

## **Selectboard Emergency Meeting Agenda**

Saturday, March 14, 2020 at 9 a.m.

Location: Calais Town Office

Via Teleconference Call

*PLEASE NOTE: Except for the start time, all agenda times are guidelines only and are subject to change without notice.*

Attendees: Selectboard: Chair Denise Wheeler, Clif Emmons, Sharon Winn Fannon, Asst Town Clerk Barbara Butler, Operations Manager and Emergency Director Toby Talbot, Health Officer Jay Copping, Constable Wilson Hughes, Treasurer Sandra Ferver, Elizabeth O'Casey. Recording Minutes: Town Clerk Judy Robert

(Denise Wheeler, Barbara Butler, and Nick Emlen at Town Office to meet Open Meeting Law.)

9:07 am • Call to Order

### **Novel Coronavirus (COVID-19) update and planning session**

Denise provided an overview of the situation with the Governor's declaration of State of Emergency for Vermont.

Connection was interrupted and the group realized they need more technical training to use electronic meeting formats effectively.

Toby Talbot outlined roles: Toby is the Emergency Management Coordinator, Denise is the Emergency Management Director. Nick is the Assistant Emergency Management Coordinator. Elizabeth O'Casey's role is being defined (within the scope of helping with Public Information).

Clif Emmons resumed meeting due to disconnection with Denise. Posting to the website will include links to CDC, VT Department of Health, Governor's executive order.

Denise Wheeler previously sent an updated list of emergency titles and succession of operations.

It was suggested that a separate new email address be created for submitting requests for help from citizens to the town.

Denise said this is an ongoing situation. Schools are still open but this may change. The Town Office will be closed to the public. Work will be done remotely. A sign will be posted on the Town Office door about closing. A memo will be sent to governance groups about postponing meetings or using the teleconference system. We have access to the two fire departments for emergencies. Road crew will continue to work.

Toby said there are no concerns at this point and no threat of lack of staffing. One crew member had the flu.

Weather is improving as spring comes, so there is no need for an alternative plan. Mud season could be an issue if the crew is ill.

Is the succession plan adequate? Denise believes it is fine but continual review and updates would be helpful.

Clif will create an email address for submitting requests for help. Key contacts can be identified and put on the website with all information in one place. He discussed posting to Front Porch Forum.

Sharon Winn Fannon said she read the statute Toby shared related to succession planning and noted it says each office should have three deep successors. While meeting the statutory standard is likely not a priority right now, it highlights that in a small town when a few people wear many hats, we are vulnerable in a crisis. Toby added that strictly interpreted, each select board representative would be expected to have three successors. Denise agreed this is a topic we should talk about as time allows, along with a debrief after this situation is under control.

Sandra said she can do everything remotely except payroll and board orders.

Connection was lost with Denise and Sandra.

Reconnected. In the event that the Treasurer is unavailable, arrangements have been made for Payroll to be done by NEMRC. Board orders would require training.

Jay Copping stated that posting links on the website is critical. Anyone who has traveled from a designated high-risk region should contact their primary care provider as their first point of contact. If they cannot reach their provider, they should call 863-7240 VT State Health Department.

Elizabeth O'Casey encouraged the town to push people to go to VDH website with a link from the town's website. She stated it is best to have one primary source of information rather than trying to replicate various directives. A variety of channels for communication should be utilized. For example, the Town Office being closed needs to be posted through different channels, posters on bulletin boards, etc.

Denise affirmed this will be done including emails to master contact list, FPF, etc.

It was strongly suggested that we need to check out ways to improve communication via conference calling. This was challenging. Clif will follow up.

Toby brought up dog issues. Elizabeth Perry is the second Animal Officer. There is no second Constable. List of critical services: roads, payroll, health officer, dogs, constable. These areas need succession planning.

Motion to adjourn meeting – Sharon, Clif Seconded. All voted in favor.

**Not needed: Personnel Matters - possible Executive Session per 1 V.S.A. § 313 (a)(3)**

9:43 adjourned.

*Approved by the Selectboard at the 5/26/2020 meeting.*