

Minutes of the Special Selectboard Meeting of Wednesday, March 5, 2014 at 5:30 PM
ORGANIZATIONAL MEETING

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

There were 7 people in the audience.

Also participating: Mary Fowler, Thad Goodwin, Alison May, Bonnie Munday.

1. Nominations and Election of Chair (Action Item). Fulton opened the meeting at 5:30 pm and introduced the Selectboard members. Fulton then asked for nominations for Chair. Flanders **moved** (2nd Cook) to nominate Ashley for Chair. **Motion passed.**
2. Nominations and Election of Vice-Chair (Action Item). Ashley briefly spoke about the protocol for public comments and said for this meeting he would take public comments at the end of the meeting. Moran **moved** (2nd Ashley) to nominate Flanders for Vice-Chair. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Moran; no - Cook).
3. Appointment of Tree Warden (Discussion/Action Item). Fulton said the Selectboard had one application in their packet and that Goodwin had worked well with Hodgdon. Cook **moved** (2nd Flanders) to reappoint Thad Goodwin as Tree Warden. **Motion passed.** Flanders thanked Goodwin for a job well done and his willingness to continue in the position.
4. Choose Official Town Newspaper (Action Item). After a brief discussion during which Ashley pointed out that the Selectboard does not have a long list to choose from, 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 said the budget portion of the calendar has been modified to reflect the process adopted last year and that some suggested agenda items have been added. Flanders **moved** (2nd Moran) 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.** Cook asked if a 2nd Public Hearing on the budget could be added to the calendar. After discussion, the Selectboard agreed to add a tentative 2nd Public Hearing on the budget for January 7, 2015. Ashley reviewed the changes to the calendar for the special meeting in April, Rosh Hashanah in September, Thanksgiving in November and the 2nd Public Hearing in January. Flanders **moved** (2nd Moran) to approve the Norwich Selectboard meeting calendar as modified. **Motion passed.**
6. Open Positions (Discussion/Action Item). Fowler asked how to be appointed to the Affordable Housing Committee and was told it was now a subcommittee of the Planning Commission and, as such, she should contact the Chair, Tom Gray. Ashley spoke briefly about the open positions and how to apply. Afterwards, Flanders **moved** (2nd Moran) to approve the advertisements for open positions as presented. **Motion passed.** Open positions and descriptions will go out on the Town Email list, the Norwich Listserv 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. Moran **moved** (2nd Goulet) 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. Moran **moved** (2nd Goulet) 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). Ashley reviewed the procedure briefly for the benefit of Goulet and others who might be interested. Afterwards, Flanders **moved** (2nd Moran) 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). Ashley said the Selectboard will follow the open meeting laws, allow public comments and follow reasonable rules. There followed some discussion of the rules and the use of motion to divide. Fulton said there were legislative changes pending that may affect the presented rules and he will keep the Board updated on those. Afterwards, Flanders **moved** (2nd Moran) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed.**

11. VLCT Selectboard Institute 3/22/14 or 4/12/14 (Discussion). Ashley said a detailed description was included in the packet and that the Town pays for admission and gas mileage. Flanders said that the Institutes help a Selectboard member learn what the Town Manager's job is. Interested parties should let Kramer know.

At this point, Cook said there was a gentleman in the audience, Ed Childs, well respected for his years of service to the Town and thanked Childs. Flanders welcomed Goulet to the Selectboard saying there is a steep learning curve for new members but the Selectboard Resource Manual should help with that process. Ashley briefly discussed communications between Selectboard members outside of meetings including emails.

12. Review of Next Agenda (Discussion/Possible Action Item). Facilities planning, a contract for Assessing services and strategic planning with the Norwich Energy Committee will be on the March 12th agenda. Goulet will miss the March 12th meeting and Ashley will be absent the March 26th meeting.

Cook **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 6:15 pm.

Approved by the Selectboard on March 26, 2014.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Next Regular Meeting – March 12, 2014 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD. FOR A MORE DETAILED TRANSCRIPTION PLEASE REFER TO THE DVD. DVDs ARE AVAILABLE ONE WEEK AFTER AIRING AT THE NORWICH PUBLIC LIBRARY.