

Minutes of the Selectboard Meeting of Wednesday, May 11, 2016 at 6:15 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 9 people in the audience.

Also participating: Abby Friedman, Maura Carroll, Stuart Richards, Cheryl Lindberg, Demo Sofronas, Anne Goodrich, Jerry Ireland, Steve Thoms and Kris Clement

Cook opened the meeting at 6:15 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda without changes.

2. The Board met with Abby Friedman and Maura Carroll from VLCT, to discuss the Town Manager Search Process (Discussion/Possible Action Item). Friedman explained services provided by VLCT including advertising the position in local, statewide, and national publications and web sites, reviewing and ranking applications, advising the Board on the review process, forming a search committee, and other options. VLCT will need a detailed job description and a proposed salary range. She emphasized that all decisions are the Selectboard's and VLCT only has an advisory role. The Board discussed forming a search committee; advertising, and hiring local vs. nationwide. Friedman left a VLCT contract for the Board to consider.

3. Public Comments.

1. Stuart Richards asked why Town Road 88 (Old Bridge Road) was paved. Dechert will find out.

2. Cheryl Lindberg asked about monthly financial statements in addition to the quarterly reports the Selectboard now gets. Dechert will look into it.

3. Demo Sofronas invited everyone to the Memorial Day Parade.

4. Interim Town Manager's Report (Discussion). Dechert gave an update on the start of repairs on Bridge 42. The temporary snowmobile bridge on Ilesley Road was removed on May 7<sup>th</sup>. Assessor finished field work and informal hearings are going on now. Recreation has 279 participants. Written report from all departments is in packet on the Town website. No actions taken.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After questions, Ashley **moved** (2<sup>nd</sup> Flanders) to approve Check Warrant Report #16-24 for General Fund in the amount of \$52,090.15 and for Buildings & Grounds Equipment Fund in the amount of \$20,994.00 for the period from 4/28/16 to 5/11/16. **Motion passed.**

6. Interviews/Appointments Committee to Identify Community Pool Options (Discussion/Possible Action Item).

Anne Goodrich and Jerry Ireland were present and interviewed. There was a discussion of item #6 on the Charge for Committee to Identify Community Pool Options.

Flanders **moved** (2<sup>nd</sup> Ashley) to appoint Anne Goodrich and Jerry Ireland to the Committee to Identify Community Pool Options. **Motion passed.**

7. Planning Commission Appointment (Discussion/Possible Action Item). Stuart Richards and Steve Thoms were present and interviewed.

Ashley **moved** (2<sup>nd</sup> Flanders) to appoint Steve Thoms to the Planning Commission for an unexpired term ending April 30, 2017. **Motion passed 4 to 1** (yes – Cook, Ashley, Flanders and Layton; no – Goulet).

8. Advance Transit Board Nomination (Discussion/Possible Action Item). Dechert explained briefly that Linda Gray had withdrawn her application and is fine with Demo Sofronas being recommended to be nominated to the Advance Transit Board. Sofronas was present and interviewed.

Flanders **moved** (2<sup>nd</sup> Goulet) to recommend Demo Sofronas as Norwich's Municipal Director to the Advance Transit Board for a three-year term ending in June, 2019. **Motion passed.**

9. Process for Additions to Agenda Items/Possible Rules of Conduct Policy Revision (Discussion/Possible Action Item). Flanders explained his document noting that changes are in italics. A discussion followed with each SB member weighing in. Cook does not support this.

Ashley moved (2<sup>nd</sup> Flanders) to change Rules of Conduct Policy by including sections 4.1, 4.2, 4.3 and 4.4 of Flanders document dated 5/5/16. Dechert said process has been confusing. Layton would like more time to think about it.

Layton moved (2<sup>nd</sup> Flanders) to table Ashley's Motion to change Rules of Conduct Policy dated 5/5/16. Motion passed 3 to 2 (Yes – Flanders, Goulet, Layton and No - Ashley, Cook)

10. Status of Neil Fulton's Appointment to GUVSWD Board (Discussion/Possible Action Item). Dechert discussed the form, included in the packet, that was sent to the GUVSWD after Selectboard approved two year appointments February 2015. Cook doesn't believe appointment was advertised. Cook further would like an update from representatives. Add to 5/25/16 agenda to review Charter.

11. Revisit Past Communications with Attorneys from November and December of 2015 and January of 2016 (Discussion/Possible Action Item). Ashley reviewed the process and had been surprised by inclusion to the attorney of item #15, a memo he sent to the Board. Ashley would like to know what the attorney said.

Ashely moved (2<sup>nd</sup> Flanders) that Ashley contact the attorney and ask his opinion about his document, and Ashley will pay for it. Motion passed 3 to 2 (Yes – Flanders, Layton, Ashley and No - Cook, Goulet)

12. Town Service Officer Role (Discussion/Possible Action Item). Dechert reported the Town Service Officer, a town position established by state statute, has been eliminated as of 7/1/16 but the town may continue the position with responsibilities as defined by the town including access to the Citizen Assistance Fund through the Town Manager. The option of having a single position or a committee was discussed. A committee, subject to the open meeting law, may not be able to respond to emergencies in a timely manner. Various options were discussed Dechert will prepare a proposal for next meeting. Selectboard agreed by consensus on having a Town Service Officer.

13. Selectboard

- a) Approval of the Minutes of the 4/27/16 Selectboard Meeting (Action Item). After discussion of a change, Flanders **moved** (2<sup>nd</sup> Ashley) to approve the minutes of the April 27, 2016 Selectboard meeting as amended by Cook. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item).
  1. Illsley Bridge culvert and labor costs;
  2. Monthly/Quarterly Financial Reports;
  3. GUVSWD update and review of charter;
  4. Town Service Officer; and
  5. Town Manager Search process – salary range, job description, advertising
- c) Interim Town Manager Hiring Process (Executive Session May be Required). 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. **Motion passed.** The Selectboard moved into Executive Session at 9:53 pm.

At 10:24 pm, Flanders **moved** (2<sup>nd</sup> Ashley) to move into public session. **Motion passed. No action was taken as a result of the Executive Session.**

Goulet **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:25 pm.

Approved by the Selectboard on May 25, 2016.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Next Regular Meeting – May 25, 2016 at 6:30 PM

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