

Minutes of the Selectboard Meeting of Wednesday, June 22, 2016 at 6:30 PM

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

There were about 9 people in the audience.

Also participating: Abby Friedman, Linda Gray, Cheryl Lindberg, Jay White.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). After discussion of possibly moving item #7 before item #6 if the candidates had arrived, the Selectboard, by consensus, approved the Agenda.

2. Meeting with Abby Friedman from VLCT Re: Town Manager Search Process (Discussion/Possible Action Item). Friedman provided information for the packet including sample advertisements and job descriptions from other towns. A draft timeline was also provided. Friedman reviewed her responses to questions asked by the Selectboard. After discussion, changes were agreed to by consensus in sections 4. and 10. of the Town Manager job description. Friedman will provide a revised document for review at the July 11th Selectboard meeting. Friedman also provided the Selectboard with a sample job ad for the Norwich Town Manager and a list of potential newspapers/websites for ad placement with costs. After discussion of changes and needed information, Friedman agreed to provide a revised job ad and list for the July 11th meeting. After discussion, it was agreed that the Town Manager Search Committee would include at least one Department Head, one business owner in Norwich and five residents. The Selectboard will review an ad for the Search Committee at their July 11th meeting. Applications will be due September 8th with interviews/appointments occurring at the September 14th Selectboard meeting. Friedman will meet with Search Committee members after their appointments. The timeline will be revised to reflect these changes.

3. Public Comments. There were no public comments.

4. Interim Town Manager's Report (Discussion). No actions taken.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a comment about the Norwich School payment and one question, Flanders **moved** (2nd Ashley) to approve Check Warrant Report #16-28 for General Fund in the amount of \$131,882.05, for Recreation Scholarships Fund in the amount of \$60.00 and for DPW Bridge Fund in the amount of \$25,245.00 for the period from 6/9/16 to 6/22/16. **Motion passed.**

6. Public Safety Facilities Drawings Comments and Update (Discussion/Possible Action Item). Jay White, Project Architect, was present and passed out revised drawings to the Selectboard and Department Head present; explaining that they incorporated feedback received from the Fire and Police Chiefs and demonstrated siting for a hypothetical future fire equipment bay. Flanders stated that he felt it was very important for the new public safety facility to allow for a future fire equipment bay. Cook said that a previous Selectboard vote had precluded a "Phase 2" and, therefore, such a provision was unnecessary. Ashley stated that he was disappointed decisions about the Selectboard-approved program were made at a meeting where all Selectboard members were not present. After a lengthy discussion, the Selectboard agreed by consensus

that, going forward, all comments regarding the public safety facilities would be sent to Ormiston who would forward them to White and include them in the packet for the July 11th Selectboard meeting in order to allow the Selectboard and Department Heads to discuss the revised drawings that White handed out on June 22nd.

7. Interviews/Appointments Committee to Identify Community Pool Options (Discussion/ Action Item). Two other applicants have applied after the deadline for the Committee. Since none of the applicants were present, this item will be taken up at the July 11th Selectboard meeting. It was noted that at least one of the applicants' interviews may need to be by conference phone.

8. Tax Rate Setting Process Refresher (Discussion). Flanders briefly discussed the items he had provided for the packet stating that he believes it would be useful for the Selectboard to have a goal of what percent they would like left in the Undesignated Fund Balance. Flanders would like 16% left. Ormiston reminded the Selectboard that the UFB decision is a Selectboard policy decision.

9. Correspondence (Please go to www.norwich.vt.us, click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Resident –

- 1) #9 a) and b). Email from Stuart Richards Re: Planning Commission Appointment and Email from Stuart Richards Re: Wasted Tax Money – The Road to Nowhere. Ashley **moved** (2nd Goulet) to receive emails from Stuart Richards re: Planning Commission appointment and wasted tax money – the road to nowhere. **Motion passed.**

10. Selectboard

- a) Approval of Bill from DesMeules, Olmsted & Ostler (Discussion/Action Item). Ashley **moved** (2nd Flanders) to authorize the Interim Town Manager to pay the bill of \$855.00 from the Professional Services line item in a timely manner. **Motion passed.**
- b) Approval of the Minutes of the 6/1/16 and 6/8/16 Selectboard Meetings (Action Item). After very little discussion, Ashley **moved** (2nd Flanders) to approve the minutes of the June 1, 2016 and June 8, 2016 Selectboard meetings. **Motion passed.**
- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for July 11th will include: setting the tax rate; meeting with Abby Friedman to finalize Town Manager job description, employment ad and advertising list; public safety facilities and Pool Committee appointment. Since the meeting is on a Monday, goal will be to have packets out by July 7th.
- d) Interim Town Manager Hiring Process (Executive Session May be Required) (Discussion/Possible Action Item). After some discussion, Ashley **moved** (2nd Layton) for Layton to email background check and supporting documents to Kramer for inclusion in Ormiston's personnel file and to pay the bill for the background check. **Motion passed.**

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:09 pm.

Approved by the Selectboard on July 11, 2016.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – July 11, 2016 at 6:30 PM

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