

Special Meeting of the Westminster Selectboard

Friday, December 23, 2022

Westminster, VT Town Hall

Selectboard present: Jason Perry (chair) by telephone, Kevin Hughes (vice chair), Katrina Hamilton (clerk), Craig Allen, Nathan Dugat

Staff Present: Alison Bigwood (Interim Town Manager/Zoning Administrator)

Others Present: None

Call to Order: The Vice chair called the meeting to order at 2:36 and will physically facilitate the meeting since the chair is present by telephone.

1. **Adjustments to Agenda:** None
2. **Acceptance of Minutes:** December 16, 2022 – Craig Allen moved to accept the minutes as printed, Katrina Hamilton seconded, motion carried by 5-0 voice vote.
3. **New Business (Discussion / Action)**
 - a. **Ratification of the Emergency Meeting held Friday, December 16, 2022**– Katrina Hamilton made a motion to accept the ratification of the emergency meeting from Thursday, December 16, 2022, Craig Allen seconded, passed 5-0 voice vote.
 - b. **Executive Session** – Craig Allen made a motion to go into executive session with Alison Bigwood at 2:40pm to discuss a contractual matter. Seconded by Nathan Dugat, 5-0 voice vote. The board came out of executive session at 3:50 pm. Craig Allen made a motion to appoint Alison Bigwood as Interim Town Manager.

Craig Allen asked if Alison Bigwood would like to relinquish any title that she currently holds. Alison Bigwood would like the selectboard to consider removing the title of “Assistant Town Manager”. This is to be discussed further when a new town manager is hired.

Mr. Hughes would like to discuss petitioning the citizens at town meeting to remove the position of Town Manager and move to a Town Administrator form of government. This would give the citizens more power as a voter over town administration.

Ms. Hamilton seconded the motion to appoint Ms. Bigwood as Interim Town Manager, passed 5-0 voice vote.
4. **Date of Next Meeting** – December 28, 2022 an emergency meeting may be held on Tuesday, December 27, 2022
5. **Adjournment:** Nathan Dugat made a motion to adjourn, Ms. Hamilton seconded, meeting adjourned at 4:05 pm.