

Minutes of the Special Selectboard Meeting of Wednesday, March 4, 2009 at 5:30 PM
ORGANIZATIONAL MEETING

Members present: Ed Childs; Suzanne Lupien; Sarah Nunan; Sharon Racusin (by phone); Lynn McGrew; Pete Webster, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 10 people in the audience.

Also participating: Liz Blum, Phil Dechert, Dennis Kaufman, Phil Phillips.

1. Nominations and Election of Chair (Action Item). Webster opened the meeting at 5:30 pm and requested nominations for chair. Racusin nominated Nunan for Selectboard Chair (2nd McGrew). **Motion to nominate Nunan passed.** Nunan abstained.

2. Nominations and Election of Vice-Chair (Action Item). Childs nominated Lupien for Vice-Chair. **Motion passed.**

3. Choose Official Town Newspaper (Action Item). Childs **moved** (2nd Lupien) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**

4. Set Selectboard Regular Meeting Schedule (Action Item). After some discussion regarding meeting in the summer and changing the first meeting in April date, Racusin **moved** (2nd Childs) to set their regularly scheduled meetings for the 2nd and 4th Wednesdays of the month at 6:30 pm. **Motion passed.**

5. Open Positions (Discussion/Action Item). The Board discussed getting this posted and distributed to as many people as possible. This process will be further reviewed at the March 11th Selectboard meeting. Open positions and descriptions will go out on the Town Email list, the Norwich Digest and be posted on the Town website at www.norwich.vt.us and the usual Town places.

6. Authorize Chair or Alternate to Sign Payroll Warrant. Childs **moved** (2nd Lupien) to authorize the Chair or the Vice-Chair to examine and sign the Payroll Warrant. **Motion passed.**

7. Authorize Chair or Alternate to Sign Accounts Payable. Childs **moved** (2nd Lupien) to authorize the Chair or the Vice-Chair to examine and sign the Accounts Payable Warrants. **Motion passed.**

8. Readopt Procedure for Receipt of Correspondence (Discussion/Action Item). After discussion regarding the importance of the summary being done and changing the language in paragraph three to "late submissions will be held for the next regularly scheduled Selectboard meeting", Childs **moved** (2nd Lupien) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as amended. **Motion passed.** Lupien was asked to provide the summaries for the March 11th meeting.

9. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). Childs **moved** (2nd Lupien) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed.**

The Board discussed adding a new regular item to the agenda on unfinished business, changing Public Discussion to a possible action item and making sure all Selectboard members are contacted. All Board members have the opportunity to present agenda items for consideration before the agenda goes out.

10. Review Pending Items (Discussion/Action Item). Pending items were adjusted as seen below. The Selectboard also discussed how items get on the agenda and perfecting the Board's response to the public mechanism.

McGrew **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 6:34 pm.

Approved by the Selectboard on March 25, 2009.

By Nancy Kramer
Assistant to the Town Manager

Sarah Nunan
Selectboard Chair

Next Regular Meeting – March 11, 2009 at 6:30 PM

Pending Items:

- 1) Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning (3/25/09)
- 2) Strategic Planning Committee Organization (3/25/09)
- 3) Municipal Enforcement of the VT Fire Prevention and Building Code (3/11/09)
- 4) Class 1 Road Designation