



**TOWN OF HARTFORD
SELECTBOARD MINUTES
SPECIAL MEETING**

Tuesday, March 17, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Dan Fraser, Selectboard Chair; Simon Dennis, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Brett Mayfield, TOH Health Officer.

Note: Alicia Barrow, Selectboard Member arrived at 6:05 P.M.

CATV Link: <http://catv.cablecast.tv/CablecastPublicSite/show/11483?channel=1>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Dan Fraser called the meeting to order at 6:00 P.M.

II. Board Reports, Motions & Ordinances

- a. Warning for April 25, 2020 Special Town Meeting (motion required)

Town Manager, Brannon Godfrey suggested this item to be postponed until the 3/24/2020 regular Selectboard meeting.

- b. Coronavirus Update (information only) Town Manager Reported:

Town Services & Facilities Changes

To provide continuity of service to the greatest extent possible while following distancing guidelines to mitigate the spread of virus and to ensure protection of employees' health to be able to continue services.

- Public Works Buildings – Closed to public access; open to conduct business by phone and email
- Transfer Station Buildings – inside building access closed; Scale house open to permit continued customer drop off solid waste to outside containers
- Town Hall – March 18 until April 6
 - Closed to in-person public access

- Daily operations up and running; access via phone and email
- in-person transactions limited to appointment only
- Water & Sewer payments, property tax payments Online and by US mail
- Public Safety Building - Lobby remains open 8a-5p; accessible by intercom after hour
 - Postponed fingerprint and VIN checks until after April 14
- Bugbee Senior Center – facility closed, but still preparing meals for home delivery
- West Hartford Library – closed as of 5pm today (also Hartford, Wilder & Quechee)
 - E-books, e-audio-books available via webpage
- Parks & Recreation Facilities
 - Main office to remain open to conduct business by appointment only and over the phone
 - WABA Arena currently in ice-out procedures. Facility will remain closed
 - Parks are officially closed for the season. Opening for public usage and the beginning of full-service maintenance generally begins the first of April
 - The general public can utilize a public park during season closure. However, they are not maintained November through March each year.

It is our intent to encourage public use of parks following the current social distancing guidelines.

- Department continuity of operations plans to manage operations and continued service levels:
 - staffing adjustments for illness and family leave
 - provide for work from home where applicable and according to policy
 - adjusting schedules to maintain operational presence
- Amended the Town employee sick leave policy to allow up to 14 days of paid sick time for COVID-19 illness.
 - This will not be charged to the employees' accrued sick time.
- BCBS health insurance will cover COVID-19 testing with no co-payment, coinsurance, or deductible requirements
- Town Health Officer Brett Mayfield is primary contact person for COVID-19
- Dedicated COVID-19 communications:
 - health@hartford-vt.org
 - 802-299-0183
 - Managing response to inflow of inquiries with central, knowledgeable source
 - As State agent and Local Health Officer, plugged into the essential communication channels with the Vermont Department of Health
 - Situational awareness of the needs in Hartford

Town Health Officer, Brett Mayfield reported: There were no new cases as of 1:00P.M. today. As of this time, Day Care centers are still active. However, things are changing by the hour. The date of April 6 is being used for a reassessment date. This is the 3-week marker. Upper Valley Strong is active and reaching out to the community now.

The Selectboard had many questions and thoughts: (listed below)

- Create a database of at-risk citizens via questionnaire or other
 - Send a press release for the Senior Citizens and at-risk Citizens
 - Service Industry tax relief (LOT Money?)
 - Put off the expense of the Pool Bond
 - Use the P&R Van (on order, not here yet)
 - Current use of Parks – post cautions
 - Have a campaign going forward to inform the citizens
 - Involve the teens that are out of school with filling Sr. Citizen needs
 - Encourage everyone to stay home
 - Staying home does not mean just inside your house, get out and get exercise while practicing social distancing
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- The next Selectboard meeting on March 24th will be virtual as much as possible

III. Adjourn the Selectboard Meeting: (Motion Required)

Selectboard Member, Kim Souza made the motion to Adjourn the meeting at 8:00 P.M. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.
