

**MINUTES  
CARBONDALE BOARD OF TRUSTEES  
SPECIAL MEETING  
MARCH 17, 2020**

Mayor Dan Richardson called the March 17, 2020, Special Meeting to order at 6:00 p.m. in the Town Hall meeting room #2.

**ROLL CALL:**

The following members were present for roll call:

Mayor	Dan Richardson
Trustees	Lani Kitching
	Ben Bohmfalk
	Marty Silverstein
	Heather Henry
	Erica Sparhawk
	Luis Yllanes

Staff Present:

Town Manager	Jay Harrington
Town Clerk	Cathy Derby
Town Attorney	Mark Hamilton
Police Chief	Gene Schilling

**UPDATE ON EMERGENCY DECLARATION – RESOLUTION NO. 6, SERIES OF 2020 – EXTENDING THE TOWN OF CARBONDALE EMERGENCY DECLARATION OF MARCH 17, 2020 FOR COVID-19 LOCAL DISASTER**

Jay explained that the Declaration is written in accordance with State Statute; the Board has seven days to ratify it. A small change has been made since the Declaration was distributed to the Board. The change deals with enforcement and allows the Town Manager to temporarily pull licenses (marijuana or liquor) if a business violates the Governor's orders during the COVID-19 outbreak. The Declaration follows the model most of the other communities in the valley have passed. Jay doesn't know if it provides the ability to tap Federal funds, but it sends the message that the outbreak is serious.

Jay noted that the Police Department emergency calls are getting more and more serious. There are lots of suspected cases in the Roaring Fork Valley, but not much testing is being done.

Trustee Sparhawk made a motion to approve a Declaration of Local Disaster Emergency, and Resolution No. 6, Series of 2020. Trustee Silverstein seconded the motion and it passed with:

*7 yes votes: Richardson, Yllanes, Kitching, Sparhawk, Henry, Silverstein, Bohmfalk*

### **COVID-19 UPDATE**

Jay updated the Board on the COVID-19 outbreak and what the Town is doing about it.

- The Recreation Center is closed through April
- Special Events have been cancelled
- The Town's Advisory Boards and Commission meetings have been cancelled
- The March 24, 2020, BOT meeting has been cancelled and the April 14, 2020 meeting will be virtual
- Town Hall is inaccessible to the public, people may only enter the lobby where they can phone staff for assistance
- Town staff now has the ability to take credit cards over the phone
- There will be no late charges on water bills, and no one's water will be turned off
- 70% of Town staff works in the field, supervisors are working to make sure teams don't overlap
- The commuter van has been eliminated
- The work force will be staggered
- Gene Schilling and Chris Wurtsmith will alternate work days
- Staff is working on giving employees the capability to work from home
- There is the potential that some employees will be exposed to the virus
- The emergency plan will continue to be modified over time and we must be flexible
- Facility cleaning schedules will be modified
- Building inspections are still being done in person; staff is looking at conducting inspections via pictures, videos, facetime, and Whatsapp
- The Police Department is working with the Fire Department on creating protocols
- The Police are no longer doing VIN inspections or taking fingerprints
- The election is going forward as scheduled
- The part-time Recreation staff are continuing to be paid
- Staff is trying to brainstorm as to how we can use the Recreation staff to help those in need – there are 600+ seniors in the data base- Trustee Silverstein suggested setting up a telephone tree and call seniors once a day to check on them
- The Aspen – Parachute COVID-19 Hotline has been set up
- A Press Release will be sent out re: the Emergency Declaration
- COVID-19 updates will have a more prominent presence on the website and Town social media sites
- The Town is not in the position to give financial assistance to businesses
- It's imperative to keep vital town services going (water, police, etc.)

- Some employees in adjacent jurisdictions have contracted the virus so the towns are working on covering the infected employee's shifts – we will probably create a Regional IGA to help each other with staff coverage
- Staff is looking at installing social distancing messaging in parks
- There is a social distancing policy in Town Hall
- Trustee Sparhawk suggested that the Trustees could spread the word on their personal social media accounts – the Board agreed and Trustee Bohmfalk asked staff to provide a statement for the BOT to post

### **POLICE CHIEF HIRING PROCESS UPDATE**

Jay told the Board that he is still absorbing feedback from the Police Chief interviews. He said that every candidate was a viable, strong candidate. Each of the four interview Boards favored a different candidate, there was no uniform choice. Next week Jay will probably make a conditional offer and conduct background checks. The contract will be on the April 14<sup>th</sup> or April 28<sup>th</sup> meeting for the Board to ratify. Mayor Richardson noted that none of the candidates speaks Spanish. Gene suggested sending the new Police Chief to a Spanish speaking country for language immersion.

### **ASPEN VALLEY LAND TRUST (AVLT) LETTER OF SUPPORT TO GOCO COLORADO**

Mayor Richardson stated that AVLT is considering buying the Coffman Ranch. They are applying to GOCO for a grant and they asked the Town to provide them with a letter of support. AVLT also asked if the Town would consider giving them a financial contribution. The Board agreed to provide AVLT with a letter of support and make a financial contribution although they did not commit to a specific amount.

### **ADJOURNMENT**

The March 17, 2020, Special Meeting adjourned at 8:00 p.m. The next regularly scheduled meeting will be held on April 14, 2020, at 6:00 p.m.

APPROVED AND ACCEPTED



Dan Richardson, Mayor

ATTEST:

  
Cathy Derby, Town Clerk