TOWN OF PUTNEY
EMERGENCY SELECTBOARD MEETING
March 15, 2020

Members Present via teleconference: Laura Chapman; Josh Laughlin; David Babbitt; Tom Goddard (Fire Station) and Karen Astley

1. CALL TO ORDER: Laura Chapman, Chair called the meeting to order at 12:30 p.m. through the teleconference.

2. Emergency Management – Coronavirus (COVID-19): The Selectboard with the Emergency Management Director, Tom Goddard and Town Manager Astley met to discuss and put in place a plan of action to address the community of Putney. Tom Goddard (EMD) has been working closely with the VT Health Department and the Department of Public Service. The Selectboard, EMD and Town Manager all agreed to the following steps to be proactive and in precautionary modes to prevent the spread of the CoronaVirus.

- Emergency/Pandemic Plan is in place
  - Chain of Command; EMD is the Point of Contact; Town Manager and Selectboard
  - First Responders will be staffed at the station in the height of outbreak
  - Establish Hotline at the station 387.
  - Fire Station is on lockdown; Only First Responders will have access
  - Emergency medical supplies are in stock but limited
  - Medical supplies are backed ordered for up to 10 weeks
  - Access to the station is by appointment with the EMD (no walk-ins)
  - First Responders will be the boots on the ground going door to door

- Educating the Public through various means of communication
  - Update notices will be posted as the EMD receives them
  - Work cohesively with community groups gathering supplies
    - Putney Foodshelf
    - Putney Cooperative
    - Putney Central School
    - Next Stage
    - General Store
    - Putney Diner
    - Hannaford’s ToGo program
  - Support active volunteer groups through communication and collaboration
    - Communicate with appreciation and reassurance
  - Check with VLCT regarding liability to the town if there are volunteers

- Town Employees: Highway Department and Town Hall will be working
  - Highway Department work as usual
  - Town Hall will have restricted hours to the public starting this week
    - The building will be on lockdown
    - All Town Hall Business will be by appointment only
    - Payments can be made via telephone with a credit card or through the mail.
    - Rotational common areas cleaning once a week; daily cleaning of individual work areas
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- All Committee/Board meetings will only be held if necessary

- Highway Department – All essential workers will continue to work. Three workers are Fire Fighters as well
  - Work will continue as usual until further notice
  - All phone calls for road conditions are to go directly to the Town Manager’s Office
  - Caution Highway Department with regard to the public
  - Send notice to all employees regarding risk and what to watch for

- Library – Discussion on whether to keep the library open or closed. If schools close the Library will be closed to the public.
  - Check in with Emily regarding mitigation plan for the Library

- School Closure – Support schools through open communication and collaboration. Support groups the best we can
  - Look to WSESU to be lead with the Town as a support system.
  - Engaging with other groups as a whole.

- Educate and guide the public often with updates
  - From the State of Vermont Health Department
  - EMD
  - Governor’s Office
  - Selectboard

- Key Messages from today’s meeting:
  - Wash hands constantly; disinfect work areas; cover cough; be mindful of others
  - If you feel ill or shows sign of respiratory distress or a fever contact your physician right away.
  - Those at high risk are people over 65 and those with a compromised immune system.
  - First priority to take of oneself and their families first.
  - Compile list of the people from the other groups
  - Work together as cohesive teams
  - Advise the public we are working together and broadcasting as we get information.
  - Support businesses by buying gift cards from local establishments.
  - Moving forward social distancing, streaming meetings

Laura Chapman, Chair moved to adjourn the meeting at 2:17 pm; so moved by Josh Laughlin and seconded by David Babbitt. Teleconference was ended.

Signature of Clerk ___________________________ Date ___________________________

Prepared by: Karen Astley, Town Manager