

## Minutes of the Selectboard Meeting of Wednesday, March 9, 2016 at 6:30 PM

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 were about 5 people in the audience.

Also participating: Judy Butler, Bonnie Munday, Doug Robinson, Demo Sofronas.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda without changes.
2. Public Comments. No actions taken.
3. Interim Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a comment about the \$2.4 million going to the Norwich School District, Flanders **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #16-20 for General Fund in the amount of \$2,434,722.84 for the period from 2/25/16 to 3/09/16. **Motion passed.**
5. Town Clerk's Compensation (Discussion/Possible Action Item). After discussion regarding the new chart presented in the packet and which date of hire to use, March Town Meeting day or July 13, 1992, Layton **moved** (2<sup>nd</sup> Goulet) to rescind the January 27, 2016 motion regarding the Town Clerk's compensation. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Layton **moved** (2<sup>nd</sup> Goulet) to establish the Town Clerk's pay grade and step on her anniversary date of hire, July 13, 1992, as 18-H for FY15, 18-I for FY16, 18-J for FY17 and 18-K for FY18; and that she receive back pay as of July 5, 2014 in order to make up the difference between actual pay from that date through February 27, 2016 using the grade and step sequence described above to equal \$1,533.32. **Motion passed.**
6. Easement Agreement for EV Charging Station (Discussion/Action Item). Dechert briefly reviewed the history. After discussion regarding the terms and Town liability, Flanders **moved** (2<sup>nd</sup> Ashley) to approve the Construction and Permanent Utility Easement Agreement and authorize the Town Manager to sign. **Motion passed.**
7. Update on Public Safety Facilities (Discussion). Dechert has met with Doug Robinson and Leinoff to review the status. Detailed scope and program for the project were in the RFP. Dechert will have a draft contract with Jay White for the Selectboard to review at their March 23<sup>rd</sup> meeting.
8. Selectboard Communication Process for Meetings (Discussion/Possible Action Item). After discussion, it was agreed that documents missing the Friday packet will be reviewed at the start of regular Selectboard meetings. Dechert will organize and information will be provided electronically, as well as in hard copy, if available before meeting day.

9. Selectboard Goals (Discussion/Possible Action Item). After discussion, there was some agreement that finding a new Town Manager, the public safety building and alternate projects if approved by FEMA would be on the list. Selectboard members should prepare their goals in writing for the March 18<sup>th</sup> packet.

10. Selectboard

- a) Approval of the Minutes of the 1/20/16, 1/27/16, 2/10/16, 2/15/16, 2/17/16, 2/18/16 and 2/24/16 Selectboard Meetings (Action Item). Flanders **moved** (2<sup>nd</sup> Goulet) to approve the minutes of the January 20, 2016, February 15, 2016 and February 17, 2016 Selectboard meetings. **Motion passed.** After discussion regarding changes, Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the January 27, 2016, as amended, Selectboard meeting. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the February 10, 2016, as amended, Selectboard meeting. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the February 18, 2016, as amended, Selectboard meeting. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the February 24, 2016 Selectboard meeting. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for March 23<sup>rd</sup> will include: Interim Town Manager Contract, Retaining Temporary Interim Town Manager, Interviews/Appointments for Town Boards and Committees and Selectboard goals.
- c) Review Resumes and Select Candidates for Interim Town Manager Interviews (Discussion/Action Item) (Executive Session May be Required). After discussion, the Selectboard agreed to questions for each member to ask candidates plus wrap up questions. Afterwards, pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2<sup>nd</sup> Ashley) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 9:31 pm.

At 10:15 pm, Ashley **moved** (2<sup>nd</sup> Layton) to move into public session. No action was taken as a result of the Executive Session.

Ashley **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed.** Meeting adjourned at 10:16 pm.

Approved by the Selectboard on March 23, 2016.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Special Selectboard Meeting – March 16, 2016 at 6:30 PM

Next Regular Meeting – March 23, 2016 at 6:30 PM

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