

Minutes of the Special Selectboard Meeting of Wednesday, March 2, 2016 at 5:30 PM

ORGANIZATIONAL MEETING

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

There was 1 person in the audience.

Also participating: Demo Sofronas.

1. Nominations and Election of Chair (Action Item). Dechert opened the meeting at 5:40 pm and introduced the Selectboard members. Dechert then asked for nominations for Chair. Layton nominated Cook for Chair. Flanders nominated Layton for Chair. After some discussion, **motion to nominate Cook passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).
2. Nominations and Election of Vice-Chair (Action Item). Goulet nominated Layton for Vice-Chair. After very little discussion, **motion to nominate Layton passed.**
3. Choose Official Town Newspaper (Action Item). After some discussion, Flanders **moved** (2nd Layton) 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.** Flanders **moved** (2nd Ashley) to delete the July 27th and August 10th meetings from the schedule. **Motion passed 3 to 2** (yes – Ashley, Flanders and Goulet; no – Cook and Layton). Ashley read through the calendar meetings as amended in Selectboard discussions and motion. Afterwards, Ashley **moved** (2nd Flanders) to approve the Norwich Selectboard meeting calendar as amended. **Motion passed.**
5. Open Positions (Discussion/Action Item). After discussion regarding the Norwich Finance Committee and an adjustment to the original motion, Ashley **moved** (2nd Goulet) to approve the advertisement with the addition of the Norwich Finance Committee. **Motion passed 4 to 1** (yes - Ashley, Flanders, Goulet and Layton; no - Cook). Open positions and descriptions will go out on the Town Email list and the Norwich Listserv; as well as being posted on the Town website at norwich.vt.us and the usual Town places.
6. Authorize Chair or Vice-Chair 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.**
7. Authorize Chair or Vice-Chair to Sign Accounts Payable. Flanders **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.**
8. Readopt Procedure for Receipt of Correspondence (Discussion/Action Item). Ashley asked for an amendment to the first paragraph of the Procedure. After a lengthy discussion, Flanders

moved (2nd Layton) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as presented. **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet, Layton; no – Ashley).

9. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). After some discussion of proposed changes brought forward by Flanders, Flanders **moved** (2nd Ashley) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented and review the Rules at the March 9th Selectboard meeting. **Motion failed 2 to 3** (yes – Ashley and Flanders; no - Cook, Goulet and Layton). After further discussion and Layton calling the question which passed, Layton **moved** (2nd Goulet) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

10. VLCT Spring Selectboard Institute 3/12/16 (Discussion). After discussion of the proposed agenda items for the Institute, Goulet and Layton asked to be signed up to go.

11. Interim Town Manager Hiring Process (Discussion/Action Item) (Executive Session May be Required). The Selectboard agreed by consensus that hard copies of applicants' submissions would be placed in envelopes and be available for Selectboard members to pick up in the Town Manager's Office Friday until 4:15 pm. After discussion, it was agreed that Selectboard members would contact Dechert by Friday morning as to which questions they preferred and Dechert would compile for the Friday packet. Items on the Interim Manager Process under topic #1 were discussed. No changes were made.

12. Review of Next Agenda (Discussion/Possible Action Item). Items added to the Draft March 9th agenda were: easement agreement for the EV charging station, review of the interview questions, Selectboard communication process and an update on the status of the public safety facilities project.

Layton **moved** (2nd Flanders) to adjourn. **Motion passed**. Meeting adjourned at 8:49 pm.

Approved by the Selectboard on March 23, 2016.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – March 9, 2016 at 6:30 PM

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