



Poultney Selectboard Board  
EMERGENCY Meeting Minutes  
**Thursday, April 20, 2023 – 6:00 pm**  
Poultney Town Hall

Link to Zoom recording:

[https://us02web.zoom.us/rec/play/-kp959AB1J8XX2Bm820-QGk0pJEED4QZ5ZZnPBLVg9r76MhByLqLq3FUD-bqlhh3aUClv6OR3cq\\_sLJM.S0BTfKV\\_hy9AnBP1](https://us02web.zoom.us/rec/play/-kp959AB1J8XX2Bm820-QGk0pJEED4QZ5ZZnPBLVg9r76MhByLqLq3FUD-bqlhh3aUClv6OR3cq_sLJM.S0BTfKV_hy9AnBP1)

Jeff King called the meeting to order and led those present in reciting the Pledge of Allegiance. Selectmen present included: Jeff Jing, Richard LaPierre, Alan-Glen Burnell and Mark Teetor. Others present included Paul A. Donaldson, Mary Sue Reed, Idris Atwood, Margaret Mug, Joe DeBonis, Carol Bunce, Kim Carter, and Alex Hilliard. Attending via Zoom was Janice B. Edwards.

**Adoption of the Agenda:** Mark Teetor made a motion to adopt the Agenda. Alan-Glen Burnell seconded the motion. Motion passed with all in favor.

**Addressing Recent Allegations Of Violations Of Open Meeting Law Violations:**

Paul Donaldson stated that the purpose of this meeting is to acknowledge, and respond to notices received on April 10, 2023 and April 13, 2023 alleging violations of 1 VSA Section 312(b)(2), et. seq.

Alan-Glen Burnell made a motion that the Board resolves as follows:

“Whereas the minutes for Selectboard Meetings held on June 10, 2022; August 16, 2022; October 20, 2022; November 14, 2022; November 28, 2022; December 1, 2022; January 12, 2023 and March 13, 2023 were not posted within five (5) calendar days of the respective meeting as required by 1 VSA §312(b)(2); and

The Selectboard hereby acknowledges each failure to timely post the minutes was a violation of 1 VSA §312 and has caused those minutes to be posted as a matter of a cure pursuant to 1 VSA §314.”

Mark Teetor seconded the motion. Motion passed with all in favor.

Paul Donaldson stated that notwithstanding this resolution, the board had asked him to note the following:

“The meeting on June 10, 2022 was a brief site visit on Hampshire Hollow Road to observe existing speed limit signs and consider the placement of additional signs and pedestrian signs to enhance road safety. It was inadvertent to fail to post minutes from that meeting.

The meeting on August 16, 2022 was exclusively in Executive Session, and no actions were taken outside of Executive Session. It was inadvertent to fail to post those minutes.

The meeting on October 20, 2022 was a quorum of Selectboard members joining a Village Board of Trustees meeting in Executive Session. It was inadvertent to fail to post Selectboard minutes for this meeting.

While Agendas were posted for meetings on November 14, 2022 Special Meeting for 4:30PM, and November 28, 2022, those meetings never occurred for lack of a quorum, and due to illness, respectively. The Board inadvertently failed to post a notice indicating there were no meetings, and thus no minutes, on those dates.

The meeting minutes for December 1, 2022 were posted online in a timely manner. And although two agendas had been posted, the minutes were only posted attached to one of the Agendas.

The meeting on January 12, 2023 was a brief budget meeting where no decisions were made. It was inadvertent to fail to post those minutes.

The meeting on March 13, 2023 did occur but it was void as one of the Board members had not been sworn in in a timely manner. This meeting re-occurred on March 27, 2023.”

Jeff King stated that as to the Notice received on April 10, 2023:

“While 1 VSA §314 requires ratifying or declaring void any action taken from (i) a meeting that was not noticed, (ii) a meeting that a person or the public was wrongfully excluded from; or (iii) an unauthorized executive session, the Board notes none of those situations apply, and thus the only step needed to complete the cure under 1 VSA §314 is “adopting specific measures that actually prevent future violations.”

Alan-Glen Burnell made a motion that the Board resolves as follows:

“Whereas the sole responsibility for posting of the minutes of meetings had traditionally fallen upon the Town Manager, and whereas such exclusive responsibility has led to the inadvertent failure to timely post the minute of meetings, it is hereby resolved that the Chair of the Selectboard shall henceforth be responsible for contacting the Town Manager within four days of any meeting

to ensure the minutes have been, or will be, posted within the five day requirement. “

Mark Teetor seconded the motion. Motion passed with all in favor.

Jeff King stated that as to the notice received on April 13, 2023, the Board responds as follows:

“While the Board contends that no clear violation has occurred, the Board wishes to indicate that as with the minutes, the Board intends to adopt policies addressing a) the sufficiency of what the minutes reflect (identifying movants) and b) the sufficiency of motions to enter executive session, (reasons and the specific statutory exemption).”

Alan-Glen Burnell made a motion that the Board resolves as follows:

“Whereas the Board intends to strengthen its commitment to transparency and public participation, it is hereby resolved that every motion for executive session shall state the reason or reasons for the session and the specific statutory exemption(s) that are the basis for the executive session.

It is further resolved that the minutes of all meetings shall indicate the Board member making any motion and the Board member who seconded the motion.”

Mark Teetor seconded the motion. Motion passed with all in favor.

**Adjournment:** Mark Teetor made a motion to adjourn the meeting. Alan-Glen Burnell seconded the Motion. Motion carried.

s/Paul A. Donaldson