
Memo

DATE: November 13, 2020

TO: Williston Selectboard

FROM: Erik Wells, Town Manager

RE: MODIFIED COVID OPERATIONS

On Friday, November 13th Governor Phil Scott issued an addendum to the current Executive Order concerning the COVID-19 State of Emergency. The addendum included the following provision:

Telework Requirements –

All businesses, non-profits and government entities shall reinstitute telework policies for all employees to the maximum extent possible. In person meetings are strongly discouraged and should be held by telephone or video conference whenever possible.

To comply with the requirements of the executive order I have worked with Department Heads and directed all non-essential staff to work from home to the greatest extent possible beginning Monday, November 16th until further notice. For staff who will remain on site for some or all of their work shifts additional safety precautions and modifications are being made to isolate staff in buildings or offices, and staff have been directed to communicate using the phone or zoom and not in person unless absolutely necessary. Internal processes have also been shifted to limit any needs to go between buildings. Having been in this operational arrangement earlier this year staff who are pivoting to remote work are able to do so seamlessly. What follows is a brief summary of Departmental operational shifts:

Town Manager: Work in Town Hall and remotely will occur

Finance/Treasurer: Work in Town Hall and remotely will occur

Assessor: Staffing limited to one person in office at all times

Clerk: Staffing limited in building, land record research will continue by appointment only, one person at a time. The number of appointments may be scaled back.

Planning & Zoning: All staff moving to primarily remote work. Limited office time to process permits and provide research materials on an as needed basis.

Public Works: Director will remain in office, all other administrative staff working remotely. Highway and Water Department staff will be working split in-person shifts to separate the workforce, similar to what occurred earlier this year.

Police: Station remains locked down and modifications to response made as needed

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Fire: Station remains locked down, in person training suspended.

Library: Limited on-site staffing will continue and remote work will occur in hybrid model. Library Trustees will discuss level of patron services on Monday, November 16th.

Recreation & Parks: Work will occur on site and remotely

This is and remains a very fluid situation. Town operations will continue to be modified as needed to ensure safety of staff and the public. Although Town operations are being shifted each Department is set up to continue to deliver services to the community.