

Minutes of the Special Selectboard Meeting of Wednesday, March 5, 2008 at 5:30 PM  
**ORGANIZATIONAL MEETING**

Members present: Ed Childs; Alison May; Gerard Chapdelaine; Suzanne Lupien; Sarah Nunan; Stephen Soares, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 2 people in the audience.

1. Nominations and Election of Chair (Action Item). Soares opened the meeting at 5:30 pm and requested a nomination for chair. On the third try, Lupien nominated Chapdelaine for Selectboard Chair (2<sup>nd</sup> Nunan). **Motion to nominate Chapdelaine passed.** Chapdelaine abstained.

Nunan nominated Lupien for Vice-Chair. **Motion passed.**

2. Choose Official Town Newspaper (Action Item). May **moved** (2<sup>nd</sup> Childs) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**

3. Set Selectboard Regular Meeting Schedule (Action Item). After some discussion, Childs **moved** (2<sup>nd</sup> Nunan) to set their regularly scheduled meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month at 6:30 pm. **Motion passed.** The Board asked the Town Manager to develop a new Selectboard Calendar for the March 26<sup>th</sup> meeting.

The Board discussed having a retreat to discuss goals. This will be an agenda item for the March 12<sup>th</sup> meeting.

Chapdelaine said that there may be periodic Selectboard meetings where the Town's vision and direction are discussed.

Meeting rules will also be reviewed at the March 12<sup>th</sup> meeting.

4. Open Positions (Discussion/Action Item). The Selectboard asked if a brief description of each position could be included. Open positions and descriptions will go out on the Town Email list and be posted on the Town website at [www.norwich.vt.us](http://www.norwich.vt.us).

5. Authorize Chair or Alternate to Sign Payroll Warrant. May **moved** (2<sup>nd</sup> Childs) to authorize the Chair or the Vice-Chair to examine and sign the Payroll Warrant. **Motion passed.**

6. Authorize Chair or Alternate to Sign Accounts Payable. May **moved** (2<sup>nd</sup> Childs) to authorize the Chair or the Vice-Chair to examine and sign the Accounts Payable Warrants. **Motion passed.**

May **moved** (2<sup>nd</sup> Childs) to adjourn. **Motion passed.** Meeting adjourned at 5:58 pm.

Approved by the Selectboard on March 26, 2008.

By Nancy Kramer  
Assistant to the Town Manager

Gerard Chapdelaine  
Selectboard Chair

Next Regular Meeting – March 12, 2008 at 6:30 PM

Pending Items:

- 1) Hartford Dispatch Services Agreement
- 2) Farrell Farm Road Acceptance as Town Highway
- 3) Debt Management Policy
- 4) Financial Policies Review