

Middletown Springs Selectboard • Approved Minutes Special Facilities Meeting • May 7, 2020

BOARD PRESENT: Via Zoom: Patty Kenyon, Heather Grier. At the office: Terry Redfield, Neil Russell, Carl Haynes,

TOWN OFFICERS PRESENT: Via Zoom: Emergency Management Director - Herb Childress, Auditor - Sarah Grimm. At the office: Road Commissioner - Bill Reed

PUBLIC PRESENT: Via Zoom: Marilyn Trapeni, Fred Bradley, Kimberly Bushnell, Peter & Eileen Stevenson, Deb House, Robin Chesnut-Tangerman, George Gonda, Michael Beattie, Kristal Hier. At the office: Art Castle - Fire Association;

CALL TO ORDER: T Redfield called the meeting to order at 7:01pm

EMERGENCY MANAGEMENT UPDATE:

Herb reported that at the EMD two-week call-in that the United Way of Rutland County has made a couple bulk purchases of gloves and masks. They offered their first shipment to area nursing homes and assisted living facilities. The next round will be made available to area Towns at bulk pricing. \$275 for 5000 gloves, masks will be priced at around \$1 each.

The board agreed that we should get a minimum order for these items to have on hand. Herb will reserve these items for us and will let us know when they are available.

State mandated Exposure Control Plan - Herb put together a draft of an Emergency Control Plan for the board to review. All businesses and towns are required to have a plan in place in order to continue or resume operations. Herb would like us send recommendations to him prior to the next board meeting at which time he'd like us to adopt the plan so that we are in state regulation compliance.

He also reported that Grant's Store has done their plan in place and employees have completed their VOSHA training on COVID-19. He has offered a copy of the town's draft to the Fire Association/Fire Department as a starting point for their plan. George Gonda reported that he is working on their plan and thanked Herb for providing the base document. The First Response will also need to put a plan in place and are welcome to use the town's draft as well.

Herb reminded the board that the mandatory VOSHA Training Certificates need to be completed. Most town officials and employees have complied but there were still a few outstanding. Terry stated that he would have signed certificates for the remaining board members and the highway crew tonight and will leave them at the office for Herb to pick up. Herb will continue to follow-up with any that remain outstanding.

RE: COVID-19 current status - Statewide we are looking OK - Regulations are continuing to relax for some specific instances. But it's also important to be mindful that there is the possibility of a rebound, sooner or later, so it's important to continue to social distance and follow protocols.

As we move toward summer and the potential influx of summer people, it will be important to reinforce the two week quarantine protocols. At the suggestion of the board, Herb will make sure this information and the town's expectations for visitors will be up on the town's website. There was also some discussion on trying to set up an information system for residents to help those visitors get their provisions so that they can abide by the protocols more easily.

There was a lengthy discussion on all the different requirements and guidelines and how best to develop a logical plan to keep residents safe as we move through this.

Robin suggested that we could send a notice with our expectations and guidance to non-resident property owners. The board will keep this in mind as plans develop.

BUILDING PROJECTS ORGANIZATION PLANNING:

- **Identify and prioritize most pressing needs -**
 - Terry stated that the town office is the current priority
 - Other items are Town Garage
 - Transfer Station
 - Firehouse
 - Library

There was a lengthy discussion on how the people present felt the projects should move ahead. Most seemed to agree that the town office is the number one priority. There were ideas shared about the best methods for moving the projects forward. Ideas included,

- tackling each project one at a time,
 - working on each project simultaneously to try to find some economies of scale and opportunities for savings,
 - hiring a project manager to oversee all the projects to help us figure out which ones are more ready to go than others and how we might be able to move them forward in the most cost effective way,
 - creating sub-committees for each project
 - creating budgets for each project so that we have realistic numbers for each
- **Develop an achievable Working Plan -** The consensus was that the board will be the lead on the Town Office, Town Garage and Transfer Station projects. The Library board will work on their needs assessment and plans to address those needs and requested input and questions from the Selectboard so that they can

be sure to address the concerns of board members. The Fire Association/Fire Department will continue to work on their plans for moving ahead and would like to include a Selectboard member on their sub-committee. Carl Haynes suggested a meeting with the Fire Association and the Selectboard to talk about the best way to move forward. George will set up that meeting and let the board know when we can meet together.

The plan at this point in time is to hold a Selectboard meeting on facilities every off week on Thursday evenings same time as the regular board meetings. Meetings will be dedicated to facilities work and will include people from the various sub-committees stated below based on the work at hand that week.

- **Create Sub-Committee(s) for each Project -**

Subcommittees for each different project were discussed and committed to as stated below.

- Town Office -
 - Heather Grier - Selectboard
 - Peter Stevenson
 - Deb House
 - Michael Beattie
 - Neil Russell - Selectboard
 - Carl Haynes - Selectboard
 - Patty Kenyon - Selectboard
 - George Gonda
 - Terry Redfield - Selectboard
 - Ron Masleh
- Town Garage -
 - Neil Russell - Selectboard
 - Heather Grier - Selectboard
 - Bill Reed - Road Commission/Highway Foreman
 - Peter Stevenson
- Transfer Station
 - Selectboard
- Library -
 - Library Board
- Fire Association -
 - Fire Association has a sub-committee

Assignment for SB to make sure they've reviewed the various building plans and suggestions that we've received over the past few weeks. They include options from

Peter & Eileen Stevenson, alternate plans and ideas from Michael Beattie, and a plan from Bob Mitnik a retired architect who lives in Poultney.

At this point, around 8:30pm we lost connection via Zoom with the Town Office. After a phone call from Terry we discovered that the town office computer was shut down for a Windows update. The Zoom meeting group waited for a half hour then connected with the town office to find out that the update was only at 18% complete... therefore we ended the Zoom Meeting at 9:02pm.

During the half hour wait time the Zoom attendees discussed details, record storage and affordability.

Board members present at the town office continued on to take care of the remainder of the agenda. Minutes provided for that section of meeting were taken by the chair, Terry Redfield.

OTHER LAWFUL BUSINESS: Carl, Neil and Terry reviewed the Board Orders.

Motion by Carl, seconded by Neil, to approve Board Orders as presented. Motion carried with Heather and Patty identified as 'abstaining'.

EXECUTIVE SESSION (if necessary): None

ADJOURN: Motion to adjourn by Terry; seconded by Carl at 9:20 PM. Meeting adjourned.

Respectfully submitted,

Patty Kenyon, Clerk
Terry Redfield, Chair