

West Windsor Selectboard  
Draft Minutes  
March 9, 2020

Present: Win Johnson, Brett Myers, Matt Kantola, Martha Harrison, Tom Kenyon, Kristian Kurtzhalz, Al Keiller, Elvin Kaplan, Erik Boedtke, Peter Money, Mike Spackman, Aaron Gonthier (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Sheddsville Cemetery, emerald ash borer, solid waste management district appointments
- 3) Announcements/Public Comment – Tom noted the passing of Sanko Stacey. Win said there is a memorial event this weekend at the Ascutney Outdoors Center.
- 4) Sign Town Clerk's orders – **Brett moved to approve Town Clerk's orders. Matt seconded the motion, which passed unanimously.**
- 5) Application to widen existing highway access on Blood Hill Road – Kristian Kurtzhalz said the existing access at 958 Blood Hill is narrow and the culvert is undersized and crushed. Mike had no problem with the application. **Brett moved to approve the application. Matt seconded the motion, which passed unanimously.**
- 6) Highway Foreman's Report – Mike said the grader is fixed and was used all day today with no issues, the highway crew is hauling gravel, and Martha has sent out the bid requests for sand, gravel and contractors. Win said we have a site visit at the Burke property on the 17<sup>th</sup>. Mike said one of the trucks has a check engine light on, but it's nothing critical. Win asked about the cost for the grader repairs. Mike said about \$25,000, which is \$10,000 over budget. Elvin Kaplan noted that Hewett Road in Windsor is in bad shape.
- 7) Local coronavirus contingency planning – Win suggested that we start identifying issues that we should be thinking about and preparing for. Brett said she was thinking about it from two different angles – the FAST Squad/Fire Department angle and the community angle. Win noted the sign on the Town Hall door asking people to think twice about coming in if they have symptoms or risk factors. Win said if one of the highway crew had symptoms, the whole crew would have to be quarantined, and he doesn't know how we would deal with that. Peter suggested protecting public spaces with consistent signage and messaging. Peter said he is also concerned about isolated individuals, the elderly, and first responders. Peter asked if first responders have enough supplies, including masks and gloves. Erik said the guidance given to the Fire Department includes wearing N-95 masks, eye protection and gloves when responding to a possible case of the virus, and during transport. Erik said they have a limited supply of masks and it's difficult to get more due to the shortage, but he thinks it's more of an issue for the FAST Squad. Win asked how many masks they would need. Brett said each responder would need a new mask for each call. Erik said in addition to obtaining enough PPE (personal protective equipment), the press release emphasized hand washing and social distancing. Win asked Erik if he is trying to get supplies. Erik said yes but noted that you can't find hand sanitizer anywhere and the N-95 masks sold out way before the hand sanitizer. Peter asked how we notify the state that we'd like to have a direct line of communication and access to supplies if they're available. Win said we can contact the state. Matt said he thinks the most we could do if someone is homebound is make sure food gets delivered to their house; the hospital's going to take care of patients. Brett said it's

likely that the FAST Squad could get called. Erik said the VT Department of Health is releasing updates every day and one of them said that 80% of patients will not require hospitalization. Martha said she talked to Nancy Gaynor a week ago and Nancy said she was going to try to get some N-95 masks. Win said let's follow up with Nancy and get a better idea what they're doing to prepare. Brett suggested signage on all the municipal buildings. Brett also asked about the store. Win said we can provide links to information but a lot of people don't have access to the internet. Martha said if you put too much information on the door, people won't pay attention to it. Matt said there's information on the radio all the time. Win asked Elvin if Meals on Wheels is delivering information about coronavirus with the meals. Elvin said no. Elvin also said when you look for information about how towns should respond, they all say the same thing: follow the direction from your state health department. Elvin also asked who will look after the kids if schools close and parents are working. Al said most parents have plans for snow days. Peter asked about automatic payroll. Win said the financial system is now in the cloud so it can be run from anywhere. Brett asked if we have direct deposit yet. Win said no. Martha said she and Mike both have a Continuity of Operations Plan template. Win asked Mike what he would do if the road crew had to self-quarantine. Mike said he would recommend that they each take home the trucks they use for highway maintenance and work out of that vehicle, staying in touch by phone and radio. Mike said the loader is the only piece of equipment that gets run by everybody. Win asked about the diesel pump and suggested that Mike get some antiseptic wipes. Mike said he has some at the shop. Matt said if you wash your hands, don't touch your face and stay six feet away from people, you'll lessen your chances of getting sick. Brett said it's also on surfaces. Win suggested getting a hand-out on social distancing and putting copies at the store, town hall, library and post office. Brett asked if the school has done anything. Peter said the school nurse has sent out some guidelines. Win said he thinks meeting facilitators should be prepared to ask symptomatic people to leave. Tom speculated about how the virus might come to West Windsor. Brett said it'll be here. Win asked Al what Mt. Ascutney Hospital is doing. Al said they have isolation rooms and protocols in place but he's concerned about health care workers having to self-quarantine after treating a patient. Win said hospitals are beginning to instruct people with symptoms to call first. There was discussion about the drive up testing protocols that some hospitals are implementing. Brett noted the new screening procedures that everyone has to go through before entering the VA Hospital. Win said it would be nice if area hospitals would post their instructions on Front Porch Forum. Peter said he'd like to know that there's a direct line of communication with the state. Brett said she heard on NPR that the state has a stockpile of supplies. Al noted the Health Department's website which has information on testing and monitoring among other things. Win asked Mike if he can find out if there is a contact phone number. Martha said Dartmouth has an information hotline. Elvin asked if the town has a formal relationship with Mt. Ascutney Hospital so there's clear communication if something happens to a local citizen. Win said we can give the hospital Mike's name since he's the Emergency Management Coordinator. Elvin asked about the store. Brett said people visit from all over. Win said he'll call Chris Nesbitt. Brett said if there is someone stuck at home, should we get a group of volunteers who would be willing to bring food, pick up a prescription, etc. Mike said Peter from the store is willing to help with food. Win said there's an existing organization, Volunteers in Action, which consists of people who are willing to help others. Win also noted the Citizens Assistance Registry for Emergencies (CARE). Brett said it would be nice to put a phone number on the

town website that people could call for assistance. Martha said she wonders if there are privacy issues. Peter asked if there's an existing disaster plan. Al said there is a disaster plan. Martha said the local plan doesn't cover pandemics and the state plan doesn't say much about them either. Win said the town has a notebook with emergency information. Martha said there are a lot of contact lists in the notebook – doctors, nurses, emergency responders, etc. Elvin noted the symptoms of Covid-19. Martha said she'd like to put links to the Vermont and NH Health Departments and the Dartmouth-Hitchcock hotline on the town website. Brett said she thinks we need to discuss this again. Win said we can keep it on the agenda every two weeks. Erik noted that the fire department could use air packs if they don't have enough N-95 masks. Win reviewed the plans so far, which include: putting signs on public buildings, making copies of the "Stop the Spread" hand-out, distributing the CARE brochures, Mike's going to call the hospital and identify himself as the contact person for West Windsor, the fire department is going to look into getting more PPE, Win will call Chris Nesbitt about the store and Elizabeth Burrows about coordinating with the school, and we'll try to find out what the FAST Squad is doing. Martha said she's looking into working from home if necessary through Carbonite or Office 365. Erik said we could set up a dropbox for the town so we can share files. Al said he has a hospital meeting tomorrow and will share any useful information he gets. Peter said he would be reassured to know that there's someone at the state level who is a phone call away. Mike said he'll try to find out if the state has any supplies. Mike said there's a virtual meeting this Wednesday but he's not virtual so he won't be attending. Win asked Martha to send the meeting information again. Martha said if it gets to the point where we need to have virtual Selectboard meetings, she can operate the conferencing equipment but we'll have to have a call-in number for the public.

- 8) Event application by Jackie Stanley for a Cabin Fever Italian Supper on Saturday, April 4<sup>th</sup> from 5:30 to 8:00 PM at the Lucy MacKenzie Humane Society – **Brett moved to approve the application. Matt seconded the motion, which passed unanimously.**
- 9) Appoint EC Fiber representatives – **Brett moved to appoint Ken Parrot as our primary representative and Bob Joyal as our alternate. Matt seconded the motion, which passed unanimously.**
- 10) Highway – Mike noted that there's some diesel fuel theft going on in town; someone is siphoning fuel out of people's vehicles. Sign Annual Financial Plan: **Brett moved to authorize the Selectboard to sign the annual financial plan. Matt seconded the motion, which passed unanimously.** Sign Certificate of Compliance for Town Road & Bridge Standards: Martha said the Selectboard adopted the revised standards in July. **Brett moved to authorize the Selectboard to sign the Certificate of Compliance. Matt seconded the motion, which passed unanimously.** Sign Municipal Road General Permit Annual Report: Martha said the report just says that we completed our road erosion inventory. **Brett moved to authorize Win to sign the report. Matt seconded the motion, which passed unanimously.**
- 11) February Police Report – Win noted a number of burglary alarms but said the Chief hasn't indicated a need for enforcement under our ordinance. Tom noted a huge drug bust in Windsor and wondered how it might affect West Windsor.
- 12) Other Business – Solid Waste District representatives: **Brett moved to re-appoint Tom as West Windsor's representative to the Solid Waste District and Matt Kantola as alternate representative. Matt seconded the motion, which passed unanimously.** Sheddsville Cemetery: Tom said Perry Edson is not interested in building the stonewall, but

Hector Santos is going to provide a proposal. Win said he knows someone who is interested in helping Tom raise money for the wall through local donations. Emerald Ash Borer: Tom said, as Tree Warden, he has enough other things to do. Win said the inventory is being mapped and summarized and, when it's ready, it will be on the agenda so we can talk about what, if anything, we need to do. Win said he got the impression that there are very few dangerous ash trees in the right of way. Win noted that we don't have ash borer in town yet.

- 13) Approve Minutes – **Brett moved to approve the minutes of February 24<sup>th</sup>, February 27<sup>th</sup>, and March 3<sup>rd</sup>. Matt seconded the motion, which passed unanimously.**
- 14) Adjourn – **Brett moved to adjourn at 7:40 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison