

## **Middletown Springs Selectboard • Approved Minutes Emergency Meeting • March 19, 2020**

**BOARD PRESENT:** Patty Kenyon, Terry Redfield, Neil Russell, Heather Grier  
**TOWN OFFICERS PRESENT:** Emergency Management Director - Herb Childress,  
Town Clerk - Laura Castle, Auditor - Sarah Grimm  
**PUBLIC PRESENT:** Wells Springs School Board & MSFA - George Gonda, Grant's  
Store - Vicki Arsenault

**CALL TO ORDER:** T Redfield called the meeting to order at 7:02pm

**EMERGENCY MANAGEMENT UPDATE:** Terry thanked Herb for accepting the EMD position – who knew we'd be back together so quickly. The board appreciates the tremendous amount of time and energy put in so far.

Herb gave an update on COVID-19 in Vermont and surrounding communities. He has been updating the town's website daily (with the help of the town's librarian) with new information on resources and recommendations. Herb brought us information he's put together including the following documents:

- Essential Persons List for COVID-19 Response
- Town status for Poultney to be used as a model for altering day to day business
- List of Herb's recommendations based on state guidelines for us to consider implementing

There was a lengthy discussion that included talk about modified public facing interactions at Grant's Store, the Town Office, Transfer Station, Library and other town activities.

George Gonda brought us some documentation on the status and role of the school during their shut-down.

P Kenyon moved to adopt the Emergency Management Director's recommendations as presented, 2<sup>nd</sup> N Russell. All in favor - motion carried.

P Kenyon moved to waive late fees and penalties for Dog Licenses until May 1, 2020, 2<sup>nd</sup> H Grier. All in favor – motion carried.

Attached to these minutes is the full list of changes and recommendations.

### **OTHER BUSINESS:**

#### **A. Motion to allow signing of Board Orders:**

T Redfield moved that in the event that a regularly scheduled Selectboard meeting needs to be cancelled, general town and highway accounts payable board orders can be authorized with the signature of one duly elected member of

the Middletown Springs Selectboard. These signed orders will be reviewed and affirmed by the board at the next regularly scheduled Selectboard meeting. This temporary emergency order expires six months from today (expiration - 9/19/2020). 2<sup>nd</sup> N Russell. All in favor – motion carried.

**B. Any other Lawful Business:**

H Childress reported to the board that he is putting together a draft of the Town's 2020 Emergency Management Plan to present at our first April meeting. Approval will need to happen at the second meeting in April. The focus for this year's emergency management plan is duplication of essential services.

**ADJOURN:** T Redfield moved to adjourn at 8:25pm, 2<sup>nd</sup> H Grier. Meeting adjourned at 8:25pm

Respectfully submitted,

Patty Kenyon, Clerk

**Attachment:** COVID-19 Town Bulletin

# **COVID-19 and Municipal Services for the Town of Middletown Springs, Vermont**

In response to the COVID-19 pandemic, the Middletown Springs Selectboard and Emergency Management Director met on March 19, 2020, to discuss the appropriate responses that the Town of Middletown Springs should take to mitigate the potential spread of the virus, and to safeguard the health and wellness of the general public and that of the Town's employees.

## **1. CRITICAL EMERGENCY SERVICES will be available as usual.**

If you have an emergency, dial 9-1-1.

## **2. Town Office and Services**

Effective March 20, 2020, until at least April 15, 2020, the Middletown Springs Town Office will be closed to the public. All non-essential meetings have been cancelled. The Town Clerk, Town Treasurer, and Listers will remain available to assist you by phone, mail, fax, and email.

If you absolutely must visit the Town Office, please make an appointment to do so. Anyone having symptoms of COVID-19 (i.e. fever, cough, difficulty breathing) or has been exposed to someone exhibiting symptoms should not request an appointment.

Dog Licensing: The rabies clinic scheduled for March 28<sup>th</sup> has been cancelled. Late fees for dog licenses are waived until May 1, 2020. You can register your dog by mailing in your updated rabies certificate (if required) and payment to Town Clerk's Office, P.O. Box 1232, Middletown Springs, VT 05757. Please call with any questions.

The Selectboard asks all other Town committees (the Library Trustees, the Planning Commission, the Auditors, the Fire Association, etc.) to meet only for urgent decisions.

To reach Laura Castle, Town Clerk, call 235-2220, or email [middletown@vermontel.net](mailto:middletown@vermontel.net) .

To reach Jenny Talke Muniak, Town Treasurer, call 235-3256, or email [mtstreasurer@vermontel.net](mailto:mtstreasurer@vermontel.net) .

To reach Sally Achey, Chair of the Board of Listers, call 235-2220, or email [mtslisters@vermontel.net](mailto:mtslisters@vermontel.net) .

## **3. Transfer Station**

The Middletown Springs Transfer Station will be open as usual.

We ask the public to refrain from close contact with Glen while using the transfer station and from congregating at the transfer station. Please be prepared with exact change for any cash

transactions, and cooperate with Glen as he safely manages multiple customers. If members of the public do not follow this protocol, we may be forced to suspend services at the transfer station during this pandemic.

#### **4. Library**

The Middletown Springs Public Library will be closed at least until the schools re-open (currently expected to be April 6), and return due dates are extended until re-opening. Email and telephone messages will be monitored and responded to. Electronic resources (e-books, audiobooks, etc.) will remain available. Interlibrary loan is suspended.

#### **5. Highway Department**

The Highway Department will continue regular service throughout this outbreak. However, there will be no visitors allowed at the Town Garage during this time. If you need road service, you can contact the Town Garage at 235-2024, or by e-mail at [middletown.roads@gmail.com](mailto:middletown.roads@gmail.com) .

#### **6. Volunteer Fire Department**

The Middletown Springs Volunteer Fire Department will continue their normal emergency services during this outbreak. However, the use of the firehouse will be limited to emergency operations and important vehicle and equipment maintenance only.

#### **7. Churches**

The Middletown Springs Community Church has cancelled worship services and other gatherings through the rest of March, and will re-evaluate then. All of the Catholic parishes within the Diocese of Burlington have cancelled Mass, sacraments and devotions until further notice.

#### **8. Stores**

Grant's General Store and Sissy's Kitchen will remain open. Please do not congregate or linger, and maintain sufficient social distancing of approximately six feet. Self-service of unpackaged foods and beverages will be eliminated, provided instead by employees. Both Grant's and Sissy's are happy to take orders by phone and carry them out to your car, and both are offering limited local delivery. You can reach Grant's at 235-2251, and Sissy's at 235-2000 (and at <https://www.sissyskitchen.com> )

#### **9. Other Informal Groups**

Meetings and classes of Bone Builders, and yoga at Leslie Silver's, have been suspended. The Selectboard encourages all other local groups to do the same, and to cancel or reschedule events and performances.

## **10. Thank you for cooperating and understanding**

We are all in this situation together. Please remember to treat your neighbors and civil servants as you would like to be treated and we will move through this critical event better.

Thank you for understanding that these are unusual times, requiring precautions for public safety and health. Many Middletown Springs community members are in the high-risk group, and we believe taking these precautions will help keep ourselves and our community members healthy.

Please go to **[healthvermont.gov/covid19](https://healthvermont.gov/covid19)** for the most up-to-date state information and guidance about COVID-19, including information from the Centers for Disease Control (CDC). You may call the VT Department of Health at 802-863-7240, or call community services information at 2-1-1.

We encourage everyone to follow CDC and VT Department of Health handwashing and social distancing recommendations.