

**BOARD OF SELECTMEN
SPECIAL TOWN MEETING MINUTES
DECEMBER 4, 2018**

Members Present: Shana M. Shufelt, Chairman
Steven J. Ouellette, Vice Chairman
Brian T. Valcourt
Ann E. Boxler, Clerk
Richard W. Brewer

Also Present: Timothy J. King, Town Administrator
Jonathan Eichman, Town Counsel

The meeting was called to order at 6:08 p.m. in the cafeteria at Westport High School.

1. Minutes

Selectman Ouellette made a motion to approve the regular meeting minutes of 10/15/18, 10/29/18 and 11/6/18. The motion was seconded by Selectman Valcourt and was voted unanimously.

2. Action Items

a). A motion was made by Selectman Valcourt to approve the request from the Town Hall and Town Hall Annex employees to close both buildings for an hour (noon to 1:00 pm) on Thursday, December 20th so that they can hold their annual potluck lunch. Selectman Ouellette seconded the motion, which was voted unanimously.

4. Topics Not Reasonably Anticipated Forty-Eight Hours In Advance Of The Meeting

The Town Administrator informed the Board that he had received a letter from the Town Hall union president, Nicole Botelho, requesting that the Christmas Eve and New Year's Eve ½ day holidays be combined into one day so that the employees would have the whole day off on Christmas Eve and work the whole day on New Year's Eve. Mr. King explained that this had been done in previous years. On a motion by Selectman Ouellette, which was seconded by Selectman Valcourt, the Board voted unanimously to approve the request to combine the two ½ day holidays for this year.

2. Action Items Continued

b). The Selectman took the following votes pertaining to the four Special Town Meeting articles.

Articles 1, 2 & 3 – Selectman Ouellette made motions to support Articles 1, 2 & 3. The motions were seconded by Selectman Valcourt and all three were voted unanimously.

Article 4 – A motion was made by Selectman Ouellette to take “no position” on Article 4. Selectman Valcourt seconded this motion, which was voted unanimously.

c). Selectman Valcourt made a motion to approve the contract for the consultant for the Treasurer’s office subject to the Special Town Meeting approval vote. The motion was seconded by Selectman Ouellette and was voted unanimously.

3. Discussion Items

b). Chairman Shufelt requested that the memo to departments, boards and committees informing them of the deadline for the submission of articles for the 5/7/19 Annual Town Meeting Warrant be sent out immediately instead of on December 14th as listed on the ATM Calendar deadlines.

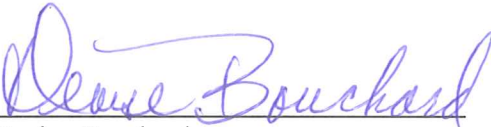
a). Selectman Ouellette made a motion to approve the revised deadline schedule for the municipal budget and Annual Town Meeting. Selectman Boxler seconded the motion, which was voted unanimously.

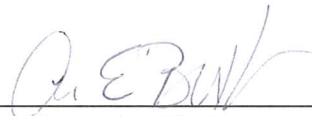
The Board of Selectman recessed their meeting at 6:25 p.m.

The Special Town Meeting was adjourned at 8:56 p.m. on Tuesday, December 4, 2018.

Selectmen Boxler made a motion to adjourn the Selectmen’s meeting at 8:57 p.m. The motion was seconded by Selectmen Valcourt and was voted unanimously.

Respectfully submitted,


Denise Bouchard
Secretary to the Board of Selectmen

APPROVED: 
Ann E. Boxler, Clerk

Attachments to Agenda of 12/4/18

1. Minutes of 10/15/18, 10/29/18 & 11/6/18.
- 2a. Request for a one-hour lunch period on 12/20/18.
- 2b. 12/4/18 Special Town Meeting Warrant.
- 3a & b. Budgets and Annual Town Meeting deadlines memo.
4. Request to combine ½ day holidays into one.