

WESTMINSTER, VT SELECTBOARD SPECIAL MEETING

Wednesday, April 6, 2022 at 6:00 p.m.

In Person at the Westminster Town Hall (Remote Conferencing Not Available)

Selectboard Present: Jason Perry (Chair), Kevin Hughes (Vice Chair), Katrina Hamilton (Clerk) and Craig Allen

Staff Present: Pauline O'Brien (Town Clerk), Charles (Chuck) Lawrence (Road Foreman) Cassandra Pedigo (Interim Treasurer) and Millie Barry (Clerk)

Others Present: Cole and June Streeter, Paul and Molly Banik, Branden Pedigo, John Jones, Joshua Martin and Eyvonne Martin

- 1. Call to Order:** The Chair called the meeting to order at 6:00 p.m.
- 2. Adjustments to Agenda:** Kevin Hughes motioned to add an executive session to the meeting agenda noting the Board expected the executive session to result in action taken. One executive session for a contractual matter regarding the former town manager. A second executive session to discuss a contractual matter involving a temporary fiancé and administrative manager for the Town. Mr. Allen seconded the motion, the motion carried by 4-0 voice vote.
- 3. Acceptance of Minutes:** March 23, 2022, March 28, 2022 and April 1, 2022. Mr. Allen motioned to accept the minutes of March 23, 2022. Mr. Hughes seconded, motion carried by 4-0 voice vote. Mr. Allen motioned to accept the minutes of March 28, 2022 as printed. Mr. Hughes noted a point of order being Russell Hodgkins composed March 28, 2022 minutes. Mr. Hughes seconded the motion, the motion carried 3-0 by voice vote. Mr. Hughes abstained. Craig Allen motioned to accept the minutes of April 1, 2022, Mr. Hughes seconded the motion. The Chair added three people to the list of attendees, Sarah Waldo, Bruce and Elizabeth MacDuffie and two letters of resignation received. The minutes were further amended to add 6:00 p.m. meeting start time and remote conferencing was not available for the meeting. Mr. Hughes seconded the motion, motion carried by 4-0 voice vote.
- 4. Communications and Public Comments:** June Streeter asked to add to a future agenda to fix or look at the new cemetery as the wall is coming out and the door is broken.

In another matter - Paul Banik (ARPA Chair) noted he had contacted Kelly Thayer requesting she not warn the April 19, 2022 ARPA (American Rescue Plan Act) meeting. Mr. Banik said the committee did not have a clerk and there was little communication between other committee members and himself. He has contacted Katie Buckley, director ARPA Coordination and Assistance Program VLCT (Vermont League of Cities

Towns) for direction and to move forward. Mr. Banik noted Jim Matteau had recently attended an ARPA webinar.

5. **New Business:** (Discussion/Action) - The Board moved to executive session at 6:10 p.m.
The Board reconvened public session at 6:23 p.m.

Mr. Hughes motioned to accept the resignation and employment agreement with general mutual release of Russell R. Hodgkins and the Town of Westminster. Mr. Allen seconded, motion carried 4-0 by voice vote.

Mr. Hughes motioned to appoint Alison Bigwood as temporary finance and administrative manager. Craig Allen seconded. Mr. Hughes noted an ad hoc committee of Katrina Hamilton, June Streeter, Brenden Pedigo and himself will meet as soon as possible to discuss position specifics. Ms. Bigwood will work up to 25 hours per week to begin immediately. She will assist where needed and asked by current staff to include the treasurer, administrative assistant and Willis (Chip) Stearns. She will report to the Board directly and will help to review payroll data with Mr. Stearns, payroll filings, general ledger and accounts payable. Ms. Bigwood will be an extra set of hands and is necessary due to resignation of the Town Manager to be careful and diligent. The motion passed by 4-0 voice vote.

6. **Other Business** - None
7. **Date of Next Meeting** - April 13, 2022 at 6:30 p.m.
8. **Adjournment:** Katrina Hamilton moved at 6:30 p.m. to adjourn, Mr. Hughes seconded, motion approved 4-0 voice vote.

Clerk

Date

Minutes composed by Millie Barry 4.6.2022

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