

**Wolcott Selectboard Special Meeting
Minutes
September 28, 2020**

All Minutes are draft until approved by the Selectboard.
Please see future Minutes for approval of these Minutes.

Present: Kim Gravel , Mike Davidson, Linda Martin, Richard Lee, Kurt Klein
Employees: Belinda Harris Clegg, Deb Klein, Lucien Gravel

Kim called the meeting to order at 6:14 p.m.

Amendments to the Agenda: None

Town Administrator - logistics & equipment: The board discussed options for office location for the new position of Town Administrator. Motion by Linda for the Town Administrator office to be located in the Lister/Zoning office. Seconded by Kurt. Voting: two yes, three no. Motion failed. The Town Administrator (TA) office will be located in the office formerly used by the Assistant Town Clerk. A plan was developed to arrange for necessary office equipment. Mike will serve as the "point person" for the TA. The TA may start work in the office the week of October 5. The radio equipment currently located in the Lister/Zoning office will be moved to a different location within the building. A laptop will be made available for Emergency Management use.

PACIF Insurance - renewal: Amounts for insurance coverage were discussed and agreed upon by the board. The renewal forms, along with payment, will be submitted prior to the deadline.

Highway budget: The board discussed adjustments to the current Highway Department budget to allow for purchase of a plow, and a dump body for one of the trucks, as new equipment.

Disability Insurance claim(s): The board discussed the physical limitations currently imposed on one of the Town's employees. There will be follow up at the October 7 meeting.

Sign Purchasing Policy & Conflict of Interest Policies: Signature pages were attached to the previously approved policies.

Adjourn: Motion by Linda to adjourn the meeting. Seconded by Kurt. Voting: All in favor. The meeting was adjourned at 7:16 p.m.

Respectfully submitted by Deborah Klein

The next regularly scheduled Selectboard meeting will be October 7, 2020