

**Town of Londonderry, Vermont**  
**Selectboard**  
**Emergency Meeting Minutes**  
**Sunday, July 12, 2020**  
**Meeting held remotely via online video with no physical presence**

**Board Members Present:** Georgianne Mora, Thomas Cavanagh, Taylor Prouty, Vincent Annunziata.

**Board Members Absent:** James Fleming.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe (7:10 PM), Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Emergency Management Director Kevin Beattie, Road Foreman Joshua Dryden, Recycling Coordinator Esther Fishman (7:20 PM), Assistant to the Town Administrator Sharon Crossman, Assistant Town Clerk Bonnie Cobb). Others – None.

**1. Call meeting to order**

Selectboard Chair George Mora called the meeting to order at 7:03 PM.

**2. Additions or deletions to the agenda**

- 1) Discuss Town Office Operations in light of possible exposure
- 2) Draft notification to public
- 3) Discuss Road Crew function in light of Road Foreman’s need to quarantine after possible exposure

**3. Discuss possible COVID-19 exposure at Londonderry Town Office**

Kevin Beattie and Kelly Pajala briefed the Board on possible exposure at Town Office; someone who was doing research in the vault on Thursday, July 9<sup>th</sup> tested positive for COVID-19 on Sunday, July 12. While all protocols were followed – appointment, time log, masks, social distancing, hand sanitizing, wipe-down – out of an abundance of caution it would be assumed that anyone in the office or at the walk-up window at the time may have been exposed.

The Town Office will be closed; Kelly or Tina may enter solo for essential tasks. Walk-up window to be closed. Anyone that was in the office or at the walk-up window will be notified. Question whether the Selectboard needed to vote to close Town Office; Kelly stated that it was her call to close her own office, and the Emergency Management Director can order the Town Office closed. No vote was taken.

Kelly and Tina will be tested once the appropriate number of days have passed. Kevin offered to research options for testing; Kelly pulled up and emailed to attendees a list from VT Department of Health.

Because the Road Foreman has potentially been exposed (in a separate incident) he will be quarantining at home until he can be tested; he has been in contact with the other road crew members and they have a list of tasks to do while Josh is out.

Discussed messaging to the public – Kevin would issue generic notice right away that there have been confirmed cases of COVID-19 in Londonderry and that the community should step up safety measures. Kelly would follow on Monday morning with more detailed info on Town Office and closing.

Kelly agreed to act as public information officer for this incident.

The Board discussed whether the Transfer Station might need to be closed and was reminded that Transfer Station is an essential service and must remain open.

It was agreed to have a followup Special Meeting on Wednesday 7/15 at 6:00PM<sup>2</sup>.

#### **4. Adjourn**

*George Mora moved to adjourn the meeting, seconded by Taylor Prouty, passed unanimously.*

The meeting adjourned at 8:05 PM. The next regular meeting of the Selectboard is scheduled for July 20, 2020.

*Approved July 20, 2020.*

**LONDONDERRY SELECTBOARD**

  
Georgianne Mora, Chair

#### NOTES:

1. After the meeting it was determined that the exposure took place on Tuesday, July 7.
2. After the meeting it was agreed to change the meeting start to 6:30 PM due to a scheduling conflict.