

**MINUTES  
TOWN OF ST. ALBANS  
SELECTMEN SPECIAL MEETING  
Town Hall  
MONDAY, MARCH 17, 2020**

**6:00 P.M.**

Present: Horam Weymouth, Chairman  
Todd Brown, Vice Chairman  
Peter Denbow  
Richard Fisher, Town Manager  
Chief Tim Kuesper  
Members- St. Albans Fire Department  
Char-Lin Williams , Town Clerk (arrived 6:15pm)

**Call to Order**

**Pledge of Allegiance was Recited**

**Agenda Item – Coronavirus Action Plan Proposal**

The Fire Chief requested the floor so that the Fire Department could begin their meeting across the street as scheduled. He was granted the floor and spoke on their preparations to protect public health as well as the Firefighters and EMS responders.

1. They are working with Somerset County to obtain the PPE needed to respond to an emergency. They received n-95 masks from the Town Manager and there are two masks for each truck. They are also ordering more masks and protective glasses from a supplier in Bangor, Maine.
2. Newport and other neighboring fire departments have adjusted mutual aid so that they are on stand-by at their own department for mutual aid, if needed. This helps to keep firefighters in their own communities safer by not potentially exposing them to a wider area of possible infection. [Revised 03/20/2020 at 2:07 PM per D. Smith]
3. St Albans Fire Department will send no more than two firefighters to an accident scene or other emergency that is not fire-related.

The Board thanked the Department for their hard work to protect our community and to stay safe at all times. The Fire Department then exited the building,

Manager Fisher was asked to provide an Action Plan how to protect the public, maintain a safe environment, and reduce the transmission of COVID 19 and to protect the staff. while still meeting the needs of the public. A plan of action was presented to the Board of Selectmen from Manager Fisher and thoroughly reviewed by the Board.

The plan as proposed:

1. Effective Wednesday, March 18<sup>th</sup> the Town Office will close to the General Public.
2. Office staffing will be reduced to no more than 2 office employees at a time in the office.
3. Citizens will drop off their paperwork in a drop box installed on the outside door.
4. Staff will process the paperwork and mail the completed permit, tags, registration or license back to the applicant
5. Public Works Department will be on call.
6. St. Albans will also prepare an internet option for most services.
7. The Code Enforcement Officer and ACO will work from their home and inspect on an as-needed basis.
8. The Town Assessor will work from his own office – no office hours through April 1<sup>st</sup>
9. Any employee or public official who has symptoms consistent with the virus will be advised to stay home and self-quarantine.
10. A special Selectmen's meeting will be held on Monday, March 30<sup>th</sup> to reevaluate the situation

11. Employees will be paid their normal rate of pay and benefits remain in place. There will be no possibility of overtime, unless an employee has actually worked a 40-hour week.
12. A Town website for the virus has been prepared by the Manager and will be updated with the latest information on the pandemic from Local, County, State, and Federal agencies.
13. In case of an emergency that requires immediate action, the plan is subject to change without notice, as determined by the Manager, after consultation with the Board of Selectmen.
14. The ACTION Plan will expire on April 1, 2020 unless otherwise extended by the Board of Selectmen.

There was discussion amongst the Selectmen on the need for the Road Department to be working, yet also maintaining social distance from the public. A consensus soon formed on the extent of the time needed to get work done, and still be home safe and how to arrange the staffing. Manager Fisher stated his gut instinct is to send everyone home for two weeks but he understands how that appears to taxpayers. The consensus that emerged from discussion was the following:

Road Commissioner – 4- 8 hour days. One day off

Road employees – alternate their time evenly – always two employees on duty at a time for safety reasons.

*Peter Denbow made a motion to amend the Action Plan to incorporate the following changed: the Road commissioner work 4 – 8 hour days and that each employee in that Department would work 2-8 hour days so that there is always 2 workers on duty. The Department is still expected to answer emergencies, plow snow, remove trees from the roadways, etc. The office staff will work longer hours on Monday and Thursday 8am to 6 pm, shorter hours on Tuesday and Friday, 8am -2 pm and be closed on Wednesday. No more than two staffers in the office at a time. Seconded by Todd Brown All in Favor 3-0.*

Manager Fisher and Town Clerk Char-Lin explained the additional disinfecting and hours that the cleaning crew was asked to do while the office was open. They were arriving every morning at 730 am and disinfecting door knobs, railings, chairs, and desks which staff was also disinfecting. With the office closed, that schedule will be relaxed.

Char- Lin purchased additional cleaning materials for the office. Manager Fisher stated the staff will find work-arounds to get the permits and tags to the applicants without mailing them every time.

The next meeting to review the Action Plan was confirmed for March 30, 2020 at 6 pm at the Town Hall.

Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Richard Fisher  
Town Manager

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Hiram Weymouth, Chairman

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Todd Brown, Vice Chairman

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Peter Denbow, Selectman

Date: \_\_\_\_\_