

Meeting of the Westminster Selectboard

Wednesday March 25, 2020

Westminster, VT Fire Station – 6:30 PM

Members Present: Susan Harlow, chair, K. Sheldon Beebe, vice chair, Kevin Hughes, clerk, Toby Young and Craig Allen

Others Present: Russell Hodgkins, Town Manager/Zoning Administrator, Cole Streeter and Millie Barry, recording clerk

1. **Call to Order:** The meeting held at the Westminster Fire Station due to COVID19 (Corona) virus was called to order at 6:30 p.m. by Susan Harlow, newly elected chairperson of the board.
2. **Adjustments to Agenda:** None
3. **Acceptance of Minutes: March 11, 2020** - Toby Young motioned to accept the minutes of March 11, 2020, K. Sheldon Beebe seconded the motion carried.
4. **Communications and Public Comments:** None
5. **Unfinished Business (Discussion/Action):**
 - A. Warning for Special Town Meeting - approval and signatures - **A special town meeting will be held Saturday, May 2, 2020 at 10:00 a.m. at the Bellows Falls Union High School.** The warning for this special meeting includes 5 articles (copy of warning in packet). The warning was read in part by Susan Harlow. The TM (Town Manager) noted legal counsel, Larry Slason had approved the warning. K. Sheldon Beebe motioned to approve the article as printed, Kevin Hughes seconded, motion carried. The board discussed the possibility of participating in the special town meeting by electronic access. There will be more discussion and research regarding this option before the next meeting.
6. **New Business (Discussion/Action):**
 - A. Bellows Falls Union High School Representative - 1 vacant seat- Included in packet of information was the Statue for Union Schools in VT - The TM notified the Selectboard there was one vacant seat. This seat opening will be advertised in the Westminster Gazette and the board will react in a timely manner if needed.
 - B. Executive Session - Personnel Matter - Craig Allen motioned the board go to executive session at the end of the meeting to discuss a personnel matter. Kevin Hughes seconded, motion carried
 - C. Discussion of next meeting format - The TM will research information, cost, and capacity etc. to participate/attend the Selectboard meeting April 8, 2020 by remote electronic access. The specific information to participate will be posted on the town website or in other public media places .
7. **Manager's Report:** Mr. Hodgkins told the board the emergency management/fire chief seminar scheduled April 15, 2020 has been canceled
8. **Boards and Commissions** - None

- 9. Other Business:** Toby Young questioned the status of Westminster Cares due to the COVID19 virus. The Manager said he, Cole Streeter, Donna Dawson were in regular contact about volunteers to run errands, take people to appointments, etc.
- 10. Date of Next Meeting - April 8, 2020** - Details of access to the next meeting will be publicly posted.

The Board moved to executive session at 6:55 p.m. Upon coming out of Executive Session at 7:06, the TM answered questions about what the Town is doing to protect their employees. He explained that the Highway Crew is going to implement split shifts to grade roads and cleanup from winter. This will help separating the crew for health reasons and the crew is conducting daily meetings outside of the Town Garage. The garage is also closed to visitors. The Town Hall is closed to visitors, researchers, etc. as of 3/26, but was open to researchers by appointment only from 3/16 to 3/25. All public meetings have been canceled until such time we can institute a call in method of having meetings. The TM concluded with, additional cleaning efforts have been directed to protect the employees in the Town Hall who are still conducting Town business for the taxpayers. The Chair declared no other business was needed at this time and asked for a motion to adjourn.

- 11. Adjournment:** Toby Young made a motion to adjourn at 7:12 PM with Craig Allen seconding the motion. The motion passed.

Signature

Date