

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
(EMERGENCY MEETING)  
TOWN HALL  
MARCH 16, 2020**

**APPROVED**

**SELECTBOARD MEMBERS:** Matthew Krasnow, Chair; Frank Tenney, Vice Chair; Louise McCarren (by speakerphone); Carrie Spear and James Faulkner

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Chris Davis, Charlotte Emergency Management Director; Chea Evans, Charlotte News

**AGENDA ITEMS:**

- Adjustments to the agenda
- Discussion/actions in response to COVID-19 developments

**CALL TO ORDER**

Matthew Krasnow called the meeting to order at 7:32 p.m.

Mr. Krasnow asked for items to add to the agenda—the following list was created:

- Town Hall and town buildings
- April 7<sup>th</sup> vote on budget & budget-related articles, and April 6<sup>th</sup> public hearing, and meeting to ratify Article 6 from Town Meeting
- Formulating a weekly message
- Update from CVFRS
- Remote working capacity
- Chris Davis—updates

**Town Hall and Town Buildings**

Planning Commission and Zoning Board meetings were discussed. Mr. Tenney and Mr. Joslin will need to determine whether hearings should be held, or continued, or cancelled and re-warned. Dean was asked to contact Mr. Joslin his thoughts on this.

The Selectboard indicated that new land use development applications for the Planning and Zoning Department should be suspended until mid April.

The Selectboard asked Dean to seek guidance from the Vermont League of Cities and Towns, and if necessary, from the Town's attorney, on the legality and process for canceling and/or postponing hearings for amendments to the Land Use Regulations and for development review.

The possibilities for teleconferencing were discussed.

**MOTION by Mr. Krasnow, seconded by Mr. Faulkner, to close the Town Hall to the general public, with essential personnel to remain to perform their jobs.**

After discussion:

**AMENDMENT by Mr. Krasnow, seconded by Mr. Faulkner, to put a sign with the phone number of the Town Office on the door of the Town Office and put this information on the Town website.**

After discussion:

**AMENDMENT by Mr. Krasnow, seconded by Mr. Faulkner, to implement the closing on Tuesday March 17 at 4 PM.**

Ms. Spear asked if Mary Mead should be consulted regarding the closing. Mr. Krasnow stated that he would talk with Ms. Mead about the proposed closing prior to the end of the day on Tuesday.

**VOTE: 5 ayes, 0 nays; motioned passed.**

Dean asked if the Selectboard had thoughts about employees working at the Town Office or at home. Mr. Krasnow stated that he recommends that redundant employees not be in the building at the same time. Other Selectboard members said that employees should determine their own approach to working at the Town Office vs. from home.

Mr. Faulkner suggested that Town Hall staff should consult with CVFRS staff with regard to safe workplace practices.

**April 7<sup>th</sup> vote on budget & budget-related articles, and April 6<sup>th</sup> public hearing, and meeting to ratify Article 6 from Town Meeting**

Mr. Faulkner suggested that Dean should check with the Vermont League of Cities and Towns regarding any requirements for holding the vote on April 7<sup>th</sup> at the Town Hall. Ms. Spear indicated that the Town Clerk should be consulted and she knows the law. Mr. Krasnow stated that he will consult with the Town Clerk.

Mr. Krasnow said that the Selectboard should meet on Wednesday March 18<sup>th</sup> to follow up on the issues discussed on March 16<sup>th</sup>.

**Formulating a weekly message**

After discussion:

**MOTION by Ms. Spear, seconded by Mr. Tenney, to authorize Mr. Krasnow to formulate a weekly statement; he will consult with CVFRS and Chris Davis.**

**VOTE: 5 ayes, 0 nays; motioned passed.**

**Update from CVFRS**

Mr. Davis reported that CVFRS is ordering supplies to ensure there are enough on hand; and they are tracking these costs separately in the event that they can seek reimbursement from FEMA.

There was additional discussion regarding committees' meetings being suspended.

After discussion:

**MOTION by Mr. Tenney, seconded by Ms. Spear, to suspend the meetings of all committees, boards and commissions except those that are statutorily obligated and the Selectboard, until April 6, 2020.**

**VOTE: 5 ayes, 0 nays; motion passed.**

The Selectboard asked Dean to convey this decision to town committees, boards and commissions.

#### **Remote working capacity**

This topic is to be put on Wednesday's agenda.

#### **Next meeting**

The Selectboard agreed to meet on Wednesday March 18, 2020 at the Town Hall at 5 pm. Mr. Krasnow will ask Ms. Mead to attend.

#### **Adjournment**

**MOTION by Mr. Faulkner, seconded by Ms. Spear, to adjourn.**

**VOTE: 5 ayes, 0 nays; motion passed.**

The meeting was adjourned at 8:30 p.m.

Minutes respectfully submitted, Dean Bloch