

TOWN OF WINHALL SELECTBOARD
Emergency Meeting Minutes for Saturday, April 18, 2020
VIA ZOOM

PRESENT: Julie Isaacs, Stuart Coleman, William Schwartz, Lissa Stark (Town Administrator), Lucia Wing (Secretary), Trevor Dryden (Roads), Beth Grant (Town Clerk), Chief Whitesell (Police), Scott Bushee (Facilities)

ALSO: No members of the public

TOWN HALL: OPENING PROTOCOLS:

At 4:00 PM, the Selectboard and Town officials (above) met via Zoom to discuss opening the Town Clerk's area on a limited basis per Governor Scott's orders of Friday, 4/17/20. The Community Arts Center, Library, and Swap Shop at the Transfer Station would remain closed. The Police Department, Town Administrator, Planning/Zoning, and Lister Departments would continue to operate as they currently are. Per discussion, the Selectboard and Town officials agreed to the following guidelines which the Winhall Health Officer would authorize, laminate, and post on the front door of the Town Hall and around Town.

- 1) Days were limited to Monday & Tuesday 7AM-7PM, beginning April 27th.
- 2) One individual at a time would be allowed in the Town Clerk's area by "***appointment only.***"
- 3) The front door would be open into the foyer where the individual would sanitize their hands per an automatic dispenser, or they could immediately proceed to the downstairs bathroom to wash their hands.
- 4) A mask ***MUST*** be worn.
- 5) A pass lock and buzzer would be installed on the door to the Town Clerk's office. She would buzz the individual in provided they wore a mask and sanitized their hands. Additional hand washing may be required.
- 6) Social distancing (6 ft.) ***MUST*** be maintained at all times.
- 7) The downstairs bathroom would be available if necessary; ***no one would be allowed upstairs.***
- 8) If required, the public copier would be available along with the public computer and ***limited access to the Town vault.***
- 9) The individual would conclude their work in a timely manner and leave the building immediately.
- 10) The Clerk would sanitize before the next person was admitted. Additionally, disinfectant wipes, spray, gloves, and masks would be available if needed.

OTHER DISCUSSION:

Other discussion included installing a tempered glass shield around the Town Clerk's immediate office area for additional safety and health purposes; renewing all dog licenses by email or mail only; no cash accepted- bills or checks ok; all Lister card requests would be emailed; and all zoning permit requests would be reviewed and issued by the Zoning Administrator per email and phone conversation; fees and zoning applications could either be mailed in or left in the lock box by the front door. Bushee reported he planned to close-in his office area immediately for privacy, health, and safety purposes. Dryden reported the Highway Dept. had masks, gloves, and sanitizing materials at the Town Garage; the crew would practice social distancing but would continue to maintain Town roads as required and allowable. The Lister Admin. and Zoning Administrator would sanitize their office areas regularly, enter by the front door, wear masks, and immediately go to their offices upstairs and not enter the

Clerk's area during office hours. The Town Administrator would enter by the back door along with the Highway Foreman who would drop off bills associated with the Highway Department. The Planning Commission and Zoning Board of Adjustment would conduct its business via Zoom for the foreseeable future.

After review with Chief Whitesell, the Selectboard approved the Local Emergency Plan as written; *motion by Schwartz; seconded by Coleman; unanimous.*

As there was no other business, the meeting was adjourned at 5:00 PM; *motion by Coleman; seconded by Schwartz; unanimous.*

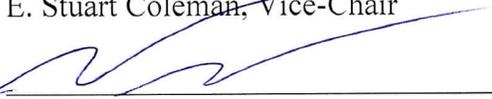
Lucia Wing, Secretary
Winhall Selectboard



Julie Isaacs, Chair



E. Stuart Coleman, Vice-Chair



William Schwartz, Member