

West Windsor Selectboard
Draft Minutes
March 23, 2020

Present on conference call: Win Johnson, Brett Myers, Matt Kantola, Martha Harrison, Al Keiller, Erik Boedtke (Fire Chief), Mike Spackman, Cathy Archibald, Deb Shearer, Leslie Barilli (Holiday Inn), Peter Varkonyi & Lauren Stevens (BB&P), Justin Burrows (IT consultant), Jenifer Aldrich (ABS Principal), Chris Nesbitt (Friends of the Store)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Store update on hours and operations; conference call alternatives; planned tree work postponed. Win said he’s going to move item #11 after item #4. Matt asked why the tree work is being postponed. Win said he’ll ask Tom.
- 3) Announcements/Public Comment – None
- 4) Town Clerk’s Report – Orders: Win said there is a list of the orders he has signed in a public folder on the shared drive referenced at the bottom of the agenda. Under Vermont law, the Selectboard is allowed to delegate the authority to sign orders to one or two individuals. **Brett moved to authorize the Selectboard Chair or Vice Chair alone to approve orders for payment of bills and invoices, including payroll per 24 V.S.A. §1623(a). Matt seconded the motion, which passed unanimously.** Liquor license renewals: Win said Cathy has received three liquor license renewal applications from Orange Lake (Holiday Inn Club). Those applications are also in the public folder. **Brett moved to approve the applications. Matt seconded the motion, which passed unanimously.**
- 5) Coronavirus contingency planning, preparedness & general status updates – Win said the Town Office is closed, and employees, except for Cathy, are not to go in the office except to get materials they need to work at home. Hopefully without exception, Win said, people are not allowed into the building unless they have very urgent business. Emergency Management: The non-emergency phone line (738-0048) is up and has been tested so we know it’s working but, so far, there have been no requests. Fire Dept.: Erik said they were able to get more PPE from the state and more will be coming in. They have implemented policies and procedures on how to deal with incidents. School: Jenifer said they have shared the town’s letter with school families and asked them to share it with their neighbors. Also, when they check in with their ABS families they are asking not only how they are doing but how their neighbors are doing so they can help connect them with resources if they need something. Regarding food, they are getting breakfast and lunch to all students who want it. They are still working on child care for essential workers; if they can’t find enough help through current teachers and support staff, they may need to pursue other alternatives. The school building is closed so no one can use it unless they absolutely have to. Jen said if the building remains closed, they may have some surplus cleaning supplies if the Town needs them. Win reminded Jenifer that the Pastor of the church had offered to help with child care. Jenifer said they are keeping that in mind but, before they could do that, there would have to be background checks. Jenifer also noted that some of the children have special needs. Town Office: Cathy said there are not many people coming in; she’s doing a lot over the phone. Win encouraged Cathy to keep people out as much as possible. Store: Peter said the community has been incredibly supportive however, for the sustainability of the business and the safety of staff, they will be closing to the public and only accepting orders for groceries

and prepared foods via email or phone. New procedures will be posted on social media. Lauren said the details will be posted on the store's website and she will email Martha. Chris encouraged everyone to support the store, which is an important community resource. Win asked Peter if the store is delivering. Peter said yes; they have made several deliveries. Noting BB&P's strong local supply chains, Peter said people should not be concerned about food security. Hotel & Maple Kitchen: Leslie said the fitness center is now closed to the public and resort guests, however the pool will remain open to guests. Weekly occupancy is currently 11% with time share owners the only guests coming in. She is currently expecting 18 arrivals this Friday, but that number will probably drop as people cancel. They have reduced staff by about 30% and have been asked to submit shut down plans just in case, although most states are designating hotels as essential businesses. If they were to shut down, Leslie said, they would keep 25% of the staff working on maintenance and security. The Maple Kitchen has changed its hours and is now operating from 2:00 to 7:00 PM and may extend those hours on Friday and Saturday. Leslie said she will update social media as plans change; she meets with corporate headquarters every day and plans are changing by the hour. Win asked if the blood drive scheduled to take place at the Hotel on April 1st is still going to happen. Leslie said they haven't pulled the plug yet. Brett asked if the order shutting down fitness centers and spas also applies to pools. Leslie said her legal team could find no wording about pools in the executive order so they're keeping it open for resort guests only. Zoning: Due to her son returning from Australia, Deb said her entire family is going to self-quarantine starting on Wednesday. Deb arranged a time, when Cathy is not going to be there, to get some books from the office. Deb asked what she should do if paperwork comes to the office for her. Win offered to deliver any important mail. IT: Justin said about 40 people responded to the request for volunteers willing to help people with non-emergency needs. Justin said there is also a google group that the response team can use for internal discussions. Justin noted Windsor's google site and asked if West Windsor would like to do something similar. Justin said a facebook group for West Windsor residents to communicate about the Covid virus has been suggested; his concern is about different channels putting out different information. Justin suggested speaking with one voice and one message. Justin said he will create the facebook page, but it will direct people to existing resources. Justin also expressed concern about getting resource information to people who are not connected to social media. Win agreed that we need to find a way to communicate with those people. Jenifer said if the school families identify neighbors with needs, they can put them in touch with the non-emergency assistance network. Jenifer also suggested that volunteers who are in the high-risk group could make phone calls to check on people who may need assistance. Al suggested putting a brief blurb about our non-emergency assistance line in the Front Porch Forum every day. Win suggested three times a week. Martha said she will put it on FPF and encouraged everyone to send her information about any additional resources they become aware of.

- 6) Discuss other possible delegations to individual Selectboard members – Win asked if there are any delegations, other than signing orders, that may be warranted at this time. Win noted that one person can sign the liquor license applications. **Brett moved to authorize the Chair or the Vice Chair to sign liquor license applications. Matt seconded the motion, which passed unanimously.**
- 7) Ratify decision to close Town Hall to all but the Town Clerk, allowing other Town employees to enter only to get needed files or materials from their offices for use elsewhere –

Win moved to ratify the decision to close the Town Hall and to allow access only to Cathy or other town employees who need to get materials and leave. Brett seconded the motion, which passed unanimously.

- 8) Consider instituting payroll direct deposit – Win said there is related information in the public folder on the shared drive. Win said he thinks the cost associated with direct deposit is worth it under the circumstances. Cathy agreed. Brett agreed that it’s a good idea. Cathy said the employees will have to fill out a form from the bank. **Brett moved to institute payroll direct deposit as soon as Cathy can manage it. Matt seconded the motion, which passed unanimously.**
- 9) Consider deferring dog license renewal deadline – Win said a lot of people are trying to renew their licenses by mail and Cathy is trying to keep up. Brett said rabies clinics are being cancelled so a lot of people are not able to get vaccines for their dogs. Deb asked about the penalty for not renewing a dog license. Cathy said the cost increases from \$9 to \$12 if the dog is spayed or neutered, and from \$13 to \$17 if it is not. Deb said instead of changing the deadline, we could just not increase the fee. Cathy said other towns are not charging the late fees until May 1st. **Brett moved to defer the penalty fees for late renewal of dog licenses until after April 30th and to revisit the issue in mid-April. Matt seconded the motion, which passed unanimously.**
- 10) Emergency Management Coordinator’s report – Mike said we have expanded our wellbeing call list. Win said “at risk” volunteers could start calling the people on the list. Mike said he can’t see the entire volunteer list on his phone; he has to look at it on his computer. Mike said he has updated his Green Book manually, but Martha needs time to update it on the computer. Martha said Nancy Gaynor was going to call some of the people on the wellbeing list, and Martha asked Nancy to let her know who she has contacted. Mike said we can also add to the list. Mike said he left some people off the list if they have family available. Jenifer asked about the school-related portions of the Green Book. Mike asked Jenifer to email any updates to Martha.
- 11) Health Officer’s report - None
- 12) Continuity of Operations planning – Win said Martha sent out a template provided by the state and he thinks it’s important for each of us to identify an alternate. Erik said Ryan Lather is the Assistant Fire Chief and then they have 1st and 2nd Captains and 1st and 2nd Lieutenants. Erik said he had an officers meeting and all officers are on the same page as far as responding to the situation. Win asked Mike if Erik would take over for him as Highway Foreman if he were incapacitated. Mike said yes. Win asked Mike to put together a list of people who have worked for the highway department or who would have the capability to do so if one or more current staff were in quarantine. Mike agreed. Martha suggested that everyone also think about the essential functions of their job – not just who would do it, but what things are most important to get done.
- 13) Highway Foreman’s report – Plowing: Mike said they’re going to wait until early morning to plow the current snow because he doesn’t want to tear up the equipment on soft roads. Materials: Mike said they’ve been hauling gravel in case the pits get shut down. Mike said some other towns are running split shifts to reduce exposure but he doesn’t think that’s feasible for West Windsor; if one of them gets sick, the others are all going to be quarantined. Equipment: Caterpillar hasn’t sent a revised bill for the work done on the grader. Mike noted that all the trucks need to be inspected by the end of April and he doesn’t know if inspection deadlines are being extended.

- 14) Update on status of Phase II environmental study (former Burke property) – Win said there are notes on the site visit in the public folder, but the upshot is that Mike’s prep work for moving the sand pile and the salt shed will not interfere with the work that LE Environmental is planning to do in April.
- 15) Other Business – Conference call service: Win said the service we’re using is fairly expensive so Martha suggested that we look into alternatives. Matt said STAB used Zoom recently and it worked very well. Win asked if anyone has a preference for voice or video conferencing. Matt said they’re both fine; he thinks with Zoom the video is optional.
- 16) Approve Minutes – **Brett moved to approve the minutes of March 9th. Matt seconded the motion, which passed unanimously.**
- 17) Adjourn – **Brett moved to adjourn. Matt seconded the motion.** Brett said for the next two weeks she has Tuesdays off unless she gets called in. Win said the medical professionals keep saying that things are going to get worse and asked Brett what she’s hearing “on the front lines.” Brett said it’s going to be really bad. Matt agreed. **Win called for a vote on the motion to adjourn at 7:38 PM. The motion passed unanimously.**

Respectfully submitted,

Martha Harrison