are stepping up to the plate and taking critical steps that will make it easier for Americans to stay connected during this pandemic and maintain much-needed social distancing. I urge other companies to join them. This may be a difficult time for our nation, but if we all work together, I am confident that we can rise to the challenge.”

In addition to the Keep Americans Connected Pledge, Chairman Pai commended companies that have already taken additional steps to ensure that Americans, especially low-income American families and veterans, remain connected. He exhorted those companies with low-income broadband programs like the Connect2Compete program to expand and improve them (for example, by increasing speeds to 25/3 Mbps and expanding eligibility) and those without to adopt such programs. He also called on broadband providers to relax their data cap policies in appropriate circumstances, on telephone carriers to waive long-distance and overage fees in appropriate circumstances, on those that serve schools and libraries to work with them on remote learning opportunities, and on all network operators to prioritize the connectivity needs of hospitals and healthcare providers.

Chairman Pai also continued the Commission’s ongoing discussions with service providers regarding their efforts to ensure that changes in usage patterns occurring during the pandemic do not impair network performance, as well as their plans to ensure network resiliency.

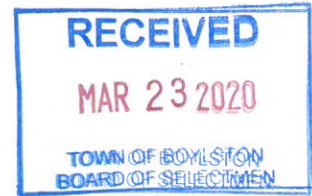
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Media Relations: (202) 418-0500 / ASL: (844) 432-2275 / TTY: (888) 835-5322 / Twitter: @FCC / www.fcc.gov

This is an unofficial announcement of Commission action. Release of the full text of a Commission order constitutes official action. See MCI v. FCC, 515 F.2d 385 (D.C. Cir. 1974).



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator



March 12, 2020

James Wood
Board of Selectmen Chair
221 Main St.
Boylston, MA 01545

**Subject: Project #608492 - SHREWSBURY- BOYLSTON- RESURFACING AND RELATED WORK
ON ROUTE 70**

Dear Mr. Wood:

MassDOT Highway Division has recently completed a review of all Project Review Committee (PRC) approved projects prior to 2017 that are not part of the 2020-2024 Capital Investment Plan (CIP). As part of this review, projects that have been identified as no longer necessary, viable, require extensive re-scoping or have an outdated estimate, have been deactivated. Please be advised, the subject project in your municipality and initiated by MassDOT has been deactivated.

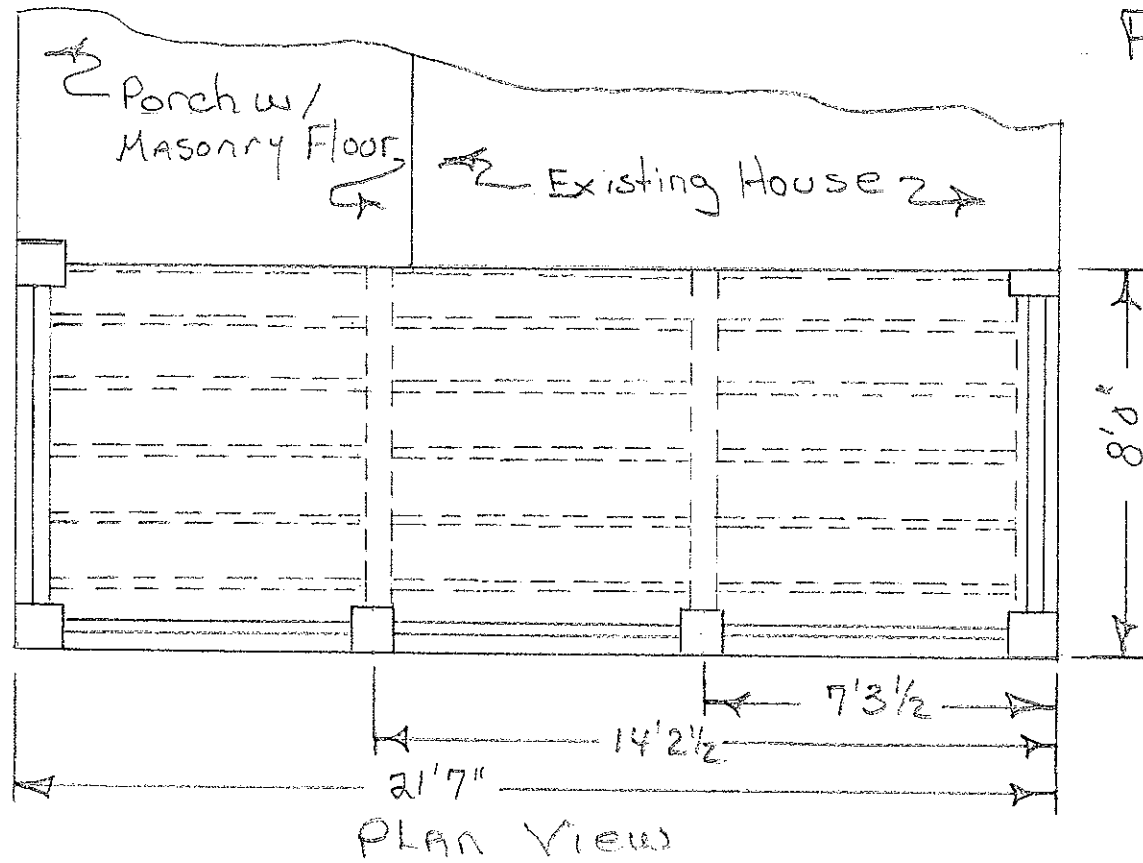
If you have any questions regarding this matter, please contact Sarah Bradbury, District 3 Transportation Program Planner at (508) 929-3809.

Sincerely,

Barry Lorian
District Highway Director, District

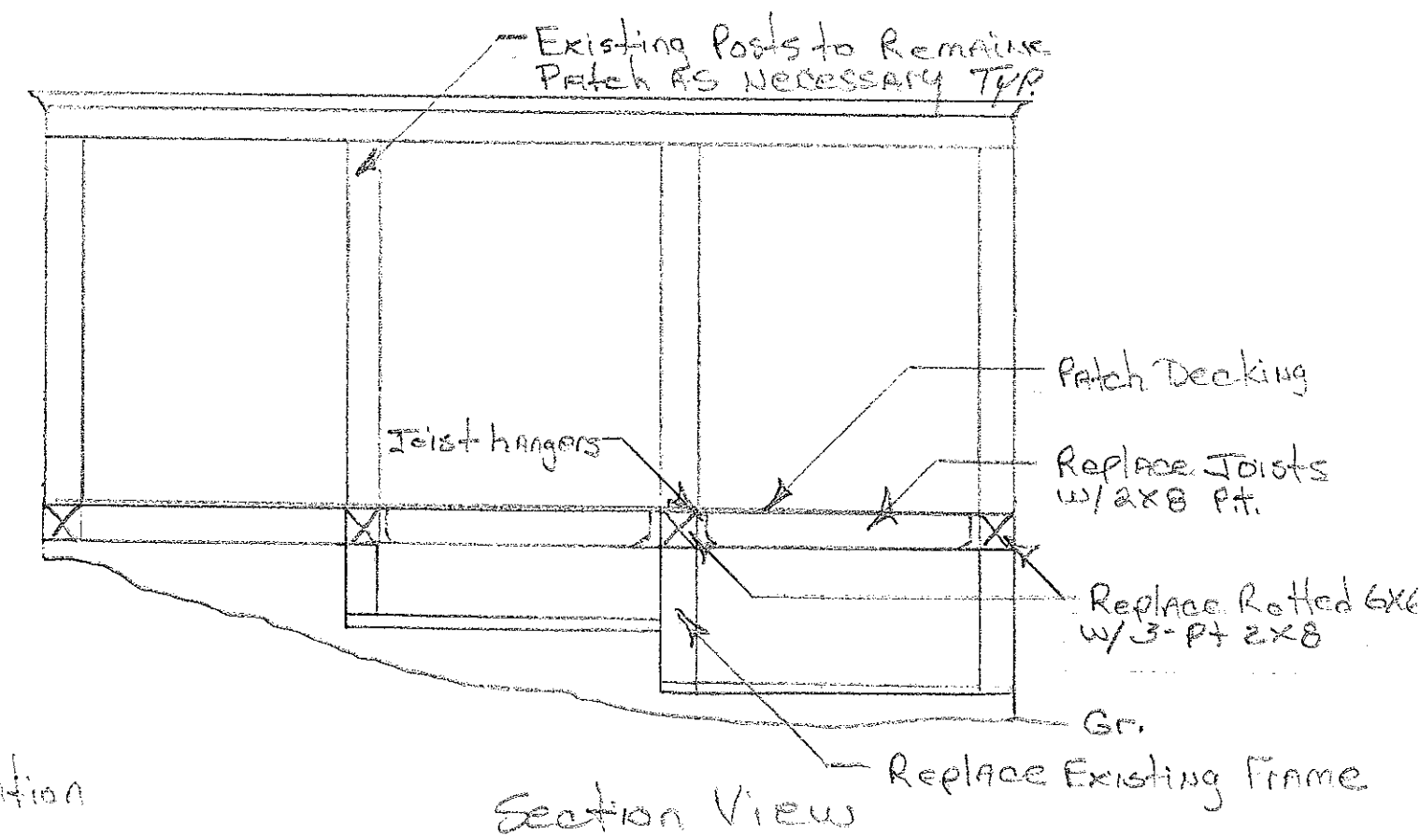
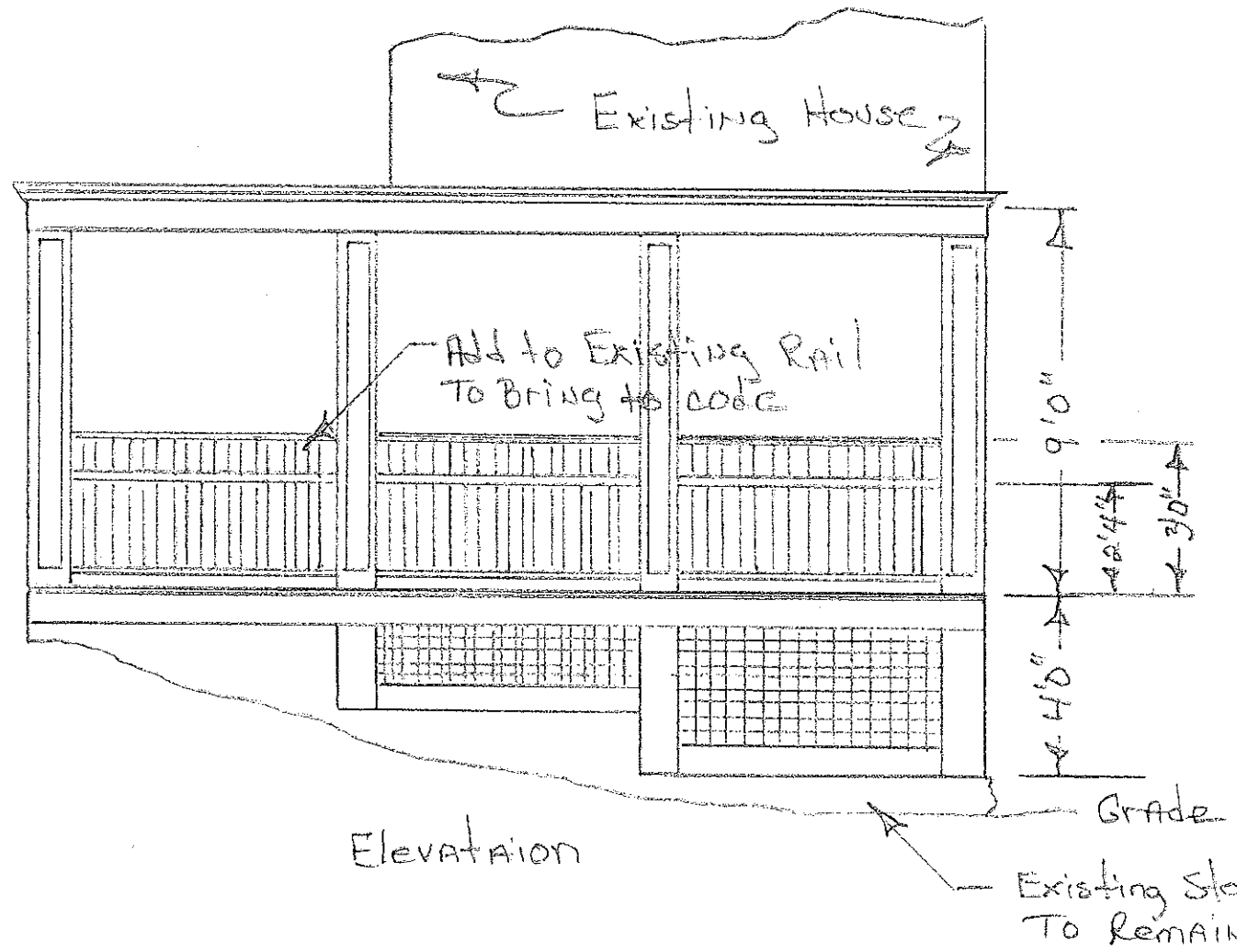
ECC: Steve Mero, Boylston DPW
Sujatha Krishnan, CMRPC

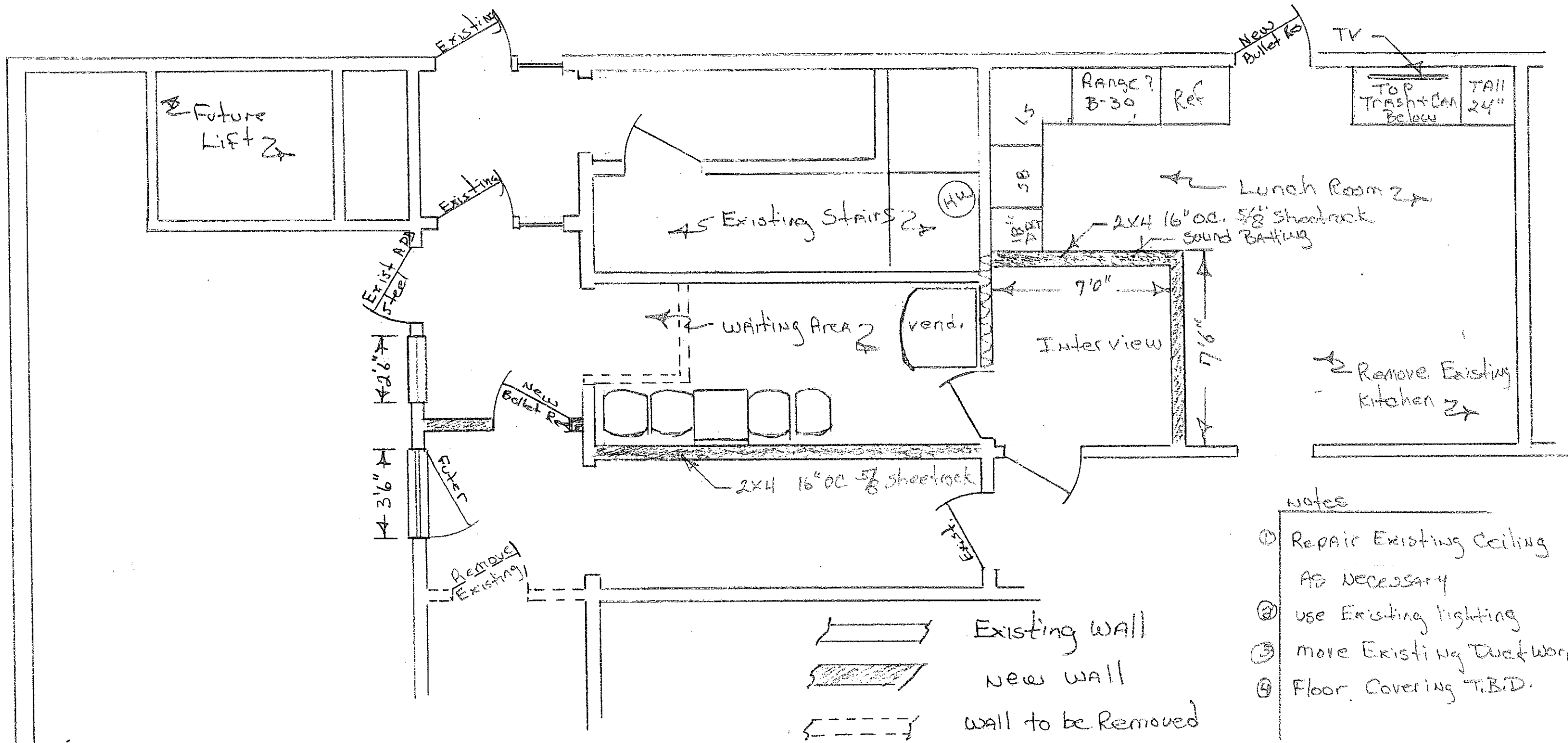
FLagg House Porch



Drawn by R Bourassa
for Town of Boylston
Scale 1/4" = 1'0"
Date: 3/31/2020

- Notes:
- ① Replace All Rotted Frame w/ PT Lumber
 - ② Replace Trim w/ composit Trim
 - ③ Replace Lattice w/ PVC sq. Lattice
 - ④ sound stone Foundation to Remain





Existing wall
 new wall
 wall to be removed

scale 1/4" = 1'0"
 Dr. by R. Bourassa.

Boylston Police Dept. 3/16/2020
 Rev. 3/30/2020 Rwb

- notes
- ① Repair Existing Ceiling AS NECESSARY
 - ② use Existing lighting
 - ③ move Existing Ductwork
 - ④ Floor Covering T.B.D.

Town	Town Meeting Start Date	Postponing?	If Yes, to When?	Town Election Date	Postponing?	If Yes, to When?	Notes
Acton	4/6/2020	Yes	TBD	3/31/2020	Yes	June 2nd	
Ashby	5/2/2020	Not Yet		4/27/2020	Not Yet		
Ashland	5/6/2020	Not Yet		5/19/2020	Not Yet		
Auburn	5/5/2020	Not Yet		5/19/2020	Not Yet		
Becket	5/9/2020	Not Yet		5/16/2020	Not Yet		Annual Caucus April 7
Berlin	5/4/2020	Yes	TBD	5/11/2020	Not Yet	-	
Blackstone	5/26/2020	Not Yet		5/4/2020	No Yet		
Blanford	5/4/2020	Yes	6/1/2020	5/9/2020	Yes	TBD	
Bolton	5/4/2020	Yes	6/22/2020	5/11/2020	TBD		
Bourne	5/4/2020	Yes	Lifting of Emergency	5/19/2020	Not Yet		
Boylston	5/4/2020	Not Yet		5/11/2020	Not Yet		
Brewster	5/4/2020	Not Yet		5/19/2020	Not Yet		
Brimfield	5/18/2020	Meeting tonight to consider		6/1/2020	Not Yet		
Brookline	5/19/2020	Yes	6/23	5/5/2020	Yes	6/9/2020	
Carlisle	4/27/2020	Yes	TBD	5/5/2020	Yes	TBD	
Charlton	5/18/2020	Yes	TBD	5/2/2020	Yes	TBD	
Chatham	5/11/2020	Yes	TBD	5/14/2020	Yes	TBD	
Chelmsford	4/27/2020	Yes	6/22/2020	4/7/2020	Yes	06/02/2020	
Chester	6/8/2020	Not Yet		5/2/2020	Not Yet		
Concord	4/27/2020	yes	5/18/2020	3/31/2020	yes	6/11/2020	
Conway	5/11/2020	Not Yet		5/14/2020	Not Yet		Election technically a continuance of Town Meeting, though three days after.
Danvers	5/18/2020	Not Yet	TBD	5/5/2020	Not Yet	TBD	Voting on 3/30/2020
Dartmouth	6/2/2020	Yes	TBD	4/7/2020	Yes	Mid May	Dartmouth postponed their April 7th election to a future date. The Selectboard is going to set a new election date for mid-may at their next meeting. Additionally, they will postpone and set a new date for the June 6th ATM to sometime later in June or early July.
Dighton	6/1/2020	Not yet		4/1/2020	Yes	May 9, but may be later	
Dover	5/4/2020	Not Yet		5/18/2020	Not Yet		Waiting for Legislature to act
Duxbury	3/14/2020	Yes	5/2/2020	3/28/2020	Yes	5/16/2020 (hopefully)	Filed act with Gov Baker to allow postponement
Easton	5/18/2020	Yes, pending state legislation	June - TBD	4/28/2020	Yes, pending SB vote.	Likely 6/27/20	We have a State Special on 3/31/20. We are voting to seek a court order to delay this Friday 3.20.20
Egremont	5/5/2020	Not Yet		5/12/2020	Not Yet		
Erving	5/6/2020	Yes	June - date TBD	5/11/2020	Yes	June - dated TBD	
Gill	5/4/2020	Yes	6/2020	5/18/2020	Yes	TBD	No specific date set for Town Meeting
Groton	4/27/2020	Yes	5/18/2020	5/19/2020	Yes	6/9/2020	
Groveland	4/27/2020	YES	6/8/2020	5/4/2020	Not Yet		
Halifax	5/11/2020	Yes	6/15/2020	5/16/2020	Yes	6/20/2020	The meeting should take place in June because even with the allowance of a 1/12 per month budget, there are sizeable expenses in July that don't fit the 1/12 idea. If DLS/DOR can modify that to allow for beginning of the year expenditures (retirement, school district, insurance) that would help.
Hamilton	4/4/2020	Yes	TBD	4/9/2020	Yes	TBD	
Hopkinton	5/4/2020	Yes	06/22/2020	5/18/2020	Yes	TBD	Seeking Special Legislation as well as waiting to see what Legislative action will take place.
Hudson	5/4/2020	Not Yet		5/11/2020	Not Yet		
Hull	5/4/2020	Not Yet		5/18/2020	Not Yet		
Lakeville	6/1/2020	Not Yet		4/6/2020	No		
Lancaster	5/4/2020	Not Yet		5/11/2020	Not Yet		Waiting for Legislature to act
Leicester	5/4/2020	Not Yet		6/9/2020	Not Yet		
Lincoln	3/28/2020	Yes	4/25/2020	3/30/2020	Yes	4/27/2020	
Littleton	5/4/2020	Yes	06/01/2020 (likely to mo	5/9/2020	Yes	TBD	As of 04/03/2020
Longmeadow	5/12/2020	Yes	6/23/2020	6/16/2020	Not Yet		
Lunenburg	5/2/2020	Yes	6/13/20	5/16/2020	Yes	6/20/2020	
Lynnfield	4/27/2020			4/14/2020	Yes	6/13/2020	

Town	Town Meeting Start Date	Postponing?	If Yes, to When?	Town Election Date	Postponing?	If Yes, to When?	Notes
Manchester	4/6/2020	Yes	TBD	5/19/2020	Not Yet	Hoping state legislators will act to allow postponement	
Marlborough	3/16/2020	Yes	Unsure yet				
Medfield	5/4/2020	Yes	6/15/2020	3/30/2020	Yes	5/4/2020	Selectmen voted to move both on 3/24/2020
Merrimac	4/27/2020	Not Yet		5/4/2020	Not Yet		
Millis	5/11/2020	Yes	6/8/2020	5/4/2020	Yes	6/1/2020	Selectmen voted to move both on 3/30/2020
Milton	5/4/2020	Yes	6/15/2020	4/28/2020	Yes	6/9/2020	Filed act with Gov Baker to allow postponement
Nantucket	4/4/2020	Yes	5/2/2020	4/14/2020	Yes	TBD	Seeking special legislation
Natick	4/14/2020	Yes	Mid-May	3/31/2020	Yes	TBD	
Needham	5/4/2020	Not Yet		4/14/2020	Not Yet		Waiting for Legislature to act
Newbury	4/28/2020	Not Yet	TBD	5/12/2020	No		
Norfolk	5/12/2020	TBD		5/5/2020	TBD		
Northbridge	5/5/2020	Not Yet		5/19/2020	Not Yet		
Northfield	5/4/2020	TBD		5/5/2020	Not Yet		
Norwell	5/4/2020	Not Yet		5/16/2020	Not Yet		
Orange	6/15/2020	Not Yet		3/30/2020	Not Yet	Working on court order	Waiting for Legislature to act
Otis	5/19/2020	Not Yet		5/26/2020	Not Yet		
Pepperell	5/4/2020	TBD	TBD	target 6/01/2020	Planning	Need to coordinate with regional schools at large elections	
Plainville	6/1/2020			4/6/2020			
Raynham	5/18/2020	Not Yet		4/25/2020	Yes	06/27/2020	Our local elections coincide with Bridgewater due to our regional school district so we have postponed until June 27th.
Rockland	5/4/2020	Not Yet		4/11/2020	Not Yet		Will likely postpone both at our upcoming 3/31 Selectmen meeting
Sharon	5/4/2020	Not Yet		5/19/2020	Not Yet		
Somerset	5/18/2020	Not Yet		4/13/2020	Not Yet		
South Hadley	5/13/2020	Not Yet		4/12/2020			
Southborough	3/28/2020	Yes	4/16/20 but questionab	5/12/2020	Yes	TBD	
Sterling	5/4/2020	Not Yet		5/11/2020	Not Yet		
Sudbury	5/4/2020	Yes	TBD	3/30/2020	YES	TBD	
Sutton	5/11/2020	TBD		5/26/2020	TBD		
Swampscott	5/11/2020	TBD		4/28/2020	Not Yet		
Tyngsborough	5/19/2020	Not Yet		5/12/2020	Not Yet		
Uxbridge	5/12/2020	Not Yet		5/19/2020	Not Yet		
Wakefield	5/4/2020	Not Yet		4/28/2020	Not Yet		
Wayland	4/5/2020	Yes	TBD	3/31/2020	Yes	TBD	
Wenham	4/4/2020	Yes	TBD	4/9/2020	Yes	TBD	
Wenham	4/4/2020	Yes	TBD	4/9/2020	Yes	TBD	
West Tisbury	4/10/2020	Yes	5/12/2020	4/12/2020	Yes	TBD	
Westford	3/28/2020			3/3/2020	TBD	TBD	Meeting on 3/31/2020 - propping to move to June 30th
Westhampton	5/9/2020	Yes	TBD	6/6/2020	Not Yet		
Weston	5/11/2020	Yes	TBD	5/9/2020	Yes	TBD	Weston has voted to delay their atm & election from early may until later in may or June (date to be determined).
Westwood	May 4, 2020	Yes	6/8/2020	4/28/2020	Yes	06/02/2020	
Wilbraham	5/11/2020	Not Yet	Looking to June	5/16/2020	Not Yet	TBD	Waiting for Legislature to act
Williamstown	5/19/2020	Yes	TBD	5/12/2020	Yes	TBD	
Wilmington	5/2/2020	Yes	5/30/20	4/25/2020	Not Yet		waiting for Legislature to act
Winchester	4/27/2020	Yes	6/8/2020	3/24/2020	Yes	6/20/2020	
Wrentham	6/1/2020	Not Yet		4/6/2020	Yes	TBD - Set in April	Filed with Gov Baker to allow postponement. Waiting for Legislature to act and/or will seek a court order to delay

				Q's & Suggestions for added MMA COVID-19 specific forum threads
MUNICIPALITY	Staffing level in Town/City Halls	Date Last Updated	Notes	
Amesbury	Rotating skeleton crew in building, some management working remotely, closed to the public		EOC running out of alternate public building	
Ayer	Staff in building, closed to the public			
Barre	Staff in building, closed to public			
Bellingham	Rotating skeleton crew in building, some management working remotely, closed to the public			
Berlin	Only a handful of essential staff in building (each with office doors closed), building closed to public	4/6/2020	very PT workforce....no one reported ill except for routine call outs... only 12 or so employees in our Town Office building anyhow (population 3,000 - schools fully regionalized) - WFH in place for non-essentials	
Boston	Boston is open for constituents, by appointment only, on Tuesday and Fridays.	4/6/2020		
Bourne	Essential Staff in Town Hall only. Town Hall closed to the Public	3/29/2020		
Boxborough	Staff in building, closed to the public			
Boylston	Staff in the building, closed to the public			
Braintree	Limited staff in building, closed to the public	4/6/20	Most employees are working remotely - the exceptions being Police, Fire and DPW. DPW working on a rotating basis in separate vehicles.	
Brewster	Minimal staff in building working remote. Closed to public			
Bridgewater	All employees working remotely, closed to public		Essential employees on alternating schedules	
Brockton	Skeleton staff, open to public on limited basis			
Brookline	Staff in building, closed to public, remote if possible			
Carlisle	Town Hall closed to public, essential staff only working,remotely if possible.			
Chatham	Staff in building, closed to public			
Chelmsford	Staff in building, closed to public			
Chicopee	Staff in building. Closed to public. Remote preparations being made.			
Clinton	Staff working in offices - all buildings closed to the public.			
Conway	Some staff in building. Closed to public. Almost all staff have remote capability.			
Dartmouth	Building closed to public. All employees reporting to work.			
Douglas	Some staff in building, some working off hours or remotely, closed to the public		EOC being run out of Municipal Center	
Dover	Staff in building, closed to public			
Duxbury	Rotating skeleton crew in building, some management working remotely, closed to the public - any other employees have been placed on paid administrative leave and be called in as needed (or accessible)			
Easthampton	All employees working remotely, closed to public			
Easton	Town hall & community center closed to public; limited department heads come to building in person and at their own discretion; all administrative / clerical staff working mostly remotely.		Some departments are rotating employees in on an as-needed basis. So far employees have been great about WFH and doing a good job,	
Egremont	Town Hall closed to public, fully staffed regular hours (our fully staffed is 4 people). No non-essential town officials allowed in town hall. No non-essential meetings being held. DPW operations as usual with only one member in a vehicle at a time and limit contact with public. Library closed and Director on 2 weeks vacation.			

MUNICIPALITY				Staffing level in Town/City Halls	Date Last Updated	Notes	Q's & Suggestions for added MMA COVID-19 specific forum threads
Foxborough	Staff in buildings but rotating shifts with employees working from home. Maintaining social distancing in all cases. Working on remote access options for all key staff members. Buildings have been closed to the public since Monday at Noon but still providing services by phone, e-mail, mail slot, snail mail. Doing daily Facebook live updates for the public to stay informed.						
Franklin	Town hall employees are working remotely; building is closed completely; Police/Fire are not open to the public, but employees are still working; DPW is on a skeleton crew of only a few employees working at a time						
Grafton	Staff in building with 1/2 working remotely every other day, closed to public						
Granby	Staff in building, closed to public				Parents needing time off to look after children allowed to use vacation, personal, sick and comp time		
Groton	Town Hall is closed to the public. Employees are working from home and we have people coming into Town Hall to check mail and handle turnovers				All employees are being paid for their regular pay		
Groveland	Staff in the building, closed to the public				Having a meeting this afternoon to discuss any WFH options		
Hadley	closed to public. Briefly closed completely from 18-20 MAR				Not charging time off for town directed closures. Allowing some to work from home.		
Halifax	Staff in the building, closed to the public		4/6/2020		More employees now working from home. Need to work on "Federal COVID leave" policies and also whether, at some point, the Town will need stop paying employees are not working (in the field, in the office, at home)		
Hanson	Staff in the building, closed to the public						
Harvard	Municipal buildings closed to public, staff working within. Next week we begin a rotating schedule of in-office versus work-from home.						
Harwich	All municipal buildings closed to public; staff working within				EOC mobilized and operating out of public safety; includes TA, Health, PD, FD		
Haverhill	Staff in building, closed to public. Encouraging appts only						
Holbrook	Town Hall is closed to the Public with skeleton crew staffing as needed. All employees are setup for remote access, and are encouraged to WFH.				We implemented a voluntary temporary telecommuting policy (effective 3/19/2020), including a remote tasks list per department (that dept. heads will monitor).		
Holden	Town buildings closed to public. Key staff is being rotated working from home then office. DPW is also being rotated.				Key personnel has been set up remotely with VPNs.		
Hudson	Some staff in building working on a rotating basis, some working remotely.						
Huntington	Staff in building, closed to public						
Kingston	Staff in building, closed to public						
Lakeville	Staff in building, closed to public				Currently... TA sent email to DH to gather input on keeping a skeletal crew and what that would look like. Stay tuned.		
Leicester	Staff in building, closed to public						
Leominster	Staff in building, closed to public						
Lexington	1/2 staff working in the building 1/2 working from home, closed to the public						
Lincoln	Very limited staff in building, closed to public				Only TA, ATA, IT, Finance in just to print checks, Treas. Office to process cks. Others working remotely.		
Littleton	Building closed, some staff still working in the building, others working from home. Working on a model to get more staff to work from home						

				Q's & Suggestions for added MMA COVID-19 specific forum threads
MUNICIPALITY	Staffing level in Town/City Halls	Date Last Updated	Notes	
Longmeadow	Buildings closed to the public, staff still reporting. Transitioning to remote work for those that can on Monday.			
Ludlow	Buildings closed to public; Essential staff working in building at times and remotely; some non-essential staff have been called in to assist.	4/6/2020		
Lunenburg	Closed to public. Limited staff in building. Most working from home			
Manchester	Building closed to public; limited staff present, most working from with occasional visits to the office		Police and DPW split into two crews rotating weeks on duty	
Marlborough	Building closed to public, staff in building, considering going to skeleton staff			
Mattapoisett	Staff in building, closed to public			
Medford	Rotating skeleton crew in building, closed to the public			
Medway	Rotating skeleton crew in building, closed to the public			
Melrose	Skeleton Staff in Building - City Hall, Library, COA, closed to the public. Many working remotely.			
Methuen	Most staff in building; some working remotely. Some employees being repurposed. City Hall open by appointment only. Police and Fire Dept buildings closed to public access except in event of emergency.		Continuing to address remote capability and examining feasibility of re-purposing some school employees to do well being checks (virtual) and potential for added food bank staffing	
Middleton	Administrative offices closed to the public. Skeleton crew in the office. Those with the ability working from home.		We are paying staff their regularly scheduled hours if we tell them to go home or work reduced hours.	
Nantucket				
Norfolk	Building closed to the public. Some management working remotely. All Offices closed to the public. Most staff in the buildings. Some working remotely			
North Andover	Staff in building, close to public		Skeleton crews. Telecommuting when feasible. COVID19 hotline in Town Hall. Staff are paid regular schedule.	
North Reading	Our position effective Monday at 8:00 AM will be building closed to the public, staff in building with work-from home accommodations being made where possible.			
Northfield	Staff in building and remote. Closed to public			
Palmer	Most staff working remotely. Closed to visitors and public			
Paxton	Minimal staff in building working remote. Closed to public			
Phillipston	Staff in building and remote. Closed to public			
Pittsfield	Buildings are closed to public, modified staffing schedule in place		Staff is split into two teams, rotated in/out of offices weekly	
Plymouth	Essential functions only, employees sent home with pay but must remain "on call" (w/ exception of public safety)			
Princeton	Some staff in building, closed to public			
Provincetown	Limited Staff in the Buildings, Closed to Public			
Quincy	Some staff in building, closed to public			
Randolph	Most department heads are in the building but clerical staff are on a rotating schedule. Closed to public.			
Rockland	Dept Heads, clerical rotating staff, closed to public		Paying all staff	
Rockport	Staff in buildings and remote; closed to public			
Sharon	Buildings are closed to the public; most staff are working in the buildings for the time being			

MUNICIPALITY	Staffing level in Town/City Halls	Date Last Updated	Notes	Q's & Suggestions for added MMA COVID-19 specific forum threads
Shrewsbury	Employees have been split into 4 groups: 1 - Public Safety & Essential Employees - continue regular schedule with social distancing and increased sanitizing 2 - Vulnerable Employees who have chosen to work from home 3 - Groups A & B alternate working from home and working in public and buildings weekly, with social distancing and increased sanitizing of work stations between group shifts			
Somerset	Town hall is closed to the public. There is limited staff in the building and the remainder are working from home			
South Hadley	Some staff in building, some working remotely, closed to the public		Staff being paid for regular hours with no use of accrued time off	
Stoughton	Town Hall Closed to the Public - Staff on Alternating schedule of work days broken down by team A and team B		Staff being paid for regular hours with no use of accrued time off	
Swampscott	Most are working from home - limited staff in building; DPW is split shifts		We are paying all staff	
Tyngsborough	Rotating skeleton crew in building, some management working remotely, closed to the public	3/27/2020		
Uxbridge	Some staff in building, some working remotely, closed to the public		We are paying staff to work remotely if they are approved to do so	
Wakefield	Some staff-- social distanced Building closed to the public		We are paying staff	
Walpole	Some staff in building on rotational schedule (schedule differs by dept., closed to the public		Staff are paid regular hours but are expected to be on-call and respond if necessary on their 2 shifts off	
Ware	Staff in building			
Wellesley	Some staff in building on rotation and with social distancing - mostly Finance and Treasurer due to remote constraints with banking. Majority of departments working from home using Citrix and Zoom		We are paying staff	
Wenham	Staff in buildings, closed to public. Setting up and preparing for home work; some employees prefer to stay away and are using their own paid leave benefits;			
West Springfield	Town Hall closed to public; skeleton crew in the office as needed; employees with remote capability working from home			
Westfield				
Westford	Some staff in the building, some off hours, some remotely. Closed to the public.			
Westport	Staff in building, closed to public		Staff are being paid for regular hours.	
Wilbraham	Staff in buildings, closed to public; a few employees are working from home, setting up and preparing for more at home work; some employees prefer to stay away and are using their own paid leave benefits;			



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Town of Boylston Employee Guidelines for Telecommuting During the Coronavirus (COVID-19) Health Emergency

Due to the current Coronavirus (COVID-19) health emergency, The Board of Selectmen has authorized telecommuting arrangements to support Town operations. These arrangements are expected to be short term; the Town will continue to monitor guidance from health officials and the need for remote work arrangements. Telecommuting is revocable at the discretion of the Town Administrator and does not create a precedent, practice or expectation for the manner in which same or similar conditions will be addressed in the future.

Definition: Telecommuting entails a work at home arrangement or a remote access arrangement for at least part of the work-week on a regular basis. Telecommuting may be appropriate for employees as determined by the Department Head/Supervisor and authorized by the Town Administrator.

Eligibility: The Town Administrator will make the initial determination of the employee's ability to handle a telecommuting position. Factors taken into consideration may include past performance on projects and work assignments, past attendance, probationary status, an ability to utilize telecommuting technology, and if any of the position's essential functions are required during an emergency (weather or health).

There are some Town of Boylston positions that require the employee to be physically present in the workplace. These employees, as determined by the Board of Selectmen, Chief of Police, Fire Chief, Board of Health Director, and Highway Superintendent, are not eligible to work remotely from home.

Productivity/Work Expectations: The Department Chair will communicate in advance and/or on a remote work date what assignments or tasks are appropriate to be performed remotely. Employees should remain accessible and productive during scheduled work hours and be able to fulfill resident's requests. The Town Administrator may contact the employee via telephone, email, or videoconference during work hours to discuss work assignments, tasks and work status. The Town Administrator may request a written summary of activities weekly or as needed.

The employee should understand that working remotely is not designed to be a replacement for appropriate child care or sick leave. Employees should use the use available paid time off for these purposes.

All Town of Boylston policies, practices and instructions continue to apply as if the employee were working at the Town's work location. The employee should raise any questions about the application of a policy in a remote setting with his/her supervisor and/or Human Resources.

Schedule: The Town Administrator will identify in advance a specific work schedule, including workdays and hours. The employee must be available by telephone, email, or remote meeting during the work schedule. The Town may require employees to return to regular, in-office work as necessary and at any time. Non-exempt employees' hours may not exceed their regular weekly work schedule. Additional work hours and overtime cannot be paid unless authorized in advance by the employee's direct supervisor.

An employee who is unable to work remotely due to illness or another reason should request available paid time off (sick, vacation, personal) in accordance with paid time off policies.

Timesheet: All employees paid on an hourly basis should complete a timesheet to record their telecommuting dates, hours worked and lunch/other breaks.

Confidentiality: Employees are expected to ensure the protection of confidential and privacy information that is accessible remotely. If confidentiality cannot be maintained in the home environment, remote accessibility will not be allowed.

Remote Connectivity/Remote Communications with the Public, Supervisors & Co-Workers: Access to emails and network (Intranet and file shares) should be done using a computer provided and managed by the Town of Boylston's IT department or by an application such as LogMeIn that is controlled and monitored by the town's IT department.. The employee should use the IT department's recommended remote communication tools such as email, remote meetings, etc. for all electronic communications.

Safety/Security: The employee should maintain a safe work environment and provide a secure location for Town equipment and materials. The employee will exercise reasonable care to protect the equipment against theft, accidental damage, and environmental harm. The employee assigned to the equipment, and no one else, may use it for the purpose of Town business only. The Town does not relinquish control over any of the components of the system, materials stored in the system, or files contained in the system and reserves the right to examine all data stored in the machines and the network; users should expect only limited privacy if any personal files are stored on the Town's system. Users should keep in mind that email is considered a written communication subject to public records laws. The employee will comply with the Town's Offsite-Use of Laptop Computers and other Town-Owned Equipment, Mobile Device, and Internet, Digital Information & Communication Acceptable Use policies.

Injury While Working Remotely: The employee will promptly notify his/her supervisor and/or Human Resources if a work-related injury occurs while working remotely. If medical attention is required, the employee should immediately contact his/her medical provider or go to a nearby urgent care facility. The incident will be reported to the Town's Workers' Compensation Insurer for investigation and a claims approval/non-approval determination.