

**EMERGENCY ORDER BY THE CHAIRMAN OF THE BOARD OF SELECTMEN  
IN RELATION TO THE CORONAVIRUS CRISIS  
ORDER 2020-03-24-01  
March 24, 2020**

**Pursuant to my authority as Chairman of the Hawley Board of Selectmen, under the laws of the Commonwealth and under an authorization from the Board that I may act on its behalf in certain matters when a meeting may not be reasonably be called, I am instituting the following EMERGENCY ORDER, effective March 25, 2020 and continuing until 7:00PM on March 31, 2020 at which point the Board of Selectmen may extend, rescind, or modify this order. This order is necessary to ensure public safety and to ensure the continuity of governance and the provision of municipal services in the face of the rapidly evolving Coronavirus crisis.**

1. The Town Office will remain open to staff who ordinarily work there during normal office hours. Staff shall follow guidelines of social distancing and proper sanitation within the facility at all times.
2. The interior of the Town Office will generally be closed to members of the public throughout the duration of this order, including during staff office hours. Members of the public are asked to contact the Town Office by mail, phone, email, or fax, and to refrain from in-person visits during the period of this order. Those needing to drop off correspondence or bills in person may place said items in a lock-box mounted on the walkway on the side of the building.
3. Persons needing to buy rubbish bags for the Transfer Station should call, email, write, or fax the Town Office to order them, or place a request in the lock box. Please provide your name, address, and the quantity desired and the Highway Department will drop the bags off at your residence. You will later receive a bill for them. If you order by mail or the lock box, you may also pay in advance, by check or money order.
4. Those requiring special services which would require visiting the Town office in person should call or email in advance. If truly necessary, at the discretion of the staff, an appointment may be set up.
5. Those requesting public records should do so via email, mail, phone, or fax, or by dropping the request in the lock box. In person requests will not be taken during the duration of this order. Responses to said requests will be handled via mail and email so please list your contact information.
6. Town Officials with keys to the Town Office who have individual business there (for instance needing to get files or check mail), should come in on days when the staff are not working at the facility (preferably Monday and Thursday mornings and weekends) and should refrain from touching or standing over the desks or effects of the Town Office staff. Cleaning and trash removal shall also occur outside hours when staff are working at the Office. Anyone using the telephone at the Town Office must sterilize the handset after they are finished.

7. A number of Town Committees may, at their discretion, begin meeting via electronic means during the crisis. Recordings of any such meetings will be made available on the Town Website and those without Internet access may order a CD copy from the Town Office at no charge. No Committee will be permitted to meet via electronic means unless it accepts these requirements.

8. For any meeting of a public body held in-person at Town Hall, the Chair of that body shall have discretion as to whether the meeting may be physically attended by members of the public. The Chairs are urged to follow all public health directives and CDC guidance including that relating to the spacing of people and the number allowed present. If members of the public are not permitted in the room, a recording of the meeting will be available, as in Item 7 above.

9. Anyone may write or email questions, comments, or concerns in advance about any business to be taken up by a public body that is meeting electronically or without allowing members of the public to be physically present. These comments will be duly considered and become part of the record of the meeting.

10. No one exhibiting a fever or flu like symptoms may enter the Town Office during the duration of this order.

11. No Town employee (full or part time), including Town Office employees, members of the Highway and Fire Departments, and all other services of the Town shall report for duty, respond to any call, or enter any Town buildings if experiencing a fever or flu like symptoms. The employee should take the matter up with their health care provider and also report the situation to their supervisor.

12. Everyone, both Town employees and the public, is encouraged to handle Town related business via phone, mail, email, fax, or other remote means to the extent lawful and feasible and to limit in person contacts to the greatest extent possible. This should be interpreted to mean: *Don't stop and visit if a phone call or memo would do the job just as well.* Committees wishing to make reports to the Board of Selectmen are specifically encouraged to do so by memo.

13. The address of the Town Office is 8 Pudding Hollow Road, Hawley, Massachusetts 01339. The phone number is 413-339-5518. The fax number is 413-339-4959. The email is [info@townofhawley.com](mailto:info@townofhawley.com). All these avenues of communication will be checked regularly.

SINCERELY,



Hussain A. Hamdan  
Chairman, Hawley Board of Selectmen