
Memo

DATE: March 27, 2020

TO: Selectboard
FROM: Rick McGuire
RE: STATUS REPORT

As you might imagine we have been quite busy handling a series of issues we never thought we would have to address. I thought it might be useful for you to get a short report on what we have been up to.

1. I am happy to report that our efforts to keep our employees healthy have been successful thus far. Early in this crisis, we had several employees who did have contact with someone who shortly after that contact tested positive for the virus. That contact was now about 14 days ago, so I am hoping they are all in the clear. Our EMS employees have had multiple contacts but because of the precautions we've taken, they were not exposed.
2. A memo was just sent out to all Departments to request information on planned spending for the balance of this fiscal year. While we are not imposing a spending freeze, we will be restricting spending to essential items. We are also doing a cash flow analysis to determine our cash needs over the next six months or so. This will be important because we anticipate delays in receiving local option tax revenue as well as property tax revenue. We also anticipate a significant drop in local option tax revenues. Fortunately, Williston is positioned far better than most municipalities.
3. We are carefully tracking any expenses directly related to dealing with this COVID-19 virus in the event outside funding becomes available.
4. The Town Hall continues to be closed except by appointment only. I spoke with our Town Clerk, Sarah Mason and she reported that visitor traffic has slowed considerably. She is allowing title searches to come in to access the vault, one at a time. This practice will be re-evaluated daily and could change.
5. Our essential services are continuing although with some modifications. Our road crew are continuing road maintenance work as required. We have split the crew in half and staggered their work schedules to protect against the entire crew from becoming sick should one of the crew members become exposed and contract the virus.
6. We have many office employees working from home although the work load for some may be light. For Department Heads, the work load continues to be heavy as each department struggles to find ways of getting work done in a different manner and in a way that keeps our employees safe. One major issue we are

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- working on, particularly for our public safety employees, are rules and practices relating to use of sick leave and family leave. New rules from the state and federal government have been issued so we are trying to interpret these new rules and then communicate this to our employees.
7. We have stopped all water shutoffs for the time being. The Town Clerk will also be requesting a waiver of all late fees on dog licenses through June 30, 2020.
 8. We noticed that a number of people have expressed an interest in volunteering. In response, we set up a mechanism to link those in need with those offering help. Fortunately, those volunteering have far exceeded those requesting assistance.
 9. Finally, Town staff is working to stay connected with residents of Williston using a number of innovative strategies. As we practice social distancing, there are a number of ways to still connect as a community. Below are some online engagement opportunities for the coming week. This list will be updated each week and shared.
 - #ActiveWilliston is a social media campaign to share and inspire members of our community with activities to do during COVID-19 social distancing. Take a photo/video of you or your household and share it on social media using the #ActiveWilliston hashtag.
 - The Library will be hosting online youth story time events (<https://www.williston.lib.vt.us/index.php/happenings/kids>) and an adult book club discussion.
 - The Planning Department will have a virtual Planner's Corner on Thursday at 2 PM to take questions from the community.
 - Williston Fire will host a virtual tour of Tower 1 Tuesday or Wednesday – confirming exact date/time
 - Town staff will offer two practices sessions will be held on Tuesday, March 31st, using Zoom for meeting access at 11 AM and 7 PM to watch and participate in upcoming Selectboard and Development Review Board Meetings. Link: https://www.town.williston.vt.us/index.asp?Type=B_PR&SEC=%7b57746CC8-CF87-4CAD-B2BE-BA8BF3B7658C%7d&DE=%7bA7D7E316-2AFC-466D-A250-B13D1B09CFDE%7d

If you should have any questions concerning this report or other town matters, please let me know.

Have a great weekend!