

**BARRE TOWN SELECTBOARD MEETING AGENDA**  
**March 24, 2020**

1. Call to order 8:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes of March 10 and 17, 2020 meetings.
5. Announcements
6. Receive guests for non-agenda items.
7. Public Hearing for four (4) Town Charter amendments under consideration.
8. Consider authorizing letter about Selectboard signing all Liquor Licenses.
9. Report on coronavirus situation.
10. Consider approving weekly accounts payable warrants for March 24, 2020.
11. Miscellaneous: including licenses or permits, if any.
12. 'Round the table.
13. Adjourn. 8:30 p.m.

**BARRE TOWN SELECTBOARD MINUTES**  
**March 24, 2020**

The duly warned meeting of March 24, 2020 was held at 8:00 p.m. in the Barre Town Municipal Building, Selectboard Room, in Lower Websterville.

The following members were in attendance: Paul White, W. John "Jack" Mitchell, Bob Nelson (by phone), Norma Malone (by phone), and Tom White (by phone).

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Town Attorney Michael Monte (by phone), and Times Argus Reporter Eric Blaisdell (by phone).

**CALL TO ORDER** – The meeting was called to order at 8:07 p.m.

**PLEDGE OF ALLEGIANCE** - Those present recited the Pledge of Allegiance.

**APPROVE THE AGENDA**

*On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to approve the meeting agenda.*

**MINUTE APPROVAL**

*On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the March 10 and 17, 2020 meeting minutes with the minor grammatical and spelling corrections presented.*

**ANNOUNCEMENTS**

- Access to the Barre Town Offices has changed as of Thursday, March 19<sup>th</sup> due to the COVID-19. All Barre Town Departments are working regular hours. We want to continue full operations, except as restricted by the Governor's Executive Order. To help keep Town employees well and working, the Municipal Building doors are locked even while staff is inside working. Town residents and general public that need services from the Town Clerk's Office, Planning and Zoning Office, Town Engineer's Office, Assessor's Office, Police Department Administrative Office, or Town Manager's Office are strongly encouraged to initiate their request by email or telephone. Call 802-479-9331 to be directed to the right office or visit [barretown.org](http://barretown.org) for departmental phone numbers. When needed, staff will meet citizens at the front door and provide service in the entryway. The drop box at the front of the Municipal Building can be used to drop off a payment or application. Everyone's patience and good judgement to limit in-person transactions is very appreciated.
- All Town Boards, Commissions, and Committees continue to meet and are open to the public. However, virtual attendance is strongly encouraged. The Town's dedicated conference line information, once available, will be posted on [barretown.org](http://barretown.org) with each agenda. You can also ask for it by calling 802-479-9331.
- The Barre Town Budget Committee will have concluded its work Thursday, March 26, 2020. Minutes from previous meetings, and high-level summaries for all Town budgets are available at [www.barretown.org](http://www.barretown.org).
- The 2018-2019 Barre Town Report is now available online at [www.barretown.org](http://www.barretown.org).
- The Town is accepting applications for 5 full-time, summer positions across Barre Town Public Works, Engineering, Recreation and Cemetery. Pay starts at \$11.75 and can be up to \$13.00 for very

Selectboard Minutes of March 24, 2020 Continued:

good attendance. Application review begins March 27<sup>th</sup>. Details on how to apply are online at [www.barretown.org](http://www.barretown.org).

- To limit the spread of the Coronavirus, the Barre Town and Barre City Egg Hunt planned for Saturday, April 11<sup>th</sup> has been canceled, as was the Barre Town Fire Department Rabies Clinic. The Town Clerk's Office has extended the deadline to license your dog without penalty to May 2, 2020. See [www.barretown.org](http://www.barretown.org) or call 802-479-9391 for details.
- If you own your Vermont home, that you live in, remember to file a Homestead Declaration Form (HS-122) by July 15<sup>th</sup> to receive the lower education tax rate for the year. If you have any questions, contact the Barre Town Assessors Office at 802-479-2595.
- With the US Census suspending its field operations, it is still as important as ever to count every person in the United States. We encourage you to respond to the invitations to complete the 2020 Census that should arrive by mail this month. You may complete the Census online, by phone, or by mail.

#### **GUESTS - None**

### **PUBLIC HEARING – TOWN CHARTER AMENDMENTS**

Background: The Selectboard has proposed four (4) changes to the Town Charter. Discussion on the changes has taken place during the past few weeks of meetings. This public hearing is being held to take questions, comments, or input on those changes. (The amendments can be found on the Town website – use the quick links to the left on the Homepage – “Charters, Ordinances, Policies.”) Attorney Mike Monte was present by phone to answer questions.

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to open the Public Hearing for the four (4) proposed Barre Town Charter Changes (to appear on the May 12, 2020 Australian ballot) at 8:14 p.m.*

There were no guests, but there was brief discussion on the language changes requested by the Selectboard.

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to close the Public Hearing at 8:30 p.m.*

### **APPROVAL PROCESS FOR LIQUOR LICENSES DURING 2020**

Background: With virtual meetings it is not possible for the Selectboard to physically sign the Department of Liquor Control (DLC) Licenses upon approval. The Town Clerk contacted the DLC to obtain advice on how to facilitate approval. The solution is for the Selectboard to authorize the Clerk to send a letter to the DLC asking for permission for the Barre Town Selectboard to approve all 2020 Liquor Licenses using a process whereby signatures are not required. A draft letter was presented to the Board for review prior to the meeting. This letter outlines the approval process.

*On a motion by Tom White, seconded by Bob Nelson, the Selectboard voted unanimously to authorize the Town Clerk to send a letter to the Vermont Department of Liquor Control, Director of Compliance & Enforcement, requesting Barre Town be given permission to approve all 2020 Vermont Liquor Licenses using the process as outlined in the letter dated March 24, 2020 as presented.*

### **CORNAVIRUS SITUATION REPORT**

Manager Rogers informed the Board he is meeting with the Department Heads weekly. They have reported the Police, Fire, EMS, DPW, and Municipal Building are staffed and functioning. Municipal Building staff will begin rotating office hours and could work from home. This will begin Friday, March 27<sup>th</sup>. Software has been purchased to allow Municipal Building phones to be linked to smart phones so calls can be answered when working from home. The rotating hours will vary depending on department workflow needs.

The Town has been using varying technologies for our Board/Committee meetings (teleconference, Zoom, etc.). Information on how to join a meeting is being posted on the website ([www.barretown.org](http://www.barretown.org)).

The Town is continuing to facilitate business via email, phone and drop box. RFPs and bid openings will continue as normal. However the openings will be conducted via teleconferencing.

Upcoming event cancellations and challenges were noted. One major challenge is Town Parks/Playgrounds. Consensus of the Department Heads is to post signs at the Parks/Playgrounds advising parents not to let their children use the playground equipment, to keep distance from others when using the bike path/track/etc., and not to congregate in groups. The Dog Park is open for use. Restrooms doors will remain locked during April.

Selectboard Minutes of March 24, 2020 Continued:

The Town Clerk provided the Selectboard with information on how to extend the property tax due date without changing the due date. After consulting with VLCT, the Clerk is recommending the Town Tax Collector make a request to the Board of Abatement to waive the 5% late charge using a blanket motion. Selectboard discussion will continue at a future meeting.

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to cancel the Spring Bulk Trash Event scheduled for May 9, 2020 and to tentatively schedule it for June 13, 2020.*

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to not invite volunteers to the Annual Volunteer Appreciation meeting, but will adopt the Resolution honoring said Volunteers and read their names for the record; said distribution of gifts will be done during a future meeting.*

**ACCOUNTS PAYABLE WARRANTS**

*On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the accounts payable warrant dated March 24, 2020.*

**MISCELLANEOUS - None**

**‘ROUND THE TABLE**

Norma Malone noted that during the first meeting there was a lot of static on the teleconference call. Can this be fixed. Jack Mitchell noted the Governor’s Executive Order will probably be extended beyond April 6<sup>th</sup> and there will be time for lots of discussion and to work on the static issue. Asst. Manager Wang informed the Board the Governor has extended the “Stay Inside” order through April 15<sup>th</sup> and she is working on the static issue.

Bob Nelson inquired if all Barre Town staff now have their ID cards. Manager Rogers stated yes.

**ADJOURN**

*On a motion by Tom White, seconded by Norma Malone, the Selectboard voted unanimously to adjourn at 9:04 p.m.*

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Donna J. Kelty, Town Clerk-Treasurer

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Selectboard Chair

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Barre Town Selectboard