

Minutes of the Special Selectboard Meeting of Thursday, February 18, 2016 at 6:30 PM

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

There were about 9 people in the audience.

Also participating: Phil Dechert, Suzanne Lupien.

Cook reconvened the special Selectboard meeting of February 17 and opened the special Selectboard meeting of February 18 at 6:31 pm.

4. Review Town Manager Job Description and Vermont Statutes Title 24 Chapter 37 that Pertain to the Duties and Responsibilities of a Town Manager (Discussion/Possible Action Item)(Continued). Cook and Fulton met and came up with a draft Interim Manager Process that was included in the packet. Also included in the packet were a draft Interim Town Manager contract and a sample agreement from MRI. After review, changes were made to sections 1.3.2.1, 1.3.1.8, 1.3.1.11, 3.2 and 5 of the draft Interim Manager Process. Selectboard members agreed by consensus to ask Interim Town Manager candidates to submit: (1) a resume, (2) hourly rate required, (3) a sample contract and (4) references. The following schedule was agreed to: **March 3, 2016** - Submissions by candidates are due by noon on March 3, 2016; **March 4, 2016** - Copies of submissions are placed in SB mailboxes; **March 9, 2016** - Selectboard reviews submission materials; **March 16, 2016** - Candidates are interviewed at a Special Selectboard meeting starting at 6:30 pm (30 minutes is suggested for each candidate, depending on how many are called back) and **March 23, 2016** - First possible date of hire. In addition, there was discussion of developing questions for the candidates. This was suggested as an agenda item for **March 2<sup>nd</sup>**, questions to be ready for the **March 9<sup>th</sup>** meeting.

Interim Town Manager Contract (Executive Session May be Required). Flanders **moved** (2<sup>nd</sup> Ashley) to find that premature general public knowledge of the Town's contract with the Interim Town Manager would clearly place the municipality at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses the proposed contract terms in public. **Motion passed.** Pursuant to Title 1 VSA § 313(a)(1)(A), Flanders **moved** (2<sup>nd</sup> Ashley) to enter into Executive Session for the purpose of discussing the contract having found that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage and to invite Neil Fulton and then Phil Dechert to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 7:30 pm. At 7:58 pm, Flanders **moved** (2<sup>nd</sup> Ashley) to move into public session. **Motion passed.** The Selectboard requested an item be added to the February 24<sup>th</sup> agenda to appoint an Interim Town Manager.

3. Authorize Exit Document for Neil Fulton (Discussion/Possible Action Item) (Executive Session May be Required). After discussion, item was dropped.

Ashley **moved** (2<sup>nd</sup> Flanders) to adjourn the special Selectboard meetings of February 17, 2016 and February 18, 2016 at 8:28 pm.

Approved by the Selectboard on March 9, 2016.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Next Regular Meeting – February 24, 2016 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH  
SELECTBOARD.