

**TOWN OF CHARLESTOWN  
SELECTBOARD WORKSHOP  
APRIL 3, 2020**

Selectboard Present: Jeffrey Lessels, Albert St. Pierre, John Streeter (via Zoom), William Rescsanski (via zoom), Scott Wade (via Zoom)

Staff Present: Jessica Dennis – Administrator  
Keith Weed – Highway/Transfer Station Superintendent (via Zoom)  
Patricia Chaffee – Town Clerk/Tax Collector (via Zoom)  
Patrick Connors – Police Chief (via Zoom)

**Meeting was called to order at 2:00 PM.**

The Selectboard had a discussion about the operations of the Town during the current state of emergency. The Selectboard discussed who was considered essential personnel; Police, Dispatchers, Ambulance, Fire and Transfer Station, in addition to department heads.

Mr. Streeter made of motion that effect Friday, April 4<sup>th</sup> at 5:00 PM, all Department heads/ managers are to transition their staff to a paid, on-call, status which is to be reviewed at the Selectboard meeting in two weeks, on April 15<sup>th</sup>. Mr. Wade seconded the motion.

Roll call: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Wade, aye; Mr. Lessels, aye, Mr. St. Pierre, aye. With all in favor, motion passed.

Compensation will continue at 100% as employees are on call or working from home whenever possible. There was a lengthy discussion about an increase in pay for employees who are deemed essential and must continue working. Several different scenarios were discussed. It was decided that this decision was a little premature without know its impact on the overall budget or the duration of the paid, on-call status. Mr. Lessels stated that the Medical Building Trustees have some funds they would like to contribute to Town employees, perhaps in the form of gift cards to Ralph's Supermarket, and/or gas cards in the mean time. Chief Connors also noted that he would not be able to fill the seventh, new full-time officer position, which was budgeted for in the 2020 budget. The Police Academy has closed the spring session and all those lined up for spring academy will have to attend the fall academy, therefore the Police Department has some extra funds that could be used for employees. The Selectboard is going to wait on any financial decisions; if a decision is made, it can always be retroactive. Mr. Weed stated that Highway employees are typically paid a three hour minimum for a call in, however, under the current circumstances; his employees understand that if they called between the hours of 7:00 am to 3:30 pm, there will be no additional pay.

Mr. Weed stated that he will be closing the scale house at the Transfer Station; this is where employees and the public have the most contact. Ms. Chaffee has called the facility in Springfield, VT asking if they would take our demolition in the short-term but has not received a call back. Mr. Weed has spoken with Mr. Bob Blish he is willing to work 27 hours a week beginning next week. The Transfer Station will allow individuals/companies with charge accounts to continue to using the scales. Mr. Rescsanski inquired about taking credit or debit cards at the Transfer Station. Ms. Chaffee and Mr. Weed will see if it is possible given the current set up at the Transfer Station.

Mr. Streeter inquired about deep cleaning the office. Ms. Dennis stated that she has recently spoken with Chief Charles Baraly about this. The Fire Department has equipment that can be used to spray bleach and water mixture to disinfect the buildings and vehicles. Mr. Streeter stated he heard about a mixture of hydrogen peroxide. Ms. Dennis will get Mr. Streeter and Chief Baraly in touch with each other.

Chief Connors made his recommendation on how to secure staffing for the ambulance department. Chief Connors would like ambulance personnel to sign up for shifts, and to pay staff \$10 per hour to be available to respond to calls. Employee can respond from the ambulance barn or may be available from another location in Town. He would like to have two members per block of time to ensure a full crew is available. If a second crew is needed, it would be the regular \$20 per hour rate. If an employee signs up for a shift and it out on calls for more than 50% of a shift, Chief Connors would like to pay the staff an additional \$10 per hour for those hours. He would like staff to sign up for a minimum of four hours and a maximum of twelve hours.

Mr. Streeter asked for clarification; was this incentive to entice employees to work for the Town instead of other agencies. Chief Connors explained that is was, several employees also work for other departments, if employees are paid to be available it will hopefully keep them in Town. It is difficult for Ambulance staff to pass on a shift elsewhere, to sit at home and have no guaranteed income. This proposal would give staff incentive to be available for the Town of Charlestown.

Chief Connors stated that he has been following the trends and would like the Selectboard's approval to active this plan when he feels it's necessary. He does not want to burn out the staff.

Ms. Chaffee asked how long the "on-call" status would last. Mr. St. Pierre stated it would be until May 4<sup>th</sup>.

Mr. Streeter made a motion to accept the Chief's plan as it has been put forth and allow him to active it when he sees fit. Mr. Rescsanski seconded the motion.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

Ms. Dennis asked if the Selectboard wished to discuss the meeting they had with the School the day before. The Selectboard would like to wait.


There was a brief discussion about the vacant Health officer's position, so far these has been only one applicant, the Selectboard will wait until the May 6<sup>th</sup> meeting to review all applications.

#### ADJOURNMENT:

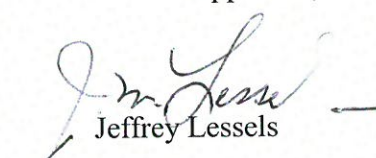
**Mr. Rescsanski moved to adjourn the meeting. Mr. Streeter seconded the motion. Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Wade, aye; Mr. Lessels, aye; Mr. St. Pierre, aye.**

**The meeting was adjourned at 3:07 PM.**

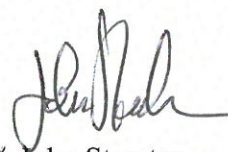
Respectfully submitted,  
Jessica K. Dennis


  
Albert St. Pierre, Chair

Approved,

  
Jeffrey Lessels

  
William Rescsanski

  
John Streeter

  
Scott Wade

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 15, 2020 Selectboard meeting.)