

Minutes of the Selectboard Meeting of Wednesday, March 23, 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 7 people in the audience.

Also participating: Gered Dunne, Kristin Fauci, Ryan Gardner, David Hubbard, Jill Kearney, Suzanne Leiter, Rebecca Matteo, Lee Michaelides, Bonnie Munday, Frank Olmstead, Page Tompkins, Amy Tuller.

Cook opened the meeting at 6:31 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). No actions taken.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a couple of questions, Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-21 for General Fund in the amount of \$83,553.60, for Recreation Scholarships Fund in the amount of \$60.00 and for Fire Equipment Fund in the amount of \$585.58 for the period from 3/10/16 to 3/23/16. **Motion passed.**
5. Liquor License (Action Item). Flanders **moved** (2nd Ashley) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.** Flanders **moved** (2nd Goulet) to approve the liquor license application for Norwich Wines & Spirits. **Motion passed.** Munday was present and distributed the paperwork for the Selectboard to sign. Flanders **moved** (2nd Goulet) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**
6. Town of Norwich Open Positions Interviews/Appointments (Action Item). Leiter was present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to appoint Suzanne Leiter to the Energy Committee for a three-year term ending in March, 2019. **Motion passed.**

Munday was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to recommend reappointment of Bonnie Munday as the Town Deputy Health Officer for the three-year period from June 1, 2016 through May 31, 2019. **Motion passed.**

Olmstead was present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to reappoint Frank Olmstead as the Agent to Prosecute for a one-year term ending in March, 2017. **Motion passed.**

Tompkins and Tuller were present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to appoint Page Tompkins to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.** Flanders **moved** (2nd Ashley) to appoint Amy Tuller to the Recreation Council for an unexpired three-year term ending in March, 2018. **Motion passed.**

Fauci and Matteo were present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to appoint Kristin Fauci to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.** Flanders **moved** (2nd Ashley) to appoint Rebecca Matteo to the Recreation Council for an unexpired three-year term ending in March, 2017. **Motion passed.**

Gered Dunne was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to appoint Gered Dunne to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.**

David Hubbard was present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to reappoint David Hubbard to the Conservation Commission for a four-year term ending in March, 2020 and to reappoint David Hubbard to the Watershed Land Management Council for a three-year term ending in March, 2019. **Motion passed.**

Lee Michaelides was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to appoint Lee Michaelides to the Watershed Land Management Council for a three-year term ending in March, 2019. **Motion passed.**

Ryan Gardner was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to appoint Ryan Gardner to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.**

David Hubbard spoke for Martha Graber. Afterwards, Flanders **moved** (2nd Ashley) to reappoint Martha Graber to the Conservation Commission for a four-year term ending in March, 2020. **Motion passed.**

Dechert spoke for Jeff Goodrich. Afterwards, Flanders **moved** (2nd Goulet) to reappoint Jeff Goodrich to Two Rivers-Ottawaquechee Regional Commission for a one-year term ending in April, 2017 as Representative. **Motion passed.**

7. Capital Projects Management (Discussion/Possible Action Item). Layton spoke to her memo dated March 10, 2016 regarding Capital Projects Supervision reading parts of it. After discussion, Layton **moved** (2nd Goulet) to adopt a Capital Improvements Policy with the following provisions. In regard to the development and construction of major capital facilities projects, the Selectboard clearly states to the Town Manager, confirmed in writing by a memorandum: (1) the project details which we direct to be incorporated into the project (2) the nature, frequency, and means of minimum updates we expect in terms of progress and policy decision-making points, and (3) the types of decisions or issues on which the Selectboard reserves the opportunity to direct the Town Manager's actions. **Motion passed 4 to 1** (yes - Ashley, Cook, Goulet and Layton; no - Flanders). Afterwards, Flanders reviewed the document he had submitted on Project Management Basics dated March 10, 2016. Dechert stated that an outside project manager may be hired if needed. Dechert also said past policy has been to set up separate accounts for payment.

8. Selectboard Goals (Discussion/Possible Action Item). After discussion, items 1-12 on Flanders draft list of Goals and Objectives – March 2, 2016 – February 28, 2016 were retained and an item 13 was added Selectboard/Town Manager communications. Flanders will send the Chair a corrected list. Selectboard will prioritize the list at their April 13th meeting.

9. Selectboard

- a) Approval of the Minutes of the 3/2/16 and 3/9/16 Selectboard Meetings (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the March 2, 2016 and March 9, 2016 Selectboard meetings. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for April 13th will include: review of Interim Town Manager Agreement, prioritizing goals, review of Finance Committee Charge, discussion of Town Service Officer role, discussion of Interim Town Manager process, quarterly Treasurer's Report and a review of the Selectboard policy list.
- c) Draft Contract for Jay White, Architect (Executive Session May be Required). Dechert said he sent a draft to White to review. After further revisions, Dechert then sent the document to Frank Olmstead for review. After discussion, Flanders **moved** (2nd Ashley) to authorize the Interim Town Manager to execute the contract labeled March 21, 2016. **Motion passed.**
- d) Review/Approve Draft Contract for Interim Town Manager (Executive Session May be Required). After discussion, it was agreed that Dechert would do a new draft contract for the Interim Town Manager for the April 13th Selectboard meeting. After a brief discussion, Ashley **moved** (2nd Flanders) to amend the last paragraph of the Resolution appointing Dechert as Interim Town Manager to "appointment shall expire upon the appointment of a successor". **Motion passed.** Pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2nd 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 9:21 pm.

At 10:01 pm, Ashley **moved** (2nd Flanders) to move into public session. No action was taken as a result of the Executive Session.

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 10:02 pm.

Approved by the Selectboard on April 13, 2016.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – April 13, 2016 at 6:30 PM

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