



**Town of Berlin  
Municipal Office Building  
108 Shed Road**

**Berlin, VT. 05602  
Regular Select Board Meetings  
1<sup>st</sup> & 3<sup>rd</sup> Thursday of Each Month**

**Thursday, March 12, 2020**

## **Special Selectboard Meeting**

**7:00 p.m.**

Selectboard Members: Brad Towne, Angelina Capron, Justin Lawrence, Florence Smith and John Quinn. Minutes from this meeting will be available on our website.

Selectboard Member Capron attended via telephone.  
Also attending: Dana Hadley, Town Administrator

### **APPROVED MINUTES**

7:00 Selectboard Meeting-Call to Order

Brad Towne called the special Selectboard meeting to order at 7:00 p.m.

7:01 Additions to or changes to the agenda

The Town Administrator asked to add a discussion regarding COVID 19  
And a discussion on Board liaisons to Committees.

7:02 Public Comment

No Public Comment

7:05 Selectboard-Organization for 2020-2021

#### **Board Chair**

Motion: Smith to nominate Brad Towne as Board Chair, second by Lawrence.

Vote in the affirmative

Vice-Chair

Motion: Quinn to nominate Justin Lawrence for Vice-Chair. Seconded by Capron

Motion: Capron to nominate Florence Smith for Vice-Chair. Seconded by Quinn

Both Selectboard Members Smith and Lawrence informed the Board about their interest in the position and what priorities that they had for the Town.

After Board discussion the Board agreed to have Co-Vice Chairs.

Quinn withdrew his motion to nominate Justin Lawrence as Vice-Chair  
Capron withdrew her motion to nominate Florence Smith as Vice-Chair

Motion: Quinn to nominate Florence Smith and Justin Lawrence as co-Vice Chairs.  
Second by Capron

Vote in the affirmative

Secretary

Motion: Smith to nominate John Quinn as Secretary. Second by Capron.

Vote in the affirmative.

Board Liaisons

The Town Administrator suggested that Board members act as liaisons for various committees to improve communication for the upcoming year.

Covic 19

There was discussion in regard to the Covic 19 situation and how to protect the Town Staff. John Quinn advised that a link on the Town's website to <https://www.healthvermont.gov/> would be beneficial as this website is continuously updated with the latest information available.

7:15 Executive Session – Legal, **Personnel**, Contract (Executive Session Anticipated)

Motion: Quinn to enter into an Executive Session for a personnel Issue. Second by Lawrence.

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Vote in the affirmative.

8:20 Motion: Lawrence to exit executive session and reconvene the Selectboard Meeting. Second by Quinn

Vote in the affirmative

8:21 Motion: Lawrence to adjourn. Second by Smith

Vote in the affirmative.

Meeting adjourned at 8:21 p.m.

Respectfully Submitted,

Dana I. Hadley

Town Administrator