



TOWN OF ST. JOHNSBURY

Town Manager's Office
51 Depot Square, Suite 3
St Johnsbury, VT 05819
802-748-3926
www.stjvt.com

Town Clerk 802-748-4331
Dispatch 802-748-2314
Police 802-748-2314
Fire 802-748-8925
Public Works 802-748-4408
Assessor Office 802-748-4272

Select Board Meeting Minutes 51 Depot Square, St Johnsbury, VT April 6, 2020 6:00 PM

Present:

Select Board: Jeff Moore (by video), Kevin Oddy (by video), Tim Angell (by video), Dennis Smith (by video), Brendan Hughes (by video)

Staff: Chad Whitehead – (by video), Stacy Jewell (by video), Joe Kasprzak (by phone)

Press: Dana Gray (by video)

Public: Don Smith (by phone)

Water and Wastewater Interest:

- A draft policy was presented to the board by the Town Manager that waives interest on late water and wastewater invoices during the emergency.
- On a motion by Dennis Smith and second by Kevin Oddy the board accepted the Water and Wastewater Policy as presented by unanimous vote.

Manager's Report:

Every week I plan to provide our residents, staff, and business owners with operations updates regarding town services, projects, and scheduled events. Know that our management team is doing everything we can to protect the health and wellbeing of our staff and the public we serve.

Our team is receiving timely information, from reliable sources, about how best to conduct essential services. Many of the changes to our operations are a direct result of orders issued by our governor, and we ask our residents and business owners to comply with mandated health and safety orders, it is the responsible thing to do.

The Town maintains constant contact with all Town Department Heads utilizing video conferencing to manage communications and plan changes to operations as situations develop. Updates are available to the public on the Town's website at www.stjvt.com under Announcements.

The Town is also utilizing technology to conduct important public meetings that are necessary for us to do our day-to-day business. Select Board meetings will continue on the second and fourth Mondays of each month. Agendas and minutes are posted on our website at www.stjvt.com. We plan to host our Planning Commission and Development Review Board meetings similarly. All meeting schedules, links, and phone numbers are listed under the public meetings tab on our website. If you do not have access to the website, please call

(802) 748-3926 ext. 5, and we will provide you with the information.

Our staff continues to practice a self-isolation policy that requires staff members who exhibit symptoms, or who have recently traveled outside of the state, to self-isolate for 14 days or until a doctor has cleared them to return to work. The Town has provided many employees with the resources necessary to work from home, ensuring that our work is getting completed while reducing the risk of exposure to other employees and/or residents.

Department Updates:

Town Manager's Office, Zoning Office, and Assessor's Office: Employees of the Town Manager's Office are currently working from home and available by phone or email. The Town Manager is hosting video conferences with all department heads 2x per day to continue to monitor and prepare for changes relating to COVID-19. Both the Zoning Administrator and the Assessor's Office are managed remotely. Please call (802) 748- 3926 ext. #3 for Zoning, (802) 748-3926 ext.# 4 for the Town Assessor.

Town Clerk's Office: The Town Clerk's Office will be staffed Monday, Wednesday, and Friday 8:00 am -4:30 pm to conduct business by email, fax, and phone. Please continue to use dropbox for payments or documents that need to be recorded.

Fire Department: We are adopting new response procedures within the FD during this pandemic aimed at minimizing potential exposure to responders while allowing personnel to assess for life-threatening medical conditions and provide lifesaving interventions. To reduce the risk of COVID-19 exposure, FD staff have reduced the number of medical emergencies that they will respond to, but know that we will continue to respond to emergencies that are reported as more serious. Our Fire Fighters have inventoried our Personal Protective Equipment (PPE's) and have an adequate supply to do our job! To reduce the risk of exposure, we have suspended all non-essential public contact, including pre-planning activities, outside training, meetings, fire drills, etc. Visitation to the firehouse and in-person meetings at the facility are also on hold, and no burn permits will be issued.

FD staff are required to self-monitor their health, and are required to take their temperature prior to reporting for duty, and once while on shift.

Police Department:

The Police Department (PD) is at full operation and has developed policies for preventative measures relating to COVID-19. The PD has been able to secure Personal Protective Equipment (PPE's), and continue to procure equipment necessary to serve the community should COVID-19 require it. PD remains fully actionable and available for response to emergencies.

Dispatch: The Town's Dispatch services continue to operate at full staff. We are monitoring the COVID-19 situation closely, and working in collaboration with our law enforcement, emergency medical services, and fire department partners, to ensure the safety of the region's responders. Citizens calling for emergency services may be questioned about symptoms, travel, and exposure so that responders may prepare adequately to respond to the caller's needs. Dispatch personnel are working diligently to maintain a clean and safe work environment and to limit exposure.

Department of Public Works: The DPW team has been divided into two crews to reduce the risk of the entire workforce requiring isolation or becoming sick simultaneously. These staffing

levels will allow the Town to provide the highest priority services while being able to respond to inclement weather events. Crews that are not on shift will remain available for on-call work or emergencies.

Water Treatment Facilities and Wastewater Treatment Facilities have backup operators in place and can maintain most of their operations remotely if necessary.

I am extremely proud of the level of dedication and professionalism exuberated by our staff and commend the selfless efforts of our partners and residents who are working to provide essential services to our entire population. Your dedication and passion for your community are inspiring. It is a pleasure to work alongside you and serve you. Stay safe, keep your distance, and remain optimistic.

Emergency Medical Services- CALEX: We have adopted several business and operational changes during this pandemic similar to the other public safety organizations such as eliminating any public CPR/1st aid classes, staffing meeting/training and we have moved our business office to function remotely. Our business office will be checking email & voice messages daily Monday-Friday. We ask that if anyone has questions to reach out via email or leave messages and all our contacts are on our website www.calexambulance.org or can call our non-emergency line crew line 748-7542 or EMS Chief 748-7599.

Our volume remains lower than normal but has begun trending up slightly. We are seeing however a decrease locally in COVID related 911 responses, which is a good sign. Our crews remain updated daily on changes in the latest treatments and guidelines to provide the best care for this COVID-19 while at the same time protecting our providers. We are actively participating in daily STJ EOC & State EOC conference calls to provide local EMS related updates as well be up to date with daily changes and notifications.

CALL 911 – if you are having shortness of breath, chest pain, severe weakness, confusion, bluish lips.

We are here 24/7 to provide the very best pre hospital care if you need us. Please follow local / state guidance, stay at home and practice social distancing. We appreciate everyone's support and adhering to the recommendations during this time.

On a motion by Dennis and second by Tim the board adjourned by unanimous decision.