

Minutes of the Special Selectboard Meeting of Wednesday, March 2, 2005 at 5:30 PM

Members present: Jack Candon; Alison May; Ben Ptashnik; Ed Childs; Gerard Chapdelaine; Stephen Soares, Town Manager; Nancy Kramer, Administrative Assistant

Also participating: Phil Dechert, Dennis Kaufman, Cheryl Lindberg, Henry Scheier

1. Nominations and Election of Chair. Soares opened the meeting and requested a nomination for chair – Candon nominated May as chair (second Childs). **Motion to nominate May passed. May abstained.**
2. Choose Official Town Newspaper. Chapdelaine **moved** that the Valley News be the official paper of the Town of Norwich (second Candon). **Motion passed**
3. Set Selectboard Regular Meeting Schedule. May suggested that two meetings a month would be necessary in general. There was a discussion regarding the necessity for some Special Meetings (i.e., July 6th to set the tax rate, December for Budget purposes only, January to end budget work). Candon asked Soares to set up a calendar for the Selectboard and the Public of scheduled meetings and topics, to be reviewed by the Selectboard at the March 9th meeting.
4. Appointments. The Selectboard decided to post the open Lister position immediately with a March 8th cutoff date. All other open positions will be posted separately with a March 18, 2005 deadline for applications, except for the Planning Commission vacancies which will be dealt with in April. The Selectboard approved having May sign a letter of appointment for Soares and Kramer to serve as Representative and Alternate, respectively, to the Board of Supervisors of the Greater Upper Valley Solid Waste District.
5. Discuss Procedure for Signing Orders/Warrants. Soares said that the State Statutes make it clear the present method of signing orders and warrants by the Selectboard is not in compliance. After discussion, Candon **moved** (2nd Childs) to designate the Selectboard Chair as the authorized signer and in her absence any other Selectboard member. Upon further discussion this motion was **withdrawn**. There was consensus among the Selectboard that the designated signer for payroll warrants will be May and accounts payable warrants will be brought to regular Selectboard meetings for their approval, contingent on the Finance Department and Town Manager review.

Candon moved (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 6:30 pm.

Approved by the Selectboard on March 9, 2005.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – March 9, 2005 at 6:30 pm