

**Selectboard  
Meeting Minutes  
June 27, 2023  
Town Offices  
Hybrid Session via Zoom  
4:00 pm**

The open session of the Selectboard of the Town of Whately was called to order on June 27, 2023, at 4:05 pm by Chairperson Fred Baron. Present was Selectboard member Julie Waggoner via Zoom and Selectboard-elect Joyce Palmer-Fortune. Town Administrator Brian Domina and Administrative Assistant Amy Lavallee were also present. Treasurer/Collector Amy Schrader was present as well as Keith Bardwell present via Zoom.

Note: Joyce Palmer-Fortune has been re-elected and is currently out of the country and unable to be sworn-in making her ineligible to vote on Selectboard matters.

**1. Meeting Minutes: Review and vote whether to approve the meeting minutes from June 14, 2023**

Julie made a motion to approve the Minutes from June 14, 2023. Fred Seconded. All in favor. Fred-yes, Julie-yes.

**2. Vendor & Payroll Warrants: Review past vendor and payroll warrants**

No Comments.

**3. Public Comment: Listen to comments from the public related to items not listed on the agenda**

No Comments

**4. Scheduled Appointments:**

None

**5. COVID19:**

COVID19 rapid tests are available at the Town Offices, Library and Police Station

**6. Old Business:**

**a. To discuss and vote whether to fund a request to use CLFRF monies for the purchase of cash management software for the Town**

Amy Schrader discussed with the Board that the new cash management software program will cost \$9,000. She is requesting \$6,000 in ARPA funds. She has \$3,000 left over from FY23. This cost will cover the implementation and training costs as well. Julie made a motion to approve \$6,000 of CLFRF money to purchase the cash management software. Fred Seconded. All in favor. Fred-yes, Julie-yes.

**b. To discuss and vote on Selectboard appointments for fiscal year 2024**

The Selectboard discussed Selectboard appointments for 2024. Fred volunteered to be the South County EMS Board of Oversight Representative. Fred made a motion to approve the appointment list as submitted with the change of Fred Baron as SCEMS BOO representative. Julie Seconded. All in favor. Fred-yes, Julie-yes.

## **7. New Business**

### **a. To determine the Selectboard liaison assignments for fiscal year 2024**

Fred made a motion to accept the provided Selectboard liaison assignments as amended with Fred Baron as Town Administrator liaison. Julie Seconded. All in favor. Fred-yes, Julie-yes.

### **b. To discuss the failure to elect a Cemetery Commissioner and two (2) Library Trustees at the June 13, 2023, local election**

Brian discussed that he will reach out to the Library Trustees and Cemetery Commissioners to see if there is someone they would like to nominate for the vacancies. The Selectboard will vote if a nominee is found.

### **c. To discuss and vote whether to appoint Sylvie Jensen to the position of Community Development Administrator-Assistant Town Administrator**

Brian discussed with the Board his recommendation of hiring Sylvie Jensen as Community Development Administrator-Assistant Town Administrator. Julie made a motion to appoint Sylvie Jensen as Community Development Administrator-Assistant Town Administrator. Fred Seconded. All in favor. Fred-yes, Julie-yes.

### **d. To discuss and vote whether to appoint Jessica Murphy to the position of Administrative Assistant**

Brian discussed with the Board his recommendation to hire Jessica Murphy as Administrative Assistant. Fred made a motion to appoint Jessica Murphy as Administrative Assistant Julie Seconded. All in favor. Fred-yes, Julie-yes.

### **e. To discuss and vote whether to approve a one-day alcoholic beverage license application and a special event permit for a retirement party on July 15, 2023, at the Fire Station**

Keith Bardwell discussed with the Board that the Fire Fighters Association will be holding a retirement party at the Fire Station on July 15, 2023. Fred made a motion to approve the One Day Liquor license and Special Event Permit for July 15, 2023. Julie Seconded. All in favor. Fred-yes, Julie-yes. Proof of insurance must still be provided prior to the event.

## **8. Selectboard Liaison Updates: Timely updates from the Selectboard members serving on other boards and committees**

Joyce stated that the South County Senior Center had an event at Herlihy Park.

Fred thanked several departments for participating in the Deerfield parade.

## **9. Town Administrator Updates: (Items likely to be discussed)**

**Zip Code Discussion:** scheduled for June 29, 2023, at 6:00 pm

**META grant:** Brian held a call with

**Complete Streets procurement:** Brian informed the Board that the project is out to bid and there is a preconstruction meeting next week.

## **10. Items Not Anticipated**

The Board discussed a letter received from the Town Clerk with a request to close the Town Offices Monday July 3, 2023, due to the Independence Day holiday on Tuesday July 4. Julie made a motion to close the Town Offices Monday July 3, 2023. Fred Seconded. All in favor. Fred-yes, Julie-yes.

## **11. Adjourn**

Motion to adjourn at 4:29 pm. Motion Seconded.

**Next Meeting: July 11, 2023, at 4:00 pm**

*Document List*

*Meeting Minutes – June 14, 2023*

*Warrant W23-27 & WP 23-27*

*Memo from Amy Schrader – Zobrio Cash Management Software Funding Proposal*

*CLFRF tracking spreadsheet*

*Selectboard Appointment List FY24*

*Selectboard Liaison Assignments FY24*

*Email from Amy Lavalley re: failure to elect Cemetery Commissioner*

*Email from Amy Lavalley re: failure to elect Library Trustees*

*Resume – Sylvie Jensen*

*Resume – Jessica Murphy*

*One Day Liquor License Application - Fire*

*Special Event Permit Application - Fire*