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**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
FRIDAY, FEBRUARY 5, 2021
ASHLAND TOWN OFFICE
10:00 A.M.**

I. NON-MEETING WITH ATTORNEY

II. CALL TO ORDER -- Town of Ashland Chairman of the Board Eli Badger called the meeting to order and requested a roll call of the Selectmen: Vice Chairman Kathleen DeWolfe, Selectman Frances Newton, Selectman Alan Cilley, Selectman Andy Fitch and Chairman Eli Badger all acknowledged they were present via the video conference, constituting a quorum of the board. Chairman Badger notified attendees that the meeting was occurring over video and teleconference, a provision authorized by the Governor's Emergency Order #12 that waived the physical presence of board members during the Covid-19 pandemic.

III. NEW BUSINESS

- a. SB2 Session Review – The Board briefly reviewed the set-up for the Deliberative Session. Any questions from the public regarding the warrant articles will be directed to the Chair, who will acknowledge any other BOS members who wish to address the questions.

IV. SELECTBOARD ITEMS

- a. The BOS chair has been monitoring the town administration email and referring emails and issues to the appropriate staff or departments.
- b. The Department Heads are encouraged to communicate with the BOS regarding qualities they would like to see in a new Town Manager.
- c. The BOS is beginning to use the Adobe Sign component for electronically signing manifests and other documents. Katherine Davis reviewed the process and answered a few questions about the program.

V. ADJOURNMENT: The meeting was adjourned.

Notes provided by Mardean Badger