



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

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

Special Meeting

Tuesday, May 12, 2020

5:00 PM

Selectboard Members: Bradley Towne, Chair; Flo Smith, Co-Vice Chair; Justin Lawrence, Co-Vice Chair; John Quinn III, Secretary; Angelina Capron. Present: Dana Hadley, Town Administrator All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call Meeting to Order

Chair Towne called the meeting to order. Quinn attending via Zoom meeting. Capron and Lawrence absent.

Changes to Agenda

None

Public Comment

None.

Town Office-Reopening

The Town Administrator reviewed the plan to reopen the office. Following a recommendation from the town clerk, the window behind the bulletin in the lobby which opens into the clerk's office be used in order to wait on citizens and others rather than giving access to the building. The highway department will remove the bulletin board and move furniture to accommodate the use. Signs will be posted for those that need to see the treasurer that will direct them to her office door. The Town Administrator and Assistant Town Administrator will be called for patrons needing to see them and they can be let into the common area with recommended protocols in place.

It was noted that the Clerk will determine how and when her office will open.

Executive Session

None.

Adjournment

Quinn moved to adjourn. Seconded by Smith.

For the Select Board:

Dana Hadley, Town Administrator