**TOWN OF SHELBURNE**

**51 BRIDGE STREET**

**SHELBURNE, MA 01370**

**(413) 625-0300 x.1**

townadmin@townofshelburnema.gov

**MEMORANDUM**

**TO:** Town of Shelburne Residents and Visitors

**FROM:** Matthew Marchese, Select Board Chairman

**DATE:** March 16, 2020

**SUBJECT: COVID 19 VIRUS ANNOUNCEMENT**

Members of the Select Board, in consultation with the Towns Emergency Management Director, held an emergency meeting this morning to execute the following actions with the hopes of minimizing the spread of the COVID 19 Virus, protecting the public, our employees, and town officials as well as providing current and accurate information related to the Pandemic.

* Shelburne Select Board has declared a State of Emergency effective immediately. This action allows the town, in part, to create and assemble the necessary emergency response task forces and to seek reimbursement for any costs incurred by the town related to the pandemic.
* All town-owned buildings are closed to public access effective immediately however,

we strongly encourage all residence to consider the Town still “open for business” as town employees will report to work to continue to assist the public via telephone, email, and the US postal service, correspondence until further notice. A large mail carrier box has been placed in the foyer of Town Hall. There is also a locked drop box available for non-cash payments or confidential materials.

* While we await a final legal opinion from town counsel regarding the Governor’s Executive Order suspending certain provisions to the open meeting law, members of the Select Board have also enacted the following:
	1. With the exception of the Select Board, Emergency Management Task Force and the Board of Health, all public meetings and hearings are suspended until further notice while the town considers alternative meeting avenues. Detailed accounts of these meetings will be recorded and posted to the Town’s website as soon as resonantly possible.

* Residents should continue to call 911 for any medical or police related emergency. For non-emergent public safety concerns, residents should continue to call the Shelburne Control dispatch center at 625-8200.
* The Senior Center building is also closed to the public but still “open for business” for those seniors in need of food or medications. Certain medical and food shopping related transportation services are a still also available at this time.
* The towns transfer station will remain open operating at its normal business hours however, we ask that residents remain at least 6 feet apart and not congregate while at the station.
* Both the Arms Library and the Shelburne Free Public Library are also closed to the public.
* Finally, acting on a recommendation of the Town’s Emergency Management personnel, the Select Board authorized the creation of an Emergency Management Task Force who will continually provide updated information regarding the Pandemic as well as make recommendations to the Select Board for consideration. We will use our town’s website, [www.townofshelburne.com](http://www.townofshelburne.com) to post the most up to date information regarding both town affairs and the Pandemic as it becomes available.

On behalf of the Select-board and all the town’s employees, we sincerely appreciate everyone’s cooperation during this difficult and uncharted time. Stay safe and do remember the #1 thing you can do to help prevent the spread of this virus is to wash your hands.