

Minutes of the Special Selectboard Meeting of Wednesday, March 6, 2013 at 5:00 PM
ORGANIZATIONAL MEETING

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

There were 4 people in the audience.

Also participating: Bonnie Munday, Demo Sofronas.

1. Nominations and Election of Chair (Action Item). Fulton opened the meeting at 5:00 pm and introduced the Selectboard members. Fulton then asked for nominations for Chair. Childs **moved** (2nd Ashley) to nominate Flanders for Selectboard Chair. Moran **moved** (2nd Cook) to nominate Cook for Chair. After discussion of individual Selectboard member meetings with the Town Manager, reviewing lessons learned, Vice-Chair moving to Chair, the Chair representing the majority of the Selectboard and the qualities of the two candidates; **motion to elect Flanders as Chair passed 3 to 2** (yes – Ashley, Childs and Flanders; no - Cook and Moran). **Motion to elect Cook as Chair failed 2 to 3** (yes – Cook and Moran; no - Ashley, Childs and Flanders). Flanders said that Ashley has done a good job as Chair and thanked him.

2. Nominations and Election of Vice-Chair (Action Item). Moran **moved** (2nd Flanders) to nominate Linda Cook for Vice-Chair. **Motion passed.**

3. Appointment of Tree Warden (Discussion/Action Item). Childs **moved** (2nd Flanders) to reappoint Neil Fulton as Tree Warden. **Motion failed 1 to 4** (yes – Childs; no – Ashley, Cook, Flanders and Moran). Afterwards the Board discussed: that traditionally the Town has asked citizens to fill the position and that Blum's actual duties extended far beyond the statutory responsibilities of Tree Warden. Moran suggested moving money back to a Tree Warden budget in FY14 for tree cutting/removal instead of including them under the Department of Public Works budget. It was agreed that this would have to be a discussion for next year's budget sessions.

Moran **moved** (2nd Cook) to appoint Thad Goodwin as Tree Warden. **Motion passed 4 to 0.** Ashley abstained from voting because he did not know either candidate and without an interview felt making a choice would be unfair. There was additional discussion of the monies for tree cutting/removal and the appointment of Deputy Tree Wardens. Fulton said Blum's involvement going forward, if Blum and Hodgdon were willing, would be the wood lot and those types of things. Ashley thanked Matthew Hall for his application and suggested that Goodwin might appoint him as a Deputy Tree Warden.

4. Choose Official Town Newspaper (Action Item). After a brief discussion, Childs **moved** (2nd Cook) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**

5. Set Selectboard Regular Meeting Schedule (Action Item). Fulton said the calendar is similar to the one used last year. After some discussion of the two meetings marked "if needed" and setting the tax rate date, Childs **moved** (2nd Cook) 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.** Ashley **moved** (2nd Childs) to approve the Norwich Selectboard meeting calendar as presented. **Motion passed.**

6. Open Positions (Discussion/Action Item). After a discussion that one Trustee of Public Funds opening being deleted due to the election, Cook **moved** (2nd Ashley) to approve the advertisement for open positions as presented. **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 Ashley) 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. Childs **moved** (2nd Ashley) 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 and including correspondence not yet received in the Selectboard packet placed on the Town website, Childs **moved** (2nd Ashley) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as presented. **Motion passed.** The Board will do a review of this policy at their March 27th Selectboard meeting.

10. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). After some discussion, Childs **moved** (2nd Ashley) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed.**

11. VLCT Selectboard Institute I (3/23/13) and II (4/13/13) (Discussion). Fulton said Selectboard members should let Kramer know if they wish to attend and that he considers the Institutes to be effective and good for networking. There was some discussion of Board members attending other Institutes such as BCA or Listers. It was agreed that this should be coordinated with the Town Clerk.

12. Review of Next Agenda (Discussion/Possible Action Item). Liquor license renewals, road and bridge standards, an executive session to discuss the VTel contract and the communications system upgrade will be agenda items for March 13th. It was also mentioned that lessons learned and appointed committees visiting the Selectboard will be future agenda items.

Cook **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 6:13 pm.

Approved by the Selectboard on April 10, 2013.

By Nancy Kramer
Assistant to the Town Manager

Stephen N. Flanders
Selectboard Chair

Next Regular Meeting – March 13, 2013 at 6:30 PM

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