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

1. **CALL TO ORDER:** Laura Chapman, Chair called the meeting to order at 4:59 p.m. through Zoom teleconference.

2. **Emergency Management – Coronavirus (COVID-19):** The Selectboard with the Emergency Management Director, Tom Goddard and Town Manager Karen Astley met briefly to discuss actions that are currently happening in and for the community. The team is handling this pandemic on a day by day basis. New information will generate and put out to the public as a Public Health Announcement.

   - Emergency Management Director, Tom Goddard
     - Updated the Board and Town Manager with the following:
       - Governor announced all schools (pre-K-12) to be closed (March 15, 2020);
       - Awaiting announcement from the Governor that all restaurants and bars will close (this has happened as of March 17, 2020);
       - Community transmission of the virus is a concern;
       - Operating under the guidance of VT Health Department;
       - State of Emergency Operations Center (opened March 13, 2020);
       - Fire Academy task force to study decisions on the fly;
       - There is a national stockpile of supplies for Emergency Responders;
       - EMD has a list of the Putney vulnerable population; there are maybe 12-13 residents not on the list;
       - When the time comes the Emergency Operations Center will activate;
         - Town Employees will assist
         - Concern with the influx of people with travel campers in Putney;
         - Continue to monitor situation on a day by day basis.

   - Town Manager’s Office
     - Highway Department work as usual
       - The Highway Department continues to work 40 hours a week;
     - Town Hall
       - The building is closed to the public effective March 16, 2020;
       - All Town Hall Business is 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;  
All Committee/Board meetings are suspended;  
Researching Unemployment Benefits for employees at home;  
Continue to update and provide information on a day to day basis, as needed.

- **Library**
  - Library is closed to the public as of March 16, 2020;  
  - Library to offer drop off and streaming of events;  
  - Emily to make a public announcement;

- **Schools**
  - Putney Central School Leadership Council heavily involved with providing appropriate services to school children;  
  - Coordination with food services to deliver lunches around town;  
  - Virtual learning from home is ongoing;  
  - Concerns for families with working parents; childcare issues etc.

  - **Key Messages from today’s meeting:**
    - Continue to educate the public the best we can and quickly;  
    - As far as we know and have been told this pandemic is on an eight (8) week trajectory course;  
    - Still uncertain when the virus will impact the community;  
    - Continue to work with Putney volunteer groups;  
    - Continue to be concerned about our local businesses;  
      - Provide guidance to the businesses  
    - Encourage POD neighborhoods/Neighborhood watch groups  
      - Encourage social distancing;  
      - Heighten awareness and education on this virus;  
      - Prepare for the unknown;

Josh Laughlin made a motion to adjourn the meeting at 6:02 pm; seconded by David Babbitt. Teleconference was ended.

Signature of Clerk

Date

Prepared by: Karen Astley, Town Manager

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