TOWN OF GUILDHALL

ORIENTATION FOR NEW TOWN OFFICERS

Mon., March 16, 2015 at 6:00pm, the Guild Hall

Draft Minutes

1. Call to Order – Town Clerk 6:10 PM
2. Introductions

   Present: Gary Brown (GBr), Selectboard; James "Pete" Fay (JPF), Selectboard; George Blakeslee (GB), Town Clerk & Treasurer, Lister, Moderator; Pat Rogers (PR), Z.A., J.P.; Helen Martin (HM), Richard Burgess (RB), Bob MacIlvane, Constable (BM); Rich Carlson, Auditor (RC)

3. Duties of Office
   i. reviewed summary of Selectboard duties
4. Open Meeting Law
   i. reviewed requirements, particularly regarding Posting of Agenda and Minutes, and Executive Session
5. Robert's Rules of Order
   i. govern VT public meetings
6. Town Emergency Plan
   i. referred Selectboard to review document
7. Questions
8. Adjournment at 6:30 PM