**SELECTBOARD MEETING**

**Monday 3:00 PM, April 6, 2020**

**Town Hall – Selectboard Office**

**Attendance of Selectboard by Electronic Devices**

**Meeting being held electronically pursuant to 1 VSA 312, including The Legislature’s H.861 (2020) “Temporary Suspension of Designated Physical Meeting Location Requirements” (see attached)**

**Public, wishing to attend the meeting remotely, must email** [**townadmin@graftonvt.org**](mailto:townadmin@graftonvt.org)**, request to be invited and provide the email address to which the invitation should be sent.\***

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1. Adopt Agenda
2. Approve Minutes: March 16, March 25 (emergency meeting) and March 26, 2020
3. Highway Report
   * Essential/nonessential Highway work. (May need Exec Session as well)
   * Weight permits
   * HB Culvert – continue with bid process or start over?
4. Clerk/Treasurer Report
5. Coronavirus:
6. Purchasing Policy – discussion
7. Village Park work and forester.
8. Inquiring as to need to acquire future Cemetery Land.
9. Other Business
10. Public Comment
11. Date of Next Selectboard Meeting: April 6, 2020
12. Adjourn

**\*Attendance at this meeting can be accomplished by following the instructions on the next page.**

**View the meeting on FACT TV – Live:**

* On Facebook page <https://www.facebook.com/FallsAreaCommunityTV/>
* Or Youtubepage <https://www.youtube.com/channel/UCiMXmQY6qEvP3N6QG8tAlog>

**Selectboard Meeting on Microsoft Teams.**

The SB meetings from this day forward will be on Microsoft Teams. Regular meetings are on the first and third Mondays at 3:00 PM.  Your attendance is possible by invitation only. You must follow the instructions here to attend the meeting. **This is how to attend the meeting:**

* Those wishing to attend and participate in this or any future meeting must email me at this address [townadmin@graftonvt.org](mailto:townadmin@graftonvt.org) and state that you wish to attend Selectboard meetings electronically.  If you are going to attend the meeting on the device attached to the email address you are using to write to me, I will add that address to the invitation.  If you are going to use a device that responds to another email address, write – “Use this address in the invite the specify (e.g. [username@xxxxx.com)](mailto:username@xxxxx.com))”.  If you want me to invite others as well as you, list those addresses as well and I will include them.  Make sure you have their permission.  Invitations will be sent out with the Agenda, usually on Thursdays, therefore, I need your request before noon on Thursdays.

**NOTE: ALL OF THSE MEETINGS WILL BE RECORDED SO BY JOINING THE MEETING YOU ARE AGREEING TO THE FACT THAT YOUR PARTICIPATION, IF ANY, WILL BE HEARD AND SEEN BY THE PUBLIC.  IF YOU HAVE A CAMERA AND USE IT DURING THE MEETING, YOU WILL BE SEEN AS WELL AS HEARD. THERE IS NO PRIVACY. THIS IS A PUBLIC MEETING.**

* I will include those email addresses on the invitation to the meeting.
* When you received the invitation by email open the email.  In the message on the top right side is a button to accept the invitation (and you can refuse it).  Click that.  A screen will open with a few buttons, click on “join meeting” or “join meeting on web”.  Another prompt will come on giving you a choice to activate software OR join meeting on web.
  + If you are on your computer and it is right before the meeting, I would simply join the meeting. So, click join meeting on web. Then there will be another button again join the meeting. Finally, a screen will appear with you on it, again choose “join.”  It may also tell you that someone will let you in, just wait.
  + If you are on a phone, you must download the app and you need your username and apple store ID to download it. Once downloaded just follow the join meeting prompts.
  + If you are having issues joining the meeting, start over and ignore any button to down load etc., you want to choose “join meeting on web” or simply “join” there will be a prompt to type in your name. This will be on the screen so you need to do that.
  + When you receive an invite, even if the meeting is not for hours or days, you can accept and proceed as if you are joining the meeting so that you can see how it works and take your time navigating any obstacles. If it is not just before the meeting and you are stuck call me and I might be able to assist. 802 843 2552.
* WHEN YOU ARE IN THE MEETING: Leave your mic muted so as not to have all of us listen to what is going on in your house, kids playing, dogs barking, radio in the background, not to mention all of that being recorded! If you have a pertinent question in the discussion, unmute your mic and say your name, then wait for the Chair to recognize you before proceeding with your comment or question.  If you forget to mute the mic, I can do so and will. If you then wish to comment or ask a question, you can unmute yourself. Thanks.

Bill Kearns

Town Administrator

803 843 2552

[townadmin@graftonvt.org](mailto:townadmin@graftonvt.org)

H. 681 (2020)

Sec. 6. OPEN MEETING LAW; TEMPORARY SUSPENSION OF DESIGNATED PHYSICAL MEETING LOCATION REQUIREMENTS

1. Notwithstanding 1 V.S.A. § 312(a). during a declared state of

emergency under 20 V.S.A. chapter I due to COVID-19:

*(* 1) a quorum or more of the members of a public body may attend a

regular, specjal, or **e**mergency meeting by electronic or other means without

being physically pre**sent** at a designated meeting location;

* 1. the public body shall not be required to designate a physical meeting

location where the public may attend; and

* 1. the member and staff of the public body shall not be requised to be

physically present at a designated meeting location.

1. When the public body meets electronically under subsection (a) of this

section, the public body shall use technology that permits tbe attendance of the

public th.rough electronic or other means. The public body shal l allow the

public to access the meeting by telephone whenever feasible. The public body

shall post information on how the public may access meetings electronically

and shall include this information in tbe published agenda for each meeting.

Unless unusual circumstances make it impossible for them to do so, the

legislative body of each municipality and each school board hall record its

meetings held pursuant to this section.