

**TOWN OF PEACHAM**  
**MINUTES OF THE SELECTBOARD MEETING**  
Wednesday, March 18, 2020  
UNAPPROVED DRAFT

Selectboard Members Present (all via phone conference): Mike Heath, Beatrice Ring, Peter Craig  
Public (all via phone conference): Town Clerk Thomas Galinat, Road Foreman Jeremy Withers, Selectboard Clerk Rebecca Washington, Neil Monteith, Andrea Kane, Mel Reis, Mary Daly, Josh Kantrowitz, Amber Lowell

1. The meeting was called to order by Chair of the Selectboard Mike Heath at 6:28pm.
2. Additions to the agenda
  - a. Adopt ICS-Neil Monteith
    - i. **Craig moved to adopt the ICS protocol. Ring seconded.**
    - ii. Monteith explained that the ICS (Incident Command System) is a management system used by fire service and for fire disasters that can also be used for any type of incident such as this.
      1. It's an organized, top-down system that can be made as large or as small as needed.
      2. There are five principal sections: command, operations, logistics, planning, and finance. Volunteers work on meeting objectives specific to their section.
      3. Peacham's Incident Action Plan for Covid-19 has already been put together.
    - iii. **All in favor of adopting the ICS protocol. So moved.**
    - iv. The Selectboard will still make all spending decisions.
  - b. Email approval of warrants-Thomas Galinat
    - i. Galinat explained that all warrants, invoice edit lists, and transfers to the General Ledger would be scanned and emailed to the Selectboard. They are time stamped and each check is individually numbered with a control number printed on the pre-numbered check. The email approval would need to include the range of check numbers and the total amount to be approved.
    - ii. Heath would prefer a warrant number as a way to reference the checks in an email approval.
    - iii. Ring pointed out that the checks are in sequential order and the Selectboard would like Galinat to write up a procedure for the process.
    - iv. **Ring moved to approve the warrant procedure to be used during this conflict as defined by the Town Clerk. Craig seconded. All in favor. So moved.**
  - c. Transfer Station protocol
    - i. Discussed during agenda items 5 and 11.
3. Highway Department update
  - a. Heath recommended having the road crew members wipe down steering wheels and controls with sanitizing wipes before leaving any piece of equipment. Withers agreed.
  - b. Withers doesn't think Peacham is going to receive a paving grant from the state this year.
    - i. Discussion ensued on the options for addressing East Peacham Road.
    - ii. Galinat said that there will be \$140,000 available for paving this year without raising more taxes than what is budgeted.
    - iii. Ring would like Withers to present pricing for all the options at the next Selectboard meeting.
4. Town Clerk update
  - a. Galinat switched all of the accounting software over to the cloud and Washington is now working from home.
  - b. Galinat shifted the town's email to Google Suite.
  - c. In an effort to work primarily from home, Galinat has a hard copy of the entire server, property maps, data sets, the grand list, and scanned land records.
5. Follow-up from Peacham Covid Response Planning Meeting on 3/16/20
  - a. Ring would like to have someone transcribe the recording of the meeting.
    - i. Heath posted a summary of the meeting on Front Porch Forum.
    - ii. Ring recommended that the town website be used to get information out and that a Covid tab be created.
    - iii. Heath said that the ICS team will work out the logistics of communication.
  - b. Transfer Station protocol
    - i. Monteith read an email containing suggested protocol from Health Officer Josh Kantrowitz.
      1. Residents would hold up their punch cards for the attendant to see and then mark them with their own pens.

2. The attendant should be outside of the building and not in the office to prevent multiple people from repeatedly touching the doorknob.
  3. Have sufficient signage reminding people to wash their hands, distance themselves, and not to touch their faces.
  4. Ask people to wait in their cars or come back if there are more than ten people there.
  5. Have a volunteer at the entrance gate to explain all of the above.
  - ii. Galinat suggested having the attendant stay in her car and have a table with pens and a plastic-lined cardboard box set up 6 feet away. The residents would pay with checks and place them into the box themselves. The Selectboard agreed to that procedure.
  - iii. Lowell has been trying to get recommendations for waste management procedures from NEKWMD and the Health Department.
  - iv. Lowell's concern is staying safe and helping keep residents safe.
  - v. Ring suggested that information on the new procedure be put on the website.
6. Adopt CUD
    - a. Discussion ensued on the need to adopt the CUD that was voted on at Town Meeting.
  7. 2020 Selectboard appointments
    - a. CUD Representative
      - i. Ring nominated Jock Gill as the CUD Representative. Craig seconded. All in favor. Appointed.
    - b. Appropriations Committee
      - i. Josette Lyders is stepping down from the committee.
      - ii. Craig moved to appoint Morgan Gold to the Appropriations Committee. Ring seconded. All in favor. Appointed.
    - c. Development Review Board
      - i. Rick Scholes is declining his March 4, 2020 appointment to the Development Review Board because Rusty Barber would like the appointment.
      - ii. Craig nominated Rusty Barber to the DRB position. Ring seconded. All in favor. Appointed.
    - d. Energy Committee
      - i. Washington explained that the Energy Committee members up for reappointed are Bruce Westcott for a one-year term, Mary Daly for a one-year term, David Jacobs for a one-year term, Jock Gill for a two-year term, Tom Bryer for a two-year term, Bruce Courtot as an alternate for one year, Thomas Galinat as an alternate for one year, and Morgan Gold as an alternate for one year. Craig nominated the individuals listed by Washington. Ring seconded. All in favor. Appointed.
    - e. NVDA Representatives
      - i. Heath explained that Annette Lorraine and Jen Surat were appointed as the NVDA Representatives but that the representatives should really be members of Peacham's Planning Commission.
      - ii. The Selectboard will ask for recommendations from the Planning Commission.
    - f. Planning Commission
      - i. See agenda item 11.
    - g. Tree Board
      - i. Ring said that she would ask Julie Lang for recommendations.
      - ii. See agenda item 11.
  8. Approve minutes
    - a. **Craig moved to approve the March 4, 2020 Selectboard minutes as written. Ring seconded. All in favor. So moved.**
    - b. **Craig moved to have Washington sign the minutes for approval. Ring seconded. All in favor. So moved.**
  9. Review and approve bills
    - a. Discussion ensued on how to approve bills at meetings that are conducted by conference call.
      - a. The minutes will be attached to the warrant along with two email approvals.
    - b. Galinat read the accounts payable warrant aloud and Heath confirmed that the total for the warrant was \$28,580.71.
  10. Transfer Station protocol
    - a. Galinat informed Lowell that she will start receiving her paycheck through the mail and reviewed new procedures for getting residents' checks from the Transfer Station to the Town Office.
    - b. Kantrowitz reviewed the suggested protocols for the Transfer Station that he emailed.
  11. Selectboard appointments
    - a. Tree Board
      - i. Kantrowitz explained that Cornelia Hasenfuss, Jeff Lane, and Alfred Dedam had talked with Julie Lang and agreed to be on the Tree Board.

- ii. Ring nominated Alfred Dedam, Jeff Lane, and Cornelia Hasenfuss as members of the Tree Board. Craig seconded. All in favor. Appointed.
  - b. Planning Commission
    - i. The Selectboard will have Jock Gill confirm historic term lengths for the Planning Commission members before making appointments.
- 12. Review correspondence
  - a. No correspondence.
- 13. Adjourn
  - a. **Craig moved to adjourn. Ring seconded. All in favor. Meeting adjourned at 8:01pm.**

Peacham Selectboard:

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