

TOWN OF PEACHAM
MINUTES OF THE EMERGENCY SELECTBOARD MEETING
Wednesday, March 26, 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, Selectboard Clerk Rebecca Washington,
Annette Lorraine, Neil Monteith, Mary Daly, Raymond Torres

1. The meeting was called to order by Chair of the Selectboard Mike Heath at 5:01pm.
2. Additions to the agenda
 - a. Peacham Covid Fund
 - i. Ring explained that Dave Edwards had an idea of a donation fund to help with the Covid response effort.
 - ii. **Ring moved to ask Dave Edwards to flesh out the concept of a charitable non-profit Peacham fund to be used during this Covid-19 crisis. Craig seconded. All in favor. So moved.**
3. Covid-19 response
 - a. Monteith explained that Peacham's Emergency Management Plan was activated by the Selectboard for the management of this incident.
 - b. The team has gotten a great group of volunteers together to help provide food and supplies to seniors and others who can't make it out to stores.
 - c. The town has been divided up into quadrants by location and each quadrant has a volunteer in charge of checking in on people in his/her area.
 - d. Lorraine suggested that the Emergency Management Plan be posted to the town website and the Selectboard agreed.
 - e. Torres, a reporter based in Lyndonville, asked if there were any general areas in the Covid response that Peacham needed to pay more attention to and asked what was being looked at as a priority.
 - i. Heath answered that the current priorities are protecting people from getting the disease and facilitating their self-isolation. As this progresses, people in town who have the disease or are suspected of having the disease will be helped out more and the town will be upping the protection for the volunteers.
4. Formal adoption of Delegation of Authority appendix for LEMP
 - a. The Selectboard reviewed the Delegation of Authority appendix, which wasn't included in the original Emergency Management Plan.
 - i. The appendix listed Neil Monteith as Incident Commander for Covid-19 with the authority to spend emergency management funds up to \$10,000 for emergency protective services.
 - ii. The appendix listed Terry Miller as Public Information Officer for the ICT, with authority to post official incident information on Front Porch Forum and on Facebook.
 - b. **Craig moved to adopt the Delegation of Authority. Ring seconded. All in favor. So moved.**
5. Transfer Station
 - a. The Transfer Station Attendant has expressed concerns about not feeling safe while on duty due to Covid-19.
 - b. Discussion ensued on a contingency plan if the attendant no longer wants to work at the Transfer Station.
 - c. Ring pointed out that quite a few Transfer Stations were suspending collection of recycling for the time being.
 - i. The Selectboard agreed to keep the recycling shed open and continue to limit the number of people allowed in at one time.
 - d. Heath will contact the attendant to see how she wants to proceed.
6. New business
 - a. To be added to the April 1, 2020 Selectboard meeting agenda:
 - i. Recreation Committee helping with Covid-19
 - ii. Executive session for personnel
 - b. Discussion ensued on the Peacham Covid Fund.
 - i. If donations start coming in, Galinat will put them in an earmarked fund without releasing them until further notice.
 - c. In reference to the Delegation of Authority appendix, Lorraine pointed out that, as far as procedure goes, the Selectboard cannot delegate their authority to authorize spending of funds to the Incident Commander. What the Selectboard is delegating to Monteith is the ability to ask Galinat to prepare warrants, which would still need Selectboard approval before checks could be distributed.
 - i. Lorraine explained that the Selectboard could vote to allow either a single Selectboard member or any one of the Selectboard members to approve those

warrants. The problem with delegating a specific Selectboard member as the only signer is that he/she could not have any business or family conflicts of interest on any of the warrants.

- ii. **Heath moved to appoint Craig as the authorized signer.** Lorraine suggested that the Selectboard move to have any one of the three board members authorized to approve the disbursement of funds so that anybody who's available can do it. **Heath amended his motion and moved to allow any Selectboard member to approve warrants under this emergency response. Craig seconded. All in favor. So moved.**

7. Adjourn

- a. **Craig moved to adjourn. Ring seconded. All in favor. Meeting adjourned at 5:39pm.**

Peacham Selectboard:
