

Minutes of the Selectboard Meeting of Wednesday, October 23, 2013 at 6:30 PM

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

There were 4 people in the audience.

Also participating: Phil Dechert, Andy Hodgdon, Richard Keeton.

Flanders opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Public Comments. None.
3. Town Manager's Report (Discussion). The tower project is on schedule. Utility vendors like GMP, Irving and FairPoint are preparing to install equipment at the site. The new address for the tower site is 28 New Boston Road. Plans have been received for the Tracy Hall truss fix. Repairs should be complete next week. The budget for FY15 is also proceeding on schedule. Fulton has been meeting with Department Heads to discuss this week. The Capital Facilities Committee meets tomorrow at 8:00 am to review six alternative plans for the Police/Fire site. After discussion regarding the Selectboard's wish to review the six plans, it was agreed that they would be distributed to the Board Thursday after the Capital Facilities meeting and discussed by the Selectboard at their November 13th meeting.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a couple of questions, Childs **moved** (2nd Moran) to approve Check Warrant Report #14-10 for General Fund in the amount of \$139,479.33, for Highway Garage Fund in the amount of \$383.86, for Police Station Fund in the amount of \$383.86, for Town Reappraisal Fund in the amount of \$9,750.50, for Fire Station Fund in the amount of \$383.86, for Long Term Facility Study Fund in the amount of \$321.42 and for Communications Construction Fund in the amount of \$3,179.55 for the period from 10/10/13 to 10/23/13. **Motion passed.**
5. Communication on Listserv (Discussion/Possible Action Item). Three items from past meetings were included in the Selectboard packet. The Board has also been sent an email from Alexander on the topic. It was agreed by consensus to table this item until the November 13th meeting. Selectboard members were asked to bring the materials included in tonight's packet.
6. Follow-Up on Discussions with School Board on Finance Committee (Discussion/Possible Action Item). Flanders said the subcommittee has looked at the current charge and is circulating a draft charge for comment. The subcommittee is asking for the Norwich Finance Committee (NFC) to be jointly appointed by the two Boards. The NFC will be an independent body using a sliding scale quorum that will be part of the charge. Nominations to the NFC will come from a subcommittee consisting of the Chair and Vice-Chair of each Board. Any member of the nominating board shall have the right to veto a candidate. After some discussion, Flanders was asked to bring back to the subcommittee revised documents stating that each Board will select who will be on the nominating board and that a majority vote of the nominating board will bring a candidate forward to the Boards for a vote. Moran said the Boards face a challenge in finding independent fair minded people with an adequate skill set. There was also some discussion of the Dresden Finance Committee and membership.

7. Review Next Steps for Committee SWOT Development (Discussion/Possible Action Item). Flanders said the Selectboard has received a number of replies from Town entities that referenced the Town Plan. A useful tool is to run a SWOT analysis of the materials received. Table 1 summarizes the responses received. Table 2 lists the goals from the Town Plan. Next steps are to encourage input from those who have not yet responded, ask entities that have responded to run a SWOT analysis and/or Selectboard members working in pairs or alone to generate a SWOT analysis using Appendix A as an example. Flanders is suggesting the overall strategic plan be structured in three levels: opportunities for regionalization, the future of Town government and the future of the Norwich community. The Board has now received the Town Manager's input. Flanders then briefly reviewed the data in Tables 1 and 2 and Appendix A. Flanders then asked for individual members to choose their assignments and get back to him with their choices.

8. Selectboard

- a) Approval of the Minutes of the 9/25/13 Meeting. After some discussion regarding changes Cook is suggesting for item #8, the Board agreed to table approval of the minutes until the November 13th meeting.
- b) Selectboard Resource Manual (Discussion/Possible Action Item). Flanders is suggesting a resource binder for Selectboard members that contains topics of continuing interest to be maintained by each Board member. Items included would be the Selectboard calendar, goals, special projects, Town Manager related documents and statutory resources. Upon leaving office members would pass their binders to the next holder of their seat via the Town Manager's Office. Cook suggested one binder that is kept in the Town Manager's Office and includes projects. Cook and Flanders will work on developing.
- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the next agenda will include: Listserv communications, capital planning and the FY15 budget overview.
- d) Personnel – Town Manager (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Cook **moved** (2nd Moran) to enter into Executive Session for the purpose of discussing the annual performance review of the Town Manager. **Motion passed.** The Selectboard moved into Executive Session at 7:18 pm.

At 7:40 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Moran **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 7:41 pm.

Approved by the Selectboard on November 26, 2013.

By Nancy Kramer
Assistant to the Town Manager

Stephen N. Flanders
Selectboard Chair

Next Regular Meeting – November 13, 2013 at 6:00 PM

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