

Minutes of the Selectboard Meeting of Wednesday, April 27, 2016 at 6:00 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Phil Dechert, Interim Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were 4 people in the audience.

Also participating: John Carroll, Robert Gere, Phyllis Katz, Irv Thomae.

Cook opened the meeting at 6:04 pm.

1. Interim Town Manager (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(3), Ashley **moved** (2<sup>nd</sup> Goulet) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert and a candidate to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 6:05 pm. At 6:45 pm, Goulet **moved** (2<sup>nd</sup> Ashley) to move into public session. **Motion passed.** No action was taken as a result of the Executive Session.

2. Approval of Agenda (Action Item). After discussion, Layton **moved** (2<sup>nd</sup> Ashley) to add GUVSWD Board appointment of Neil Fulton to the agenda. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

3. Public Comments. There were no public comments.

4. Interim Town Manager's Report (Discussion). No actions taken.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Layton **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #16-23 for General Fund in the amount of \$101,072.81 and for Fire Equipment Fund in the amount of \$2,140.00 for the period from 4/14/16 to 4/27/16. **Motion passed.**

6. Town of Norwich Open Positions Interviews/Appointments (Action Item). Katz, Carroll, Gere and Thomae were present and interviewed. Ashley **moved** (2<sup>nd</sup> Goulet) to appoint Phyllis Katz to the Conservation Commission for a four-year term ending in March, 2020. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Goulet) to reappoint John Carroll and Stan Teeter to the Development Review Board for three-year terms ending in April, 2019. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Goulet) to appoint Robert Gere as Norwich's Alternate to the ECFiber Governing Board for a term ending in April, 2017. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Ashley) to reappoint Irv Thomae as Norwich's Representative to the ECFiber Governing Board for a term ending in April, 2017. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Ashley) to reappoint Cheryl Herrmann and Anne Silberfarb to the Historic Preservation Commission for three-year terms ending in April, 2019. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Goulet) to reappoint Susan Brink and Jeff Goodrich to the Planning Commission for four-year terms ending in April, 2020. **Motion passed.**

7. Development of a Memorandum on Project Management (Discussion/Possible Action Item). Layton and Flanders both reviewed their memos included in the packet. After discussion, the Selectboard agreed to table this item until after their meeting with Jay White on May 4<sup>th</sup>.

8. Selectboard Goals & Objectives Review (Discussion/Possible Action Item). After discussion, the Selectboard agreed to move Review Selectboard policies to medium priority, Review updated Town of Norwich Personnel Policies to low priority, Identify community pool solution to low priority due to formation of committee, Review step and track system to low priority and Lessons learned – Town Manager evaluation process to medium priority. Flanders will circulate an updated list.

9. Permanent Town Manager Search Process (Discussion/Possible Action Item). After discussion, Ashley **moved** (2<sup>nd</sup> Flanders) to invite VLCT to come to a Selectboard meeting to discuss their letter of services and that the person be present who will conduct the process. **Motion passed.** Cook will contact VLCT.

10. Town Service Officer Role (Discussion/Possible Action Item). There will be a discussion of a proposal at the next Selectboard meeting.

10. a) GUVSWD Board appointment of Neil Fulton. After some discussion, the Selectboard agreed to further discuss this at their May 11<sup>th</sup> meeting.

11. Correspondence (Please go to [www.norwich.vt.us](http://www.norwich.vt.us), click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Resident –

- 1) #11 a) and b). Email from Roberta Robinson for Department Heads Re: Town Manager and Email from Nancy LaRowe Re: Resignation from Planning Commission. Ashley **moved** (2<sup>nd</sup> Flanders) to receive emails from Roberta Robinson for Department Heads re: Town Manager and Nancy LaRowe re: resignation from Planning Commission. **Motion passed.** A letter of thanks will be sent to LaRowe.

12. Selectboard

- a) Approval of the Minutes of the 3/16/16 and 4/13/16 Selectboard Meetings (Action Item). After discussion of changes, Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the March 16, 2016, as amended by Flanders, and the April 13, 2016, as amended by Cook and Layton, Selectboard meetings. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for May 11<sup>th</sup> will include: process for additions to agenda items/possible Rules of Conduct revision, discussion with VLCT for Town Manager hiring process, Town Service Officer, capital facilities, GUVSWD Board appointment of Neil Fulton, Advance Transit nomination and lessons learned regarding legal document distribution and communications with attorneys.
- c) Interim Town Manager Hiring Process (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(3), Ashley **moved** (2<sup>nd</sup> Layton) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager. **Motion passed.** The Selectboard moved into Executive Session at 9:12 pm.

At 9:55 pm, Ashley **moved** (2<sup>nd</sup> Flanders) to move into public session. **Motion passed.** No action was taken as a result of the Executive Session.

Goulet **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 9:56 pm.

Approved by the Selectboard on May 11, 2016.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Special Selectboard Meeting – May 4, 2016 at 6:00 PM

Next Regular Meeting – May 11, 2016 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH  
SELECTBOARD.