

TUNBRIDGE SELECTBOARD MEETING

October 7, 2020—6 PM

Tunbridge Fairgrounds, Gazebo

SPECIAL SELECTBOARD MEETING TO DISCUSS COVID-RELATED ISSUES AS WELL AS HIRING A NEW ADMINISTRATIVE ASSISTANT

Present: Gary Mullen, Mike McPhetres, John O'Brien, Brenda Field, Wendy Palthey

Meeting called to order at 6:04 PM

Emergency Management Director, Brenda Field, recommended new and improved signage at the Transfer Station, and the need for residents to follow COVID-safety protocols (masks in public, social-distancing).

Brenda Field also updated the Selectboard on COVID-related grants the town has applied for. The first stage of an LGER grant was approved for \$28,000, covering the period from March 1, 2020-August 31, 2020. Municipal Tunbridge will be reimbursed for its COVID-related expenses. Discussion about who would be point person to organize and submit expenses report with invoices. More discussion about the next stage of the LGER grant, and what materials and preparations are needed, going forward, for the September 1, 2020-Dec. 31, 2020 period.

Discussion with Wendy Palthey about Administrative Assistant job description.

Mike McPhetres moved to hire Wendy Palthey as the Selectboard's new Administrative Assistant, starting on or before November 1, 2020. John O'Brien seconded. So moved.

Action items reviewed by Selectboard.

Meeting adjourned at 7:01 PM.

Minutes recorded by John O'Brien, Selectboard Clerk