

Minutes of the Special Selectboard Meeting of Wednesday, March 2, 2011 at 5:30 PM  
**ORGANIZATIONAL MEETING**

Members present: Ed Childs; Roger Blake; Christopher Ashley; Steve Flanders; Linda Cook; Pete Webster, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were 8 people in the audience.

Also participating: Neil Fulton, Cheryl Lindberg, Alison May, Jonathan Vincent.

1. Nominations and Election of Chair (Action Item). Webster opened the meeting at 5:30 pm and requested nominations for chair. Flanders suggested each Board member state what they would like to see from the chair. Flanders suggested two 1.5-hour meetings per month, a timed agenda based on a priority list and clear rules for public input. Flanders also suggested that the chair be one of the incumbents and that the vice-chair be one of the newly elected members. Blake said he is proud to have served as chair and especially appreciates the thanks he has received from townspeople. Ashley would like to see clear parts to the meetings, ongoing discussions of how meetings are going and wants the Selectboard to work together efficiently. Childs spoke about their being a team of six with a job to do. Cook believes two hour meetings are more realistic, agrees with the timed agenda, likes feedback, wants Board discussion at end of the meeting and wants everyone to have input on the agenda.

After some further discussion, Blake nominated Childs for Selectboard Chair (2<sup>nd</sup> Flanders).

**Motion to nominate passed.**

2. Nominations and Election of Vice-Chair (Action Item). After Flanders asked who was interested in the position, Blake nominated Ashley for Vice-Chair (2<sup>nd</sup> Flanders). **Motion passed.**

3. Choose Official Town Newspaper (Action Item). Ashley wanted to know if there were any choices and was told not really. Blake **moved** (2<sup>nd</sup> Flanders) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**

4. Set Selectboard Regular Meeting Schedule (Action Item). Ashley **moved** (2<sup>nd</sup> Cook) 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.** Meeting dates that needed to be moved were gone over. After discussion of keeping the meetings traditionally dropped in the summer, Ashley **moved** (2<sup>nd</sup> Cook) to approve the Norwich Selectboard meeting calendar as amended. **Motion passed.**

5. Open Positions (Discussion/Action Item). Childs went over the process. The Board discussed what questions to ask applicants and it was agreed this would be on the March 9<sup>th</sup> agenda. Kramer was asked to provide descriptions of the open positions to Selectboard members. After some discussion, the Board asked that the Cemetery Commission appointment process be looked up. Flanders hopes the Selectboard will develop a better interviewing process. Ashley pointed out the need to encourage people to serve. Ashley **moved** (2<sup>nd</sup> Blake) to approve the advertisement for open positions. **Motion passed.** 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](http://www.norwich.vt.us) and the usual Town places.

6. Authorize Chair or Alternate to Sign Payroll Warrant. There was some discussion regarding timing and why this was necessary. Fulton and Lindberg discussed the process. After some further discussion, Blake **moved** (2<sup>nd</sup> Flanders) 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. After considerable discussion, the Board agreed by consensus that they wish to review and sign off on accounts payable at a Selectboard meeting even if it was necessary to call a special meeting. Board members were asked to bring questions about specific items on the warrant to the Town Manager before the meeting.

8. Readopt Procedure for Receipt of Correspondence (Discussion/Action Item). Childs reviewed the history of the document. After some discussion of how the process works, Ashley **moved** (2<sup>nd</sup> Blake) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as presented. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to designate Cook as the reviewer of correspondence. **Motion passed.**

9. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). Cook discussed the need to be consistent to all in regard to public comments. Childs said he would be more consistent than in the recent past. Item #4, about making additions to the agenda by consensus of the Board, was heavily discussed. After discussion, the Board agreed to change the word additions to changes. Also discussed were: adding a readopt date, people having conversations in the audience and making sure people come to the microphone. Flanders **moved** (2<sup>nd</sup> Ashley) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as amended. **Motion passed.**

10. VLCT Selectboard Institute I (3/26/11) and II (4/30/11) (Discussion). Flanders and Ashley will be attending Institute I and Childs Institute II. Kramer will sign them up. Cook will check her calendar and get back to Kramer.

11. Selectboard Email Communication Procedures (Discussion/Possible Action Item). Childs urged Board members to be cautious in their communications so as not to violate the open meeting law. Childs also asked that all Selectboard members be included and that Kramer be copied. Kramer will share with the Board a May, 2005 Secretary of State's thoughts on email communication. Also discussed were: remembering to have no discussions and agreements to things outside of a Selectboard meeting and circulating documents for comments that will be coming to a meeting.

12. Review Pending Items (Discussion/Action Item). Childs said he would like to schedule a two to three hour meeting in the multipurpose room to have an open forum. The Board will review goals and objectives at their March 9<sup>th</sup> meeting. Also for March 9<sup>th</sup>, the Selectboard will review questions for candidates for the Committee to Evaluate Public Works Department and Capital Facilities Planning and Budgeting Committee. The charges for the two Committees were briefly discussed. Kramer will email the two charges to Ashley. Childs will email the latest version of the Code of Conduct Policy for Town Manager and Selectboard to Board members for review. Childs will have an executive session soon to update new Selectboard members on the Town Manager's review. Also discussed were: documents in the binder provided to new members, Selectboard/Town Manager responsibilities and packets for Selectboard meetings. Childs will email an updated Pending Items list to Kramer with dates for discussion March 9<sup>th</sup>.

Webster said that he thought this had been a good meeting and he is excited about working with the new Board.

The Selectboard will have a tour of the Department of Public Works facilities and grader preview March 9<sup>th</sup> at 5:30 pm.

Kramer was asked to add a review of agenda items for the next meeting to the end of the agenda for next week.

Cook **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 7:40 pm.

Approved by the Selectboard on March 23, 2011.

By Nancy Kramer  
Assistant to the Town Manager

Edwin Childs  
Selectboard Chair

Next Regular Meeting – March 9, 2011 at 6:30 PM

Pending Items:

- 1) Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning
- 2) Code of Conduct Policy for Town Manager and Selectboard
- 3) Charge for Committee Reviewing Junk Policies
- 4) 250<sup>th</sup> Celebration Plans
- 5) Town Boundaries