

**Town of Plainfield  
Special Select Board Meeting  
March 17, 2020  
Draft Minutes**

Present: James Volz (Select Board Member), Tammy Farnham (Select Board Member), Alexandra Thayer (Select Board Chair, by phone), Linda Wells (Town Clerk, Treasurer), Kathleed Hayes (Town Constable), Eric Blaisdell (Times-Argus Newspaper)

**Alexandra Thayer called the meeting to order at 7:35 am. Selectboard member Jim Volz chaired the meeting on-site.**

**Agenda**

- Review Agenda
- Use of Municipal Buildings relating to Covid-19 coronavirus epidemic
- How to help keep employees healthy and support town functions during Covid-19 coronavirus epidemic
- Contingency plans in the event of employee illness during Covid-19 coronavirus epidemic
- Public Comment

**Review Agenda**

- There were no changes to the agenda

**Use of Municipal Buildings relating to Covid-19 coronavirus epidemic**

There was a general discussion about the use of Town buildings during the Covid-19 coronavirus epidemic and contingency plans. Linda wells raised the issue that the Town Hall-Opera House had recently been thoroughly cleaned and that no one should use the building until the Covid-19 coronavirus epidemic is over, including people who have keys to the building, otherwise it would have to be cleaned again. As to the town offices, Linda wells recommended that it remain closed except for Carol and Linda until the Covid-19 coronavirus epidemic is over. They will answer the phones during normal business hours and handle requests for documents by phone, email and regular mail. There was discussion about protecting employees at the water and sewer plant and the town garage from people stopping in and that contact by telephone or email would No meetings will be held in Town offices or the Town Hall-Opera House during the Covid-19 coronavirus epidemic. There was discussion about whether there should be an exception for Emergency Management Director Alexandra Thayer to the closure of the Town Hall-Opera House to all since the Town Hall-Opera House would normally be the location of Plainfield's Emergency Operations Center if it needed to be open. Alexandra Thayer didn't think such an exception was needed. **Jim Volz moved to close the Opera House and Municipal Building, town garage and water & sewer plant until further notice to everyone, even those who have keys, except for employees working in those buildings. The motion was approved unanimously.**

There was discussion about meetings of town committees and regular Select Board meetings. There was discussion about the need to follow the Vermont Open Meeting law for Select Board meetings and all town committees and boards which requires a member to be present in a physical location where the public can come. Since the Municipal Building and Town Hall/Opera House are closed no meetings can happen there until further notice. The possibility of having meetings using electronics so people wouldn't have to be present was also discussed, and that current Vermont law doesn't allow this and the Legislature is on recess until March 24. The next regular selectboard meeting would be on March 23rd. The Select Board decided to cancel its March 23 meeting. The next regular Select Board meeting after that is on April 13. The Select Board decided that it wouldn't cancel that meeting, but would see how it goes relating to the pandemic and meetings. It will hold special or emergency meetings if needed **Jim Volz also moved to cancel the Select Board's March 23 meeting. This motion was approved unanimously.**

There was also discussion about suspending Town committee and board meetings until further notice. With the Town Hall-Opera House and the Municipal Building closed to the public, and the requirements of the Vermont Public Meeting law, there is no meeting place for these meetings. Also recommendations from those dealing with the COVID-19 pandemic are to not have meetings of 50 people or more and for people to stay separated at meetings. These may change. The Select Board decided to suspend Town committee and board meetings until further notice. **Tammy Farnham moved to suspend Town committee and board meetings until further notice. This motion was approved unanimously.**

### **How to help keep employees healthy and support town functions during Covid-19 coronavirus epidemic**

#### **Contingency plans in the event of employee illness during Covid-19 coronavirus epidemic**

Alexandra Thayer raised the concern that town employees not overextend in terms of doing their work as that can affect their health and resilience against disease. She recommended that the Board let them know that it supports not taking on extra projects or long hours unless there's some kind of emergency during this COVID-19 epidemic. The Select Board agreed with that. Alexandra Thayer suggested we should let Town employees know that we are concerned about their health and well being. All agreed. **Jim Volz moved to authorize Alexandra Thayer do draft an email to employees to let them know we care and to urge them to take care of themselves during this time. The motion was approved unanimously.**

There was no further business discussed.

There were no public comments as no member of the public was present.

**A motion to adjourn was made and approved unanimously.**