

Town of Mendon

Selectboard

March 10, 2020

Members of Selectboard present: Richard Wilcox, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Mary Ann Reich, Deputy Health Officer

Visitors present: None

The Selectboard Meeting was called to order as a continuation of the Selectboard Meeting 3/9/20 adjourning at 7:00 PM to reconvene at March 10, 2020 at 10:30 AM at the Town Office for the purpose of discussing COVID-19 and Mendon's emergency response and Continuity of Operations Plan.

The Town of Mendon Selectboard is monitoring the development of the COVID-19 outbreak. In response, Mendon is reviewing information from the Vermont Department of Health, the Centers for Disease Control and Prevention (CDC) and Vermont Emergency Management (VEM).

The Continuity of Operations Plan was discussed and reviewed by the Selectboard, Health Officers and Town Clerk. Motion by R. Wilcox to approve 2 payrolls be prepared at employees regular working hours and locked in the file cabinet if needed in the event Jesse Bridge or Nancy Gondella are unavailable to process. There are two back up signors on the towns bank accounts that can sign and distribute payroll in their absence.

The Selectboard discussed the health of its staff is a top priority for the Town of Mendon. Effective immediately, the Selectboard is imposing the following procedural changes to protect against exposure to COVID-19.

If an employee, or town official has symptoms of COVID-19 (fever, cough and difficulty breathing) they must contact your care provider immediately. The health care provider will determine testing for COVID-19 and the actions the person must follow. Please communicate with Sara the direction from your health care provider. If an employee is out of work as directed by their doctor, they must provide a note from their doctor to return to work.

Please do not come to work if an employee is sick.

The Selectboard discussed safe working procedures of cleaning, disinfecting work environments, maintaining safe distances of over 6 feet, working at own desks, or own vehicles and not using others supplies and equipment.

S. Tully will prepare memos to employees and officials. S, Bradley and S. Tully will discuss requirements with the Road Crew.

While the town cannot regulate employees activities at home, the Selectboard strongly encourages them to protect themselves and their families by implementing safe practices at home.

The town is preparing for the continuation of as many town office functions as possible in the event all staff must work remotely from their homes instead of the Town Office or limit the staff to one to prevent exposure to each other. In a small town there are not a lot of options to maintain checks and balances in established procedures if key personnel are absent. Motion by R. Wilcox to expend up to \$2,000 to purchase laptops for the office staff to prepare for telecommuting and continuation of emergency planning and information dissemination to the townspeople. Motion seconded by S. Bradley.

S. Tully will research the ability for Board and Commissions to conduct meetings electronically via Skype or other software ensuring the ability for the public to participate and in accordance with the Open Meeting Law.

Effective March 16, 2020, the Town of Mendon will limit activities and meetings at the Town Office to essential municipal operations only. The Selectboard, Planning Commission and Zoning Board of Adjustment will continue to meet as scheduled until further notice or action is required. Non-essential activities and meetings will not be allowed at the Town Office until further notice.

If you have symptoms of COVID-19 i.e. fever, cough and difficulty breathing, please DO NOT come into the Town Office. Contact the Town Office at 775-1662 or mendonclerk@comcast.net to assist in transacting your town business.

Dog licenses are due April 1, 2020. Consider obtaining your license by mail instead of coming into the Town Office. Rabies certificates can be emailed by your veterinarian to mendonclerk@comcast.net.

The town has postponed the Community Visit scheduled for April 2nd and May 14th at the Red Clover Inn for precautionary measures. The event will be rescheduled, but the dates have yet to be determined. S. Tully will coordinate a mailing with the steering committee to get the information to the voters and taxpayers. The mailing will also include information on COVID-19 and the operation of the Town Office.

Please monitor the town's Facebook Page <https://www.facebook.com/townofmendonvt> or website www.mendonvt.org for the most up to date information regarding the operations of municipal government and events.

For the most up to date information about COVID-19 go to the State of Vermont Department of Health website www.healthvermont.gov/covid19 or the Centers for Disease Control and Prevention website www.cdc.gov/covid19

If you cannot find the answers to your questions on these websites, contact 2-1-1.

Everyday Preventive Measures

Person-to-person spread of the virus is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes. Much is still unknown about how the virus spreads. Take these everyday preventive actions to help stop the spread of germs:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

S. Tully will warn a Selectboard Meeting for Wednesday March 18, 2020 at 10:30 AM to review actions taken in response to the CLOVID-19 outbreak.

There being no further business, R. Wilcox moved to adjourn at 12:00 AM. Motion seconded by S. Bradley. Motion carried.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Scott Bradley