



**Town of Whitingham
Office of the Selectboard**

MINUTES OF MAY 13, 2020

These Minutes are considered a DRAFT until accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Selectboard.

The Whitingham Selectboard held a special meeting on Wednesday, May 13, 2020 at 6:30pm.

Selectboard members attending: Wayne Wood, Scott Reed, Wayne Corse, Phil Edelstein, and Craig Hammer.

Others attending: Gig Zboray, Selectboard Office Administrator; Stanley Janovsky, Road Commissioner.

Call to Order. Additions or Changes to Agenda

Wayne Wood called the meeting to order at 6:41pm. There were no additions or changes to the agenda.

Hearing of visitors for concerns not on the agenda no comments

Open Meeting Law

Go over requirements

Phil Edelstein read portions of the VLCT Selectboard Handbook with the suggestion that we need to become proficient at such things as preparing an agenda, writing the minutes and create a set of procedures for conducting a meeting.

Agenda: Open Meeting Law does not have a specific procedure for agendas but VLCT has a suggested model. Much discussion ensued regarding the agenda and the VLCT model versus the way we are doing it now. It was decided that we don't want to include time frames or old and new business on the agenda. The way it has been done is the way we will continue but making an effort to be clearer in agenda items and adding or deleting items at the beginning of the meeting.

Minutes: Mr. Edelstein doesn't feel that discussion needs to be in the Minutes and that the Minutes should only cover motions, proposals and resolutions made, offered and considered, and the disposition of each. Mr. Wood responded that not including discussion in the Minutes could be good or bad, it would definitely shorten the Minutes but doesn't provide the true indication of the business of the meeting. Other members felt it was important to include discussion so the voters are aware of what board members think about issues. The way it has been done is the way we will continue to prepare Minutes.

Rules of Procedure: Mr. Edelstein noted the VLCT suggests that we have rules of procedure for meetings. At the March 25, 2020 the Selectboard adopted a document titled Guide To

Meeting Procedure which indicates the procedure that they wish meetings to be conducted by.

Update procedures if necessary

The board agreed that no changes were needed in our procedure with Agendas and Minutes.

Review “informational handout for remote meetings”

The board reviewed the handout and agreed it should be posted on the town website. This document gives meeting guests information about the need for remote meetings during the Corona/COVID-19 pandemic, and how to access and participate in them.

Review “script” for remote meetings

The board reviewed two versions of a script to open a remote meeting; a VLCT model and a shortened version created by Gig. **A motion was made by Scott Reed to approve and use “Gig’s version” of the script to begin remote meetings, seconded by Craig Hammer, all in favor.** (See script attached)

Other business / Office Administrator – as needed

Mr. Edelstein proposed a motion to indicate how topics can be added to an agenda. There was no second. Discussion ensued that our Guide to Meeting Procedure indicates that anyone can contact the Selectboard Office to request an item be added to an agenda.

Gig reiterated to the board that the only time they can “reply all” to an email is to discuss scheduling a meeting or what should be on the agenda for a meeting. At no other time should anyone “reply all”, that goes for all members of subcommittees of the Selectboard (i.e. Planning Commission, Broadband Committee, Parks Committee, etc.)

In preparing for this meeting Gig found that the way the gravel bid was edited wasn’t quite legal. The best way to edit documents is during a public meeting with the proper agenda warning, not over email.

Mr. Edelstein asked to discuss the sewer project. Mr. Wood noted that sewer wasn’t on tonight’s agenda so we can’t discuss it.

Adjourn

A motion to adjourn was made by Scott Reed, seconded by Phil Edelstein, all in favor.

Wayne Wood adjourned the meeting at 7:30pm.

Respectfully submitted,
~Gig Zboray

Script for Remote Meetings

Hello everyone and welcome to the Whitingham Selectboard Meeting. Today is Wednesday, _____ 2020, the time is 6:____pm and I am calling this meeting to order. As required by law, this meeting is being recorded. This meeting will be conducted in accordance with our “Guide for Meeting Procedure” but basic ground rules are:

- Speakers must state their name before each presentation, comment, or question
- All votes that are not unanimous must be taken by roll call
- All participants must be recognized by the Chair before speaking

I will review the attendees of the meeting that I can see on the screen, please confirm that it is you. If I haven't called your name, please announce yourself when I am done. This will also serve to confirm that we can hear you and you can hear us.

Now please mute your microphones and telephones unless invited to speak. There is a chat function, please use that to ask questions. If that function is not available, please wait for me to invite discussion before unmuting your microphone or telephone.

(go to agenda)