

**Town of St. Albans
Selectboard Special Meeting Minutes
Tuesday, March 24th, 2020
8:00 a.m.**

On Tuesday, March 24th, 2020 at 8:00 a.m., at Town Hall the Town of St. Albans Selectboard met.

Officials and staff present: Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Stan Dukas, Jonathan Giroux, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

Public: None

Chair B. Deso called the meeting to order at 8:00 a.m.

COVID-19 Pandemic Situation Report

B. Deso explained that more strict orders are expected in the next couple of days from Governor Scott's office. He explained that a local survey has been drafted with the City focusing on channeling volunteer efforts. Currently FEMA reimbursement is 75%, but may go up to 100%. B. Deso explained that Samaritan House, Food Shelf, and Martha's Kitchen are getting hit hard. Martha's Kitchen will accept food donation from 10am to 2pm, but mainly requested cash donations. B. Deso suggested giving each of the above mentioned non-profits a \$10,000 line of credit to use for 90 days. C. Johnson explained that we don't know what our revenues are going to be, but our funds need to go towards essential Town business first. C. Johnson went on to say she doesn't feel comfortable with spending money this way at this time. B. Deso suggested moving the quarterly tax payment from May 15th to June 15th. Consensus was for Town Clerk Anna Bourdon to do some research on this possibility to add the suggestion to the April 6th Selectboard meeting agenda.

State Emergency Operation Center (SEOC)

C. Johnson explained that there are a lot of redundancies at this time with regards to emergency services and communication is key. She is maintaining communication with both the State Emergency Operation Center (SEOC) and Northwest Regional Planning Commission (NRPC). C. Johnson explained SEOC provide updates to local Emergency Management Directors (EMD) and in turn, she forwards these updates to the Selectboard. She will continue to do this.

Open Meeting Laws

There has been some discussion about suspending Open Meeting Laws, but nothing has been decided at time. With that, C. Johnson suggested our next Selectboard meeting on Monday, April 6th be via Zoom.

Emergency Management Director Update

The Maple Run Unified School District is distributing food. J. Frost said that people are been happy with this service.

Town Hall Status

C. Johnson explained that the essential personnel model is in effect at Town Hall and that we are trying to limit to no more than 5 people at a time on the second floor. The Town Clerk's office is allowing research by appointment only. S. Dukas asked if the Selectboard would be needed to approve warrants or if C. Johnson had that authority. The Selectboard must still approve warrants.

Draft Continuity of Operations Plan (COOP)

C. Johnson explained that we are working on finalizing the Continuity of Operations Plan (COOP). She is meeting with Police Chief Gary Taylor daily. They were asked to help Northwestern Medical Center (NMC) set up additional shelters, one at Collins Perley. Now, NMC is handing it directly. C. Johnson went on to say that we are working on locating a facility that can take the homeless population from the hospital and people that may need some oversight, but do not have a place to go.

ZOOM

B. Deso explained to the Board how to use Zoom. He suggested purchasing a Zoom membership for the Town for \$15/month to ensure the platform can handle the number of people calling into the Selectboard meeting. This will be used at the next Selectboard meeting on Monday, April 6th. The Planning Commission is scheduled to meet tonight. The Development Review Board (DRB) continued their last hearing to April 23rd.

Salt Shed Update – MPM Preconstruction Services Agreement

We are moving forward on the salt shed project. Still waiting on VTrans at this time.

B. Deso stepped out at this time to take a phone call.

Town Hall Relocation Project – Next Steps

C. Johnson suggested we continue to move forward with hiring the Project Manager for the Town Hall Relocation project. The Project Manager will provide us with a schematic design and then we will see if we want to move forward with a November vote.

E. Creley agreed with C. Johnson saying we need to get this part of the process done. If we need to put the project on hold, at least we'll have it ready.

J. Giroux stated he doesn't want to spend the \$65,000 now. He'd like to wait to see how the current situation with the Coronavirus all plays out. C. Johnson stated we are running out of vault space and we are going to have to spend money to provide a safe space for our land records.

S. Dukas stated we've done a lot of planning that we may have to put on hold. E. Creley stated that we promised the taxpayers a new Town Hall, we need to continue in that direction. J. Frost agreed with E. Creley. S. Dukas suggested doing a Purchase and Sales agreement at 1% on the parcel that is available. With no consensus to move forward on Town Hall, no action was taken.

S. Dukas stated that at the April 6th meeting, the Board will need to have their priorities in place.

Schedule

C. Johnson pointed out that last year's joint planning meeting with the Planning Commission and Selectboard was very productive and another meeting has been scheduled for April 27th. S. Dukas said it was a good idea to have another meeting with the Planning Commission. Both boards could discuss priorities at that time.

Adjournment

MOTION: J. Frost made a motion to adjourn the Selectboard meeting at 8:40 a.m.
Seconded by E. Creley. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary