

TOWN OF ELMORE, VT

Meeting of the Elmore Select Board

Meeting Date: Wednesday, April 15, 2020 at 6:00pm
Agenda Version Number: V1.1 **Agenda Status:** Draft

Meeting Type: Regular/Virtual

ESB Members: Caroline DeVore-Chair, Robb Wills, Glenn Schwartz-Clerk
Elmore Road Commissioner: Michel Lacasse

The Select Board for the *Town of Elmore, VT* will meet remotely by electronic means on Wednesday, April 15 at 6:00pm.

Information on how to access the remote meeting:

Join by telephone:

Dial: 1-650-479-3208 Call-in number (US/Canada)
When prompted enter this Access code: 626 948 408

Join by computer: No download of software is required. Click the following meeting link:

<https://bit.ly/ElmoreSB> and follow prompts to enter the meeting number: 626 948 408

Password: VirtualElmoreSB

Or go to www.webex.com, click JOIN and enter this **Meeting number:** 626 948 408 **Password:** VirtualElmoreSB

Join by smartphone, tablet, or another device: No app download is required. You may also create a free account or sign into your existing account. Select the option to join meeting and enter the meeting number. **Meeting number:** 626 948 408 **Password:** VirtualElmoreSB

This meeting automatically locks after 10 minutes. To enter the meeting after it is locked, please use this **Password:** VirtualElmoreSB (84788253 from phones and video systems)

Note:

Please review our "Informational Handout for Remote Public Meetings" to understand how these electronic meetings will be managed. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the Select Board chairman, Caroline DeVore at cdevore@elmorevt.org.

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AGENDA

NOTE: SELECTBOARD MAY ENTER EXECUTIVE OR DELIBERATIVE SESSION(S)

- A. Agenda: *Requester should be the same individual as the presenter.
 *3rd party or representative presentations are discouraged.
 *Request agenda slot to Select Board - minimum 1 week prior

B. Time Allocations:

ITEM TYPE	1 st Speaker	Next Speaker	Max total time
1. Special Topics	Assigned by Select Board		Set by SB
2. New	5 Min	2 Min ea.	10 Min total
3. Active	5 Min	2 Min ea.	10 Min total
4. Completed	2 Min	1 Min ea.	5 Min total
5. Non-Agenda	5 Min	2 Min ea.	10 Min total

CALL TO ORDER: Caroline DeVore, Chairman

Additions or deletions to the agenda

Review and approval of previous meeting's minutes.

1. SPECIAL TOPICS: (Note: each topic will be addressed for no more than 10 minutes with follow-up as needed and noted by the SB.)

- a. **DISCUSSION:** COVID-19 Vermont Awareness information
The following links provide the latest information for the state of VT updated daily. On Friday, April 10, Governor Scott extended Vermont's State of Emergency through May 15.

Find all VT updates on <https://www.healthvermont.gov/response/coronavirus-covid-19> by clicking the "See the Latest Update" button.

Additionally, please see below for new guidance released or updated Friday 4-10-20 by the State of Vermont:

- [Governor's Executive Order 01-20, Addendum 9](#)
- [Health Alert: Hospital Discharge for COVID-19 Patients](#)
- [Health Update: Overview of Vermont Residents Testing Positive for SARS-CoV-2: March 21-April 3, 2020](#)
- [Learning and Engagement: Support for Families During Spring Break](#)
- [Class of 2020 Vermont Seniors: Considerations due to COVID-19 Closure](#)
- [Supporting Learning While Social Distancing: Companion Document for Families of Children with Disabilities](#)

Note for area renters:

All lodging facilities are currently to be closed except for exemptions when supporting the

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state's COVID-19 response. Governor Scott announced on Friday, April 10 that lodging operators may accept reservations for stays and events occurring on June 15 or later.

b. DISCUSSION: Elmore Town Office Closures: Remain in effect until May 15 – this date may be extended by the Elmore Select Board based on state guidance. Check the Elmore Town [Website](#) for updates.

c. DISCUSSION: Town Boards including EPC and DRB meeting discontinuation. Will Elmore issue Zoning Permits during period Town Offices are under limited operation and boards are not conducting meetings? Discuss essential operations.

d. DECISION: Signature authority during Town Office closure
The board will appoint one member to have signature authority for all actions that would normally require signature of each board member.

e. DISCUSSION: Essential Employees – backup/secondary plans.
Current essential employees are Town Clerk, Road Commissioner and crew.

2. ACTIVE ITEMS:

- a. **DISCUSSION:** Town Garage: Updates and next steps following Town Meeting.
- b. **UPDATE:** Passage of 1% Local Option Tax. Submissions to State Legislature.
- c. **UPDATE:** Update on Town signage replacement. Discuss pricing and timing before moving forward.

3. CONTINUING ACTIVE ITEMS: (Update status by principle owner)

- a) **UPDATE:** Road Commissioner's Report

D. COMPLETED/INACTIVE ITEMS: (Update status)

- 1. Review Action Item List

E. NON AGENDA/OTHER ITEMS: (Time Available and As Needed)

- 1. Routine Administrative, Operations items and payment approvals.

F. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED

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INFORMATIONAL HANDOUT FOR REMOTE MEETINGS

Remote Public Meetings

All public body meetings for the Town of Elmore will be conducted remotely via electronic means for the duration of Governor Scott's State of Emergency declaration. Whenever feasible, the public will also be able to access and participate in the remote meetings by dialing in through telephone.

Accessing a Meeting

Please refer to each public body's notice and agenda for information on how to access a remote meeting. Please note that whether you join by telephone, computer, or device, you may be put on hold or in a waiting "room" until granted access to the meeting. You also may be muted or restricted from using any chat function until the public comment portion of the meeting.

Participation

All meetings will be conducted in accordance with the respective "Rules of Procedure" of each public body, to the extent practicable. The public body will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed.

Initially, the meeting's host/organizer will mute all participants that are not members of the public body. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Chair of the public body.

Please review the following guidelines:

- The Chair will invite comment:
 - during the time designated on the agenda for public comment;
 - after the public body discusses each agenda item;
 - before the public body takes action;
 - during any open public comment period, if applicable; and
 - other times as determined by the public body.
- When a participant/attendee is unmuted, they must state their name before commenting.

If the public body successfully moves to enter an executive session, the meeting's host/organizer will then place everyone that is not part of the executive session on hold or a virtual waiting "room." This will prevent attendees from hearing or participating in the meeting during the duration of the executive session. When the public body exits executive session, the host/organizer will then grant access back to the remote meeting.

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When the public body adjourns the meeting, the host/organizer will end the electronic meeting by turning off/closing the remote meeting software. Attendees will be automatically disconnected.

Minutes and other public records that were part of the meeting will be made available in accordance with VT's Open Meeting and Public Records Laws.

To learn more about Remote Public Meetings and the Open Meeting Law, please visit the Secretary of State's Municipal Assistance webpage at <https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/>.