

Town of Shaftsbury Selectboard
Special Meeting
Thursday, March 10, 2011
Minutes

Attending: Board Members: Lon McClintock, Bill Pennebaker, Karen Mellinger, Craig Bruder; Margy Becker, Town Administrator; Town Officials; Rob Woolmington

Selectboard Member absent: Carl Korman

1. **Call to Order:**

Chairman McClintock called the informal meeting with the Town Attorney to order at 5:40PM.

2. **Open Meeting and Public Records Laws**

The Town's Attorney presented Selectmen and Town Officials a summary of the requirements of the open meeting and public records laws. Attorney Woolmington differentiated between the types of notices required for Selectboard, DRB, Planning Commission, Auditors, and Listers' board meetings versus "ad hoc" committees – i.e. the Cemetery, Facilities, Environmental Issues, Recreation, Sidewalk, Veterans, or Economic Development committees. Mr. Woolmington suggested that "ad hoc" committees warn and record their meetings when they are preparing policies, procedures, and budgets for Selectboard consideration.

Attorney Woolmington applauded the Town's practice of publishing a "blanket" annual notice of boards and commission meetings in the Town Report and Bennington Banner. Agendas still should be posted. Boards and commissions that meet outside of the published meeting schedule are conducting "special meetings". Special meeting notices/agendas shall be posted and minutes prepared. Attorney Woolmington suggested meeting minutes and notices be posted on the Town's website.

Attorney Woolmington reminded town officials they have 2 days in which to respond to a request for public information. Town officials were urged to contact Attorney Woolmington, should they be uncertain as to how to respond to the request.

It was noted that emails are considered public records.

Water Department personnel were encouraged to follow the process in Title 24 of the Vermont Statutes for warning property owners of water system disconnections.

3. **Adjournment:** The meeting adjourned at 7:00PM.

Submitted by,

Margy Becker