

1 **Selectboard**  
2 **April 20, 2020**  
3 **Monthly “Virtual” Meeting**

4 *All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes.*  
5 *Meetings may be videotaped; recordings are held by Green Mountain Access Television. GMATV info: PO Box 581, Hyde*  
6 *Park, 05655; [info@greenmountainaccess.tv](mailto:info@greenmountainaccess.tv) or 802-851-1592*

7 **Members Present:** Susan Bartlett, Chair; Roger Audet; Roland Boivin; Brian Shackett (all by phone)  
8 **Members Absent:** Roger Barry  
9 **Others Present:** Ron Rodjenski, Town Administrator; Carol Fano; Town Clerk Kim Moulton;  
10 **GMATV Michael Reis; (all by phone)**

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11 Susan opened the meeting at 6:03 p.m.

- 12 1) **Welcome** – One change to the agenda: Add Michael Bartlett Tax Sale. Susan announced that Roger  
13 Barry told her he was resigning from the Selectboard. Susan will ask him for a letter of resignation.
- 14 2) **Highway Projects** – Ron reported that Brad Carriere has trained the highway crew on PPE use under  
15 the Stay Home Order and Brian reported what he does with his face masks when working with the  
16 State Dept of Corrections. Brian asked to be involved with the upcoming Highway Union Contract  
17 negotiations, and Susan suggested all members participate in the first meeting when it is scheduled.  
18 Brian noted that he is available during the days on Mondays and Tuesdays.
- 19 3) **Financial Policies** – Ron reported that most existing finance policies need revision due to the recent  
20 town office job duty restructuring and the creation of a Town Finance Director position. Ron will  
21 bring draft policies to the May board meeting, and creation of a new Town Finance Committee should  
22 be done after policies are updated. Emailing pay stubs was proposed versus mailing or delivering  
23 paper copies with no comments.
- 24 4) **COVID-19** – Kim reported that she will re-open the land records for certain circumstances, with PPE  
25 use by visitors, and if related to purchase and sale agreements that were in place before March 24<sup>th</sup>,  
26 the Stay Home Order prohibiting non-essential in person office work such as real estate. The State  
27 Order was amended recently to say town clerk offices may re-open with PPE and other precautions  
28 and with no more than 2 people in the office. Susan noted that the legislature is working on  
29 emergency measures for towns including how to address the potential for reduced property tax  
30 payments.
- 31 5) **Gihon Valley Hall Committee** – Ron read Mary Walz’s letter of interest. Motion by Roger to appoint  
32 Mary Walz to the GVH Committee. Seconded by Brian. Voting: 4 in favor, 0 against, motion passed.
- 33 6) **Local Emergency Management Plan (LEMP)** – Ron reported that the 2020 LEMP had been reviewed  
34 and updated over the last several weeks and is ready for adoption. Motion by Roger to approve the  
35 2020 LEMP. Seconded by Roland. Voting: 4 in favor, 0 against, motion passed.
- 36 7) **Waiver of Dog License Late Fee** – Kim reported that many vet offices are closed or offer only reduced  
37 services, so some dog owners could be delayed in obtaining rabies vaccines needed to relicense dogs.  
38 Motion by Brian to waive the 2020 dog license late fee until July 1, 2020. Seconded by Roland. Voting:  
39 4 in favor, 0 against, motion passed.
- 40 8) **Approved Vendor List** – The Vendors and Suppliers Policy requires the annual review of the list of  
41 vendors & companies that work with the Town. Alyson recently updated the list which includes  
42 verification of insurances and tax information. The Board will vote on the 2020 Vendor List in May.

- 1 9) **Minutes** – Motion by Roland to approve the Board minutes from 03/18/2020, 03/20/2020 and  
2 04/11/2020 as written. Seconded by Brian. Voting: 4 in favor, 0 against, motion passed.
- 3 10) **Town Orders** – In response to COVID virtual meeting change, Ron suggested expanding the Chair’s  
4 authority to review and approve invoices outside of the regular meetings. Prior to COVID many paper  
5 invoices were held for review at the monthly meeting, but in a virtual setting, that is no longer  
6 possible. The only change proposed is that all orders will now be done outside the regular meeting,  
7 with \$500 or more invoices emailed to all members for review before the Chair authorizes payment.  
8 If a board member has questions or concerns on an invoice, it will be pulled for review by the full  
9 board. Roger will be contacted to review invoices as he does not have email. Motion by Brian to  
10 authorize Susan to approve all invoices with a copy of any invoice for \$500.00 or more emailed to all  
11 members for review before approval. Seconded by Roger. Voting: 4 in favor, 0 against, motion  
12 passed. Ron noted that the “Town Order” topic on future agendas would likely only include invoices  
13 that need full board discussion before payment is authorized.
- 14 11) **Selectboard Vacancy** – Susan said she would contact Roger Barry and ask for a letter of resignation  
15 so the Board could proceed with seeking a new resident to fill the vacancy. Ron stated that the  
16 normal procedure would be to open the opportunity to the community then hold interviews before  
17 making the appointment for a term ending Town Meeting Day 2021. Ron will advertise in News and  
18 Citizen and Front Porch Forum. Motion by Roland to advertise after receiving the Roger’s resignation  
19 letter with a deadline for interested candidates being prior to the May 18<sup>th</sup> monthly Selectboard  
20 meeting, assuming the letter comes in with time to advertise. Seconded by Brian. Voting: 4 in favor,  
21 0 against, motion passed.
- 22 12) **Executive Session** – Ron reported that Michael Bartlett submitted a letter asking for a meeting with  
23 the Selectboard to discuss his eviction notice at 5659 VT 100. Motion by Roger to move into executive  
24 session to discuss attorney-client matters, real estate and the Michael Bartlett Tax Sale. Seconded  
25 by Roland. Voting: 4 in favor, 0 against, motion passed. Motion by Roland to turnover the Michael  
26 Bartlett matter to Town Attorney David Rugh. Seconded by Brian. Voting: 4 in favor, 0 against, motion  
27 passed.
- 28 13) **Adjourn** – Motion by Roland to adjourn at 7:41 p.m. Seconded by Brian. So voted.