

SPECIAL MEETING OF THE WESTMINSTER SELECT BOARD

Wednesday, September 2, 2020

Westminster, VT – Inside Town Hall (raining)

Members Present: Susan Harlow, Chair, K. Sheldon Beebe, Vice Chair, Kevin Hughes, Clerk, Craig Allen and Toby Young.

Others Present: Russell Hodgkins, Town Manager/Zoning Administrator, Alison Bigwood, and Patty Mark

1. **Call to Order:** Susan Harlow called the meeting to order at 3:02 PM. The meeting was held in the Historic Town Hall because of rain.
2. **Adjustments to Agenda:** None
3. **New Business (Discussion/Action):**
 - A. **Appoint “Interim” Town Clerk** – The Chair of the Board noted that K. Sheldon Beebe was not in attendance but thought that the vote should take place because a quorum was reached. Craig Allen made a motion to appoint Patty Mark as “Interim” Town Clerk until a new person is hired. Kevin Hughes seconded the motion and it passed 4-0. At that time, Patty Mark produced a form for the Board to sign officially naming her as the Town Clerk to be sent to the State of Vermont.
4. **Other Business:**

Patty Mark gave the Board two additional forms for them to sign. She explained one was an official form naming Alison Bigwood as the Assistant Clerk and the other was an agreement stating that Alison’s pay would be coming out of the Clerk’s line of the budget and Patty’s pay would remain coming out of the Assistant Clerk’s budget line for now. The Board signed both documents. After the signing of the documents the Board asked Alison Bigwood to be at the next meeting to discuss pay and hours of service. The Chair explained that this conversation would be in Executive Session because it is a personnel matter pertaining to a pending contractual agreement. After further discussion, Patty Mark stated that when the new person is hired there would be two Assistant Clerk’s. The Board Chair stated that she wants to complete a departure plan before any guarantees are agreed to, the remaining Board agreed. K.Sheldon Beebe was brought up to date on what was discussed and signed. The Board Chair asked if there were any further questions, hearing none she closed the discussion.
5. **Date of Next Meeting:** The next regular meeting will be September 9, 2020 at 6:30 p.m. The Chair requested that the TM ask about meeting inside of the Fire Station with social distancing and masks a must.
6. **Adjournment:** Craig Allen made a motion to adjourn at 3:18 PM. Kevin Hughes seconded the motion and the motion passed.

Clerk

Date