

Minutes of the Special Selectboard Meeting of Wednesday, March 4, 2015 at 5:30 PM
ORGANIZATIONAL MEETING

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

There were 6 people in the audience.

Also participating: Cheryl Lindberg, Doug Robinson, Demo Sofronas.

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. Goulet **moved** (2nd Layton) to nominate Cook for Chair. After some discussion regarding rotating the Chair and conducting meetings in accordance with the rules if adopted, **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet and Layton; no –Ashley).

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

3. Choose Official Town Newspaper (Action Item). Layton **moved** (2nd Flanders) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**

4. Set Selectboard Regular Meeting Schedule (Action Item). Flanders **moved** (2nd Ashley) 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 some discussion regarding the September 23rd meeting and the meeting schedule in November, Flanders **moved** (2nd Goulet) to approve the Norwich Selectboard meeting calendar as amended. **Motion passed.** Sofronas asked for and received a copy of the calendar.

5. Open Positions (Discussion/Action Item). After agreeing to set terms for the Norwich Energy Committee (NEC) at their next meeting, Ashley **moved** (2nd Flanders) to approve the advertisements for open positions with the word Various added for the Energy Committee. **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 norwich.vt.us and the usual Town places.

6. Authorize Chair or Alternate to Sign Payroll Warrant. After very little discussion, Flanders **moved** (2nd Goulet) to authorize the Chair or the Vice-Chair to examine and sign the Payroll Warrant. **Motion passed.** Goulet asked that a copy of the last three payroll warrants be put in his mailbox.

7. Authorize Chair or Alternate to Sign Accounts Payable. After discussing having the warrants come before the Selectboard at their regular meetings, Flanders **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.**

8. Readopt Procedure for Receipt of Correspondence (Discussion/Action Item). Flanders

read the Procedure. After one question, Flanders **moved** (2nd Ashley) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as presented. **Motion passed.**

9. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). Ashley suggested the Selectboard consider using the condensed minutes rather than the expanded version. After discussion, the Board agreed to add a new rule #13 stating that condensed minutes would be brought for approval at the next regular Selectboard meeting allowing for written Selectboard additions to be added. After some discussion of the first line in item #4, Flanders **moved** (2nd Goulet) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as amended. **Motion passed.**

10. VLCT Spring Selectboard Institute 3/21/15 (Discussion). Fulton said to please respond by March 13th if possible. Layton and Goulet asked to be signed up.

11. Review of Next Agenda (Discussion/Possible Action Item). Liquor licenses were taken off the draft agenda. Setting terms for the NEC, the Quarterly Investment Report from the Treasurer and Capital Facilities were added. After some discussion of content, the Selectboard agreed to work on putting together a Capital Facilities packet.

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 6:43 pm.

Approved by the Selectboard on March 25, 2015.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – March 11, 2015 at 6:30 PM

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