

Minutes of the Special Selectboard Meeting of Wednesday, March 7, 2012 at 6:00 PM
ORGANIZATIONAL MEETING

Members present: Christopher Ashley, Chair; Ed Childs; Linda Cook; Steve Flanders; Keith Moran; Neil Fulton, Interim Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were 7 people in the audience.

Also participating: Liz Blum, Cheryl Lindberg.

1. Nominations and Election of Chair (Action Item). Fulton opened the meeting at 6:08 pm and introduced the Selectboard members. Flanders thanked Childs for his tenure as Chair and asked for his thoughts on what the Chair does. Childs expressed his appreciation for the support he received from Board members and also thanked Fulton and Kramer for their help. Childs said he believes the job of the Chair is to preside over the meeting and keep order. Flanders nominated Ashley for Selectboard Chair (2nd Childs). Ashley said that Childs has done a good job as Chair and thanked him. Ashley also said, if chosen for Chair, he would only accept the position for a year. Childs **moved** (2nd Flanders) to close nominations for Chair. **Motion passed. Motion to elect Ashley as Chair passed.** Ashley welcomed Moran to the Selectboard.
2. Nominations and Election of Vice-Chair (Action Item). Moran nominated Cook for Vice-Chair (2nd Ashley). Moran and Ashley both spoke briefly about their choice. Blum asked about the duties of the Vice Chair and Ashley said it was back up to the Chair. **Motion passed.**
3. Acceptance of Redetermination of Equalized Education Property Value and Coefficient of Dispersion (CLA) (Discussion/Action Item). Fulton said that after the Property Valuation and Review removed two sales from the study the CLA improved to 93.30%. Both Fulton and the Board of Listers recommend acceptance. Acceptance must be within 10 days of receipt of the notice letter which was February 27, 2012. After a brief discussion, Flanders **moved** (2nd Cook) to accept the redetermination of Equalized Education Property Value and Coefficient of Dispersion and authorize the Chair to sign the stipulation agreement. **Motion passed.** Blum thanked the Board for their support.
4. Choose Official Town Newspaper (Action Item). After a brief discussion, Cook **moved** (2nd Flanders) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**
5. Set Selectboard Regular Meeting Schedule (Action Item). Fulton suggested continuing with the current schedule and only having one meeting in July so that Selectboard members would know when to schedule their summer vacation. Fulton also suggested that down the road the Board might want to consider focusing one of their two meetings on one policy issue as was done during this year's budget sessions. Flanders **moved** (2nd Childs) to set their regularly scheduled meetings for the 2nd and 4th Wednesdays of the month at 6:30 pm except as modified by the Selectboard or meeting calendar. **Motion passed.** After discussion and putting (if needed) by the July 25th meeting, Cook **moved** (2nd Flanders) to approve the Norwich Selectboard meeting calendar as presented. **Motion passed.**

6. Open Positions (Discussion/Action Item). Fulton noted that if Moran decides to resign there will be two unexpired seats ending in 2013 on the Finance Committee. Moran spoke about being reluctant to resign because that would mean the Finance Committee would lack a quorum to take action if he does. Flanders would prefer to not have a Selectboard member on the Finance Committee. There was some discussion about what work might be coming before the Finance Committee. Ashley reviewed the open positions. Childs **moved** (2nd Flanders) 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 and the usual Town places.

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

8. Authorize Chair or Alternate to Sign Accounts Payable. After a brief discussion, Flanders **moved** (2nd Childs) to authorize the Chair or Vice Chair to examine and sign warrants against the town when approval of the warrant is for expenditures that are within the purchasing authority of the Town Manager and is necessary to be drawn between regular Selectboard meetings or that the time between regular Selectboard meetings exceeds two weeks and that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion passed.**

9. Readopt Procedure for Receipt of Correspondence (Discussion/Action Item). After some discussion of the process, Childs **moved** (2nd Flanders) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as presented. **Motion passed.**

10. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). The agenda process was discussed and Ashley went over rule 6. briefly. The Board agreed by consensus that they were comfortable with the way the current agenda process is working. Childs **moved** (2nd Flanders) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as amended. **Motion passed.**

11. VLCT Selectboard Institute I (3/31/12) and II (4/28/12) (Discussion). The Selectboard discussed that these institutes are very helpful especially for new Board members. Selectboard members will let Kramer know if they wish to attend.

12. Selectboard Email Communication Procedures (Discussion/Possible Action Item). After some discussion as to what constitutes a public record, Flanders **moved** (2nd Childs) that it is the policy of the Norwich Selectboard that a copy of all email received by a Selectboard member and all email sent by a Selectboard member that relates to business of the Town of Norwich will be sent to the Assistant to the Town Manager who will maintain an archive file for compliance with the Vermont Public Records Act, unless the Selectboard member maintains an archive file in compliance with the Vermont Public Records Act. **Motion passed.**

13. Review of Next Agenda (Discussion/Possible Action Item). The Board discussed the importance of having a fair and open process of the Town Manager retention or recruitment and seeking public input. It was agreed this agenda item would be moved up to early on in the agenda and allotted 30 minutes. The Selectboard also moved the Girl Scouts proclamation and Historic Preservation Commission appointments before the Town Manager's report and removed the appointment of the Town Service Officer. After discussion, the Executive Session was left on the agenda, if needed. After some discussion, the Finance Committee Statement of Purpose was added to the agenda. Flanders will meet with Moran and the Town Manager and a revised draft will be included in the Selectboard packet. A revised agenda will be distributed to Board members Thursday for approval.

Cook **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 7:24 pm.

Approved by the Selectboard on March 28, 2012.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Next Regular Meeting – March 14, 2012 at 6:30 PM

Pending Items:

- 1) Update Finance Committee Statement of Purpose

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