

**Town of Milton**  
**Milton Municipal Building Community Room**  
**43 Bombardier Road, Milton VT 05468**

**Special Selectboard Meeting**  
**Monday, March 23, 2020 at 10:00 a.m.**  
via  
**Teleconference**

**The Town of Milton encourages participation by telephone.**  
**Dial in #: 802-891-8097**  
**Participant #: 4343**

## **MINUTES**

**Selectboard Members Present:** John Palasik, Chair; Michael Morgan, Vice Chair; Chris Taylor, Clerk; Brenda Steady, Member; John FitzGerald, Member

**Staff Members Present:** Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant; John Bartlett, Director of Administration/Facilities/Human Resources; David Allerton, Director of Public Works; Jackie Dodge, Fiscal Assistant II; Roger Dickinson, Deputy Health Officer; Bruce Trombly, Supervising Equipment Operator; Jessica Morris, Director of Finance; Thomas Elwood, Water/Wastewater Superintendent; Sheryl Prince, Town Clerk; Steven Edgerley, Technician; Jason Scott, Technician; Shannon Maynard, Finance Clerk; Eric Gallas, Highway Superintendent; Celeste Lang, AP/Payroll Clerk; Stephen Laroche, Chief of Police; Ashley Jackson, Public Works Engineer

**Others Present:** Lauren Blume; Richard Saunders

**I. Call to Order**

J. Palasik called the meeting to order at 10:11 a.m.

**II. Flag Salute**

J. Palasik led the attendees in the Pledge of Allegiance.

**III. Agenda Review**

Addition of COVID-19 Response Resolution under item V.

**IV. Public Forum**

None.

**V. A. Town of Milton State of Emergency – COVID-19 Update**

1. The Town is operating under the Emergency Operations Plan and the Rescue is operating under the Pandemic Disease Plan adopted on May 18, 2018.
2. Essential Town Selectboard meetings will continue as scheduled for now generally by teleconferences. Development Review Board meetings will proceed on an as-needed basis. The public is encouraged to participate and engage remotely. Planning, Economic Development, Conservation, Cemetery and Recreation Commission meetings are cancelled until further notice.
3. The Town Manager's Office will remain open by appointment only throughout the duration of pandemic. Town Manager staff and the Human Resource Director will rotate to assure that the office is open 8-5 daily.
4. The Finance Department Director and Fiscal Assistant II will work remotely and the hours will be expanded to allow the remaining staff to work at different times to avoid contact with others in the office as accounts payable, receivable and payroll are essential functions.
5. The Town Clerk/Town Treasurers Office will remain open 8-5 daily to assist residents by phone or email, process payments etc. There is a secure drop box at the front entrance of the Municipal Building that is checked regularly throughout the day. Payments are placed in the drop box. The water bills will be mailed to the address on the slip and wait for the check to clear as their receipt. Title searchers will be by appointment only.
6. Access to the Municipal Building is by appointment only. For those who must visit, there will be a phone with dialing instructions placed at the front entrance interior doors in the lobby. Hand sanitizing stations are to be used before entering employee work spaces. Town staff stands ready to assist residents over the phone.
7. Public use of meeting spaces in the Municipal Building, Library, Fire Station, Wastewater Plant, Highway garage and Police Station is suspended. The Community Room is closed.
8. Dog Licenses can be submitted by mail. Late fees will be waived.
9. The School closed for all students beginning Wednesday, March 18, 2020 and is scheduled to resume April 6, 2020. The reopen date will be re-evaluated.
10. No public access to the Fire or Rescue Departments except for duty crew. All trainings are cancelled.
11. Rescue call procedures: A) Dispatch will screen people by asking three questions. B) Rescue crew will contact hospital ahead of arrival. C) Transfer of patients happens outside of the hospital. D) Rescue crew decontaminates all equipment after every call, even if there are no symptoms.
12. Police Department starting Monday 3/23/20 all employees are working 12 hour shifts including Chief, Sergeants, detectives, School Resource Officer and administrative staff. This creates four teams working independently of one another. Limit exposure between teams on and off duty. Office remains open for appointments. Call 911 for emergency.
13. Library is closed and library programs are cancelled. There will be no fines for overdue books. Book drop is open. Library staff are working regular hours on other projects.

14. Recreation programs have been cancelled until the end of April. Ice Out tickets are still available online only.
15. Planning and Zoning staff are working remotely but are available by appointment.
16. Assessor's staff available by appointment only.
17. Public Works administration are working remotely when possible and are available for appointments.
18. Water Department will not be activating water shutoffs or replace meters until further notice.
19. Wastewater/Water Department as of Monday 3/23/20 will be divided as follows: two independent crews of two staff members and the Chief Operator working remotely.
20. Highway Department as of Monday 3/23/20 will be divided as follows: 2 crews of four employees, one crew will report to fire station daily and assigned work, second crew will report to highway garage. Crews are to work independently.
21. Parks and recreational trails are open weather permitting.
22. Dog Park is currently CLOSED until weather and conditions improve.

#### **B. Resolution - COVID-19 Response**

Don Turner, Jr. read the COVID-19 Response Resolution as follows:

#### **RESOLUTION - COVID-19 RESPONSE**

**WHEREAS**, the President of the United States and the Governor of Vermont have declared states of emergency; and

**WHEREAS**, the Town of Milton is operating under the Town's Emergency Operations Plan; and

**WHEREAS**, the emergency support function of this event is the rescue department. Rescue staffing is essential in order to respond to this crisis. We will maintain operations as necessary, pay volunteers an hourly rate to cover shifts, pay overtime and hire additional staffing as necessary; and

**WHEREAS**, the hiring process of these essential emergency services personnel will be expedited to insure coverage; and

**WHEREAS**, a civil emergency condition exists and therefore the Town suspends the provisions of its collective bargaining units, wage rates and monetary fringe benefits shall not be suspended; and

**WHEREAS**, some essential staff is being allowed to work remotely, other staff will be allowed to adjust work schedule to limit staff interaction within work environment; and

**WHEREAS**, there is a disparity in staff paid leave accrual balances, staff can use vacation, comp time and or personal leave accrual balances in lieu of sick time if the sick time balance is fully expended, staff can use accrued sick leave during this crisis to be out of work if they feel their safety is at risk, staff can use more sick leave than they currently have in their balance (allow negative accrual balance if they use all other leave and agree to pay the Town any remaining unpaid balance at time of departure), staff can use sick leave for staying at home with children due to school dismissal and daycare closures; and

**WHEREAS**, should it become necessary by state or federal direction to stop all work and send staff home, staff will be expected to do what work they can from home and paid according to their regularly scheduled shifts; and

**WHEREAS**, all Town costs will be tracked and submitted to FEMA for reimbursement if allowed; and

**THEREFORE, BE IT RESOLVED**, the Selectboard declare a Town emergency, fully supports the rescue emergency support function approving expenditures above its approved budget, expediting the hiring process for essential emergency services personnel, enacting a temporary staff paid leave policy for all staff, authorize payment of all staff regular pay should it be deemed necessary to send them home by directive, waive contractual obligations, except wage and benefits and authorize a closure of all town buildings to the public except for those whom have made an appointment.

**Motion made by M. Morgan to approve the COVID-19 Response Resolution as read by Don Turner, Jr. with a second by B. Steady. M. Morgan Yes; C. Taylor Yes; B. Steady Yes; J. FitzGerald Yes; J. Palasik Yes. MOTION APPROVED UNANIMOUSLY**

**VI. Motion to Adjourn**

**Motion made by J. FitzGerald at 11:00 a.m. to adjourn with a second by B. Steady. M. Morgan Yes; C. Taylor Yes; B. Steady Yes; J. FitzGerald Yes; J. Palasik Yes. MOTION APPROVED UNANIMOUSLY.**


Respectfully Submitted,  
Sheila Mooney

APPROVED MINUTES:

Chris Taylor, Selectboard Clerk

Filed with the Milton Town Clerk's Office on this 13<sup>th</sup> day of April, 2020.

ATTEST: \_\_\_\_\_, Milton Town Clerk

  
Date: 04/13/20  
