

PLYMOUTH COUNTY COMMISSIONERS  
EMERGENCY MEETING

March 16, 2020

An emergency meeting of the Plymouth County Commissioners via teleconference per amended open meeting law requirements was called to order at 6:00 p.m. Present were Chairman Daniel A. Pallotta, Commissioner Sandra M. Wright and Commissioner Gregory M. Hanley.

Also, in attendance were Register of Deeds John Buckley, Treasurer Thomas O'Brien, 4-H Extension Director Molly Vollmer, Superintendent of Buildings Doug Wedge, OPEIU Steward Christine Richards, OPEIU member Carolyn Laubenstein, OPEIU Representative George Noel and County Administrator Frank Basler.

**Discussion-COVID-19 and the operations of the County**

Chairman Pallotta opened the emergency conference call meeting at 6:00 p.m. The Chairman stated this was an emergency as pertaining to critical health issues that needed immediate focus, and attention.

The Administrator gave an overview on the current situation and the possible ranked scenarios derived by the County team.

Current situation: Commissioner's Office, Treasurer's Office, Mayflower Municipal Health Group, Parking, Extension Services, and Custodial staff working as normal with the Registry instituting additional steps to ensure safety. All should be continuously washing hands. All should keep in mind the six-foot buffer zone as much as possible. Personal and vacation days are available, with supervisor's approval, for those that are concerned with their health or that have pre-existing conditions. Sick days will be used for all those that are sick and cannot report to work. A doctor's note is due to the office if you are sick for five days. If anyone has had direct contact with someone with COVID-19, they should discuss this with their supervisor immediately prior to reporting to work.

Ranked options for escalating concerns with COVID-19 with the understanding that John Buckley, Register of Deeds, is responsible for decisions on daily operations at the Registry of Deeds. Additionally, the Custodian team is directly tied to decisions of the MA Court Offices as we must be staffed if the building is open.

Step 1 - Closing the Administration Building to any public visitors. Signage will be posted with a phone number for each department to conduct business as best possible.

Step 2A - above plus each department is covered by staggered team coverage. Each department member will work half their day shift in an effort to lessen interaction.

Step 2B – above plus each department is covered by staggered team coverage. Each department member will work alternating days in an effort to lessen interaction.

Step 3 – Closure of Administration offices for a time period as determined by the Commissioners.

If the Governor calls for shelter in place order, all operations will cease, and all County employees will remain at home.

The Commissioners discussed the situation along with options, benefits, and consequences. Commissioner Hanley made a motion to adopt scenario #1, that the County close all buildings to the public where possible to ensure the safety of the team but to remain open for business. Commissioner Wright seconded.

Vote: The motion passed unanimously.

The Chair asked if any department heads had comments. Register John Buckley shared how the Registry of Deeds was taking proactive steps but continuing business. The Chair reiterated that the Register would manage the day to day operational decisions of the Registry of Deed.

George Noel, OPEIU Business Manager, then shared his concerns for the OPEIU staff. The Chair agreed that the safety of ALL County employees was paramount and asked George to submit any ideas he had to improve the situation.

The conference call was adjourned at 6:20 PM

Respectfully submitted,  
Nancy O'Rourke  
Executive Assistant