

Town of Burnham

Select Board Minutes
Monday, March 27, 2020

Meeting called to order at 7:00 pm emergency meeting by conference call.

Present: Joyce Ryan, Administrative Assistant

Select Board: George Robison, Chairman

Kristy Haworth

Wayne Mitchell

Approval of Select Board minutes

No minutes to approve

No warrant for approval

Executive Session

There were no items

New Business –

Discussion of business moving forward with the Governor's Stay at Home Order, due to the Corona virus.

Decision:

Pay bills to date

Provide essential employees, Wesley Brooks, Joyce Ryan, James Delaney and Jacob Brooks with letter stating essential employee.

Joyce Ryan will work remotely from home. Will go into office as needed

- Respond to all calls, regular business and Covid-19 issues.
- Develop written office policy for Select Board approval
- Streamline the financial collections and recording process used for town finances
- Develop and implement paper and digital archival for all official town business.

Deputy Clerk, Cay Jones, will be on temporary layoff due to the Covid-19 Civil Emergency. The part time position is somewhat a roller coaster this year, filling in full time for 3 months, layoff for an undetermined amount of time and will more than likely have increased hours to deal with the many months of vehicle registrations once the Civil Emergency is lifted by the Governor.

Vote: By Roll Call: Select Board Voting Yes: Hapworth, Robison, Mitchell

Old Business –

Complaints – None

Reports –

Respectfully submitted

Joyce Ryan

Town Clerk/Administrative Assistant