

## **SANBORTON BOARD OF SELECTMEN'S MINUTES**

*March 17, 2020*

### **Town Offices**

The Board of Selectmen convened on March 17<sup>th</sup> with the Department Heads for a Covid-19 Response plan. In attendance were Selectman John Olmstead, Selectman Jim Dick, Town Administrator Trish Stafford, Police Chief Steve Hankard, Town Clerk/Tax Collector Julie Lonergan, Parks and Recreation Coordinator Amanda Pelissier, Finance Director Peg Petraszewski, and Transfer Station Manager Nate Douglass. On the phone were Fire Chief Paul Dexter, Welfare Director Melanie Van Tassle, Library Director Marcia Haigh and Highway Director Johnny Van Tassle.

The meeting was called to order at 4pm and moved to the Town Office Building.

The Chair declared the purpose of this meeting was to outline the processes for remote services for fire, police and town clerk's office

Julie can print everyone's registrations and mail them out so people can mail them back in. She can do the rest of March and April. She can't print out May's yet as she does not have them. She is also going to mail out dog renewal information. She is happy to work with people if they call or email her office to set up an appointment to get vital records.

Chief Dexter went over the process for the burn permits; people can email the fire department and they will email back the permit.

Welfare checks from the PD have stopped unless its an emergency. The Fire Department will also go with them to clear the scene.

We are going to eliminate the selling of trash bags at the transfer station from now on. We are going to work out a new system to minimize contact with the public.

The workers at the town office will be able to work remotely using VPN into the system for Planning, Assessing and Finance. Conversation about how we can scan and email timesheets to Peg to minimize interaction. Peg will come in on Monday to do payroll and process Accounts Payable. Those who do not get their timesheets to Peg by 9am will be paid his or her standard hours. Karen will come in to sign checks on Wednesday; Peg will then distribute the checks on Thursday. Melanie asked about the use of credit cards and how department heads will get the card when needed. Peg is fine working with vendors who call in if needed; we have the ability to forward our phones to home or cell lines.

Melanie is working with the school make sure the children home from school can continue to get lunches when they get permission to get their food from the school. This is for free and or reduced lunches. Melanie has offered to pay for the meals for those who don't qualify, and the school will make a note of it and we will send a check to those who identify a need.

Chair Olmstead asked for the status on protective equipment; making sure that the Fire and

Police have the appropriate gear to keep them safe. Chief Dexter feels they are ok for now but they are changing operations to keep just the duty crew responding and limited the Police Department's response to the medical calls. They won't immediately respond. Currently he is suspending mechanical permits until the pandemic is over; he has also changed the burn permit procedure.

The Transfer station went over new processes at the Transfer Station to ensure customer and workers' safety during this time. The changes can be found [here](#).

The audio recorder's batteries ran out one hour into the meeting. After the transfer station procedure discussion, Selectman Jim Dick made a **motion** to suspend the requirement for buying bags and tags; and to allow the Transfer Station to open Thursdays starting on March 26<sup>th</sup>, 2020, and to put a hold on the transfer station receiving anything but household waste. **Seconded** by Selectman John Olmstead. All in favor, motion passes.

There was further discussion on how the Town of Sanbornton would be paying employees in positions that have reduced schedules, or who have been displaced completely due to the pandemic. Selectman Dick made a **motion** to approve the payment of salaries to all full and part-time town employees; working with individual employees to address any personnel issues and to identify additional work they can perform within the Town. The policy to be re-evaluated at the next update to the State policy on school closures. **Seconded** by Selectman Olmstead. All in favor, motion passes.

The meeting concluded at 4.15pm.

*(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting. Meeting minutes are not official unless they are viewed on the Town's web-site [www.sanborntonnh.org](http://www.sanborntonnh.org) or are on file with the Town Clerk.)*