

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
August 20, 2019**

APPROVED

SELECTBOARD MEMBERS PRESENT: Chair Matthew Krasnow, Vice Chair Frank Tenney, Louise McCarren, Carrie Spear

SELECTBOARD MEMBERS ABSENT: Fritz Tegatz

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: None

AGENDA ITEM:

5:00 PM Cleaning Contract for the Town Hall

CALL TO ORDER

Chair Matthew Krasnow called the meeting to order at 5:01 p.m.

Carrie requested adding “Committee Minutes/Open Meeting Law Requirements” to the agenda.

Cleaning Contract for the Town Hall

MOTION by Matt, seconded by Frank, to offer the FY20 cleaning contract to Michelle Nolan for daytime hours on weekdays. VOTE: 4 ayes; motion carried.

Dean was asked to contact Michelle on Wednesday to confirm specific arrangements.

Committee Minutes/Open Meeting Law Requirements

Carrie expressed a concern that committees are not posting their agendas to the Town website. Frank noted that many committees are also not posting agendas appropriately.

Matt remembered that, a few years back, as a kick off to the budgeting process, there was a meeting at which all committees were invited and, in addition to describing the budget process, the Open Meeting Law requirements were described.

It was suggested that the Selectboard develop a “Welcome Packet” for new committee members with information about the Open Meeting Law and the Town Purchasing Policy, and the Selectboard can provide this to committee members at appointment and reappointment.

MOTION by Louise, seconded by Matt, to adjourn. VOTE: 4 ayes; motion carried.

ADJOURNMENT

The Selectboard meeting was adjourned at 6:45 p.m.

Minutes respectfully submitted, Dean Bloch