

TOWN OF NORWICH
P.O. Box 376
NORWICH, VERMONT 05055-0376
TEL. (802) 649-1419 Ext. 101 or 102

Agenda for the Special Selectboard Meeting of Wednesday, March 2, 2016 at 5:30 PM
ORGANIZATIONAL MEETING

- 1) Nominations and Election of Chair (Action Item)
- 2) Nominations and Election of Vice-Chair (Action Item)
- 3) Choose Official Town Newspaper (Action Item)
- 4) Set Selectboard Regular Meeting Schedule (Action Item)
- 5) Open Positions (Discussion/Action Item)
- 6) Authorize Chair or Vice-Chair to Sign Payroll Warrant (Discussion/Action Item)
- 7) Authorize Chair or Vice-Chair to Sign Accounts Payable (Discussion/Action Item)
- 8) Readopt Procedure for Receipt of Correspondence (Discussion/Action Item)
- 9) Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item)
- 10) VLCT Spring Selectboard Institute 3/12/16 (Discussion)
- 11) Interim Town Manager Hiring Process (Discussion/Action Item) (Executive Session May be Required)
 - a) Discuss hourly rate range
 - b) Questions for candidates
 - c) Schedule
- 12) Review of Next Agenda (Discussion/Possible Action Item)

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

To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to manager-assistant@norwich.vt.us requesting to be placed on the Town Email List.

NORWICH SELECTBOARD MEETING CALENDAR/EVENTS

FOR THE PERIOD MARCH, 2016 THROUGH FEBRUARY, 2017
(Including Predetermined Agenda Items)

MARCH:

3/2 Special Selectboard Meeting at 5:30 pm (Organizational Meeting)

3/9 Selectboard Meeting at 6:30 pm –

Agenda Items:

3/23 Selectboard Meeting at 6:30 pm –

Agenda Items:

Open Positions Interviews/Appointments

APRIL:

4/13 Selectboard Meeting at 6:30 pm –

Agenda Items:

4/27 Selectboard Meeting at 6:30 pm –

Agenda Items:

Open Positions Interviews/Appointments

MAY:

5/11 Selectboard Meeting at 6:30 pm –

Agenda Items:

5/25 Selectboard Meeting at 6:30 pm –

Agenda Items:

JUNE:

6/8 Selectboard Meeting at 6:30 pm –

Agenda Items:

6/22 Selectboard Meeting at 6:30 pm –

Agenda Items:

JULY:

7/13 Selectboard Meeting at 6:30 pm –

Agenda Items:

Set tax rate

7/27 Selectboard Meeting at 6:30 pm –

Agenda Items:

AUGUST:

8/10 Selectboard Meeting at 6:30 pm –

Agenda Items:

8/24 Selectboard Meeting at 6:30 pm –

Agenda Items:

Public Input on Fiscal Year 2018 Budget

Selectboard Discuss Fiscal Year 2018 Budget Guidelines

SEPTEMBER:

- 9/14** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 9/28** Selectboard Meeting at 6:30 pm
Agenda Items:

OCTOBER:

- 10/12** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 10/26** Selectboard Meeting at 6:30 pm –
Agenda Items:

NOVEMBER:

- 11/9** Selectboard Meeting at 6:00 pm
Agenda Items:
 - Budget Overview
- 11/16 Special** Selectboard Meeting at 6:00 pm –
Agenda Items:
 - All Departments Budget Presentations
- 11/22** Selectboard Meeting at 6:00 pm – (Due to Thanksgiving)
Agenda Items:
 - Budget Discussion

DECEMBER:

- 12/7 Special** Selectboard Meeting at 6:30 pm –
Agenda Items:
 - Outside Agencies
- 12/14** Selectboard Meeting at 6:30 pm –
Agenda Items:
 - Public Hearing FY18 Budget
- 12/21** Selectboard Meeting at 6:30 pm –
Agenda Items:

JANUARY:

- 1/11** Selectboard Meeting at 6:30 pm –
Agenda Items:
 - Adopt FY18 Budget
- 1/25** Selectboard Meeting at 6:30 pm –
Agenda Items:

FEBRUARY:

- 2/8** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 2/22** Selectboard Meeting at 6:30 pm –
Agenda Items:

WANTED

The Norwich Selectboard seeks applicants for open positions on SEVERAL Town boards and committees. Please contact the Norwich Town Manager's Office for full descriptions of these positions.

Interested Norwich residents should submit an application to the Norwich Selectboard **by March 17, 2016** and be available for an interview at the **March 23, 2016** Selectboard meeting. The application is available at the Town Manager's Office (Tracy Hall), by email at manager-assistant@norwich.vt.us or on the Town website @ www.norwich.vt.us.

Incumbent Town board and committee members with expiring terms do not need to complete an application, but must indicate in writing to the Selectboard prior to the deadline whether they wish to be reappointed, and must be available for an interview.

The following positions are open:

Agent to Prosecute	One seat to expire in 2017
Conservation Commission	Three seats to expire in 2020
Deputy Health Officer	One seat to expire in 2019
Development Review Board	Two seats to expire in 2019*
Development Review Board	One alternate seat to expire in 2019*
Energy Committee	Two seats to expire in 2019
Grand Juror	One seat to expire in 2017
Historic Preservation Commission	Two seats to expire in 2019
Historic Preservation Commission	One unexpired seat ending in 2017
Lister	One seat to expire in 2016
Planning Commission	Two seats to expire in 2020*
Recreation Council	Four seats to expire in 2019
Recreation Council	One unexpired seat ending in 2017
Recreation Council	One unexpired seat ending in 2018
Town Service Officer	One seat to expire in 2017
Tree Warden	One seat to expire in 2017
Two Rivers Ottauquechee	Two seats (one voting/one alternate) to expire in 2017
Upper Valley River Subcommittee of the CT River Joint Commissions	One seat, no set term
Watershed Land Mng. Council	One seat to expire in 2019

* Applications for DRB and Planning Commission are due April 21st and interviews/appointments will be at the April 27th meeting.

Norwich Town Officers

	<u>Length of term</u>	<u>Term expires</u>
<u>Agent to Prosecute</u>		
Frank Olmstead	1 year term	Elected March 2016
<u>Cemetery Commission</u>		
Ed Janeway	5 year term	Elected March 2017
Fred Smith, Jr., Chair	5 year term	March 2018
Demo Sofronas	5 year term	March 2019
Robert Parker	5 year term	March 2020
Jay Van Arman	5 year term	March 2021
<u>Conservation Commission</u>		
		Selectboard appoints
David Hubbard, Chair	4 year term	March 2015
William Pierce	4 year term	March 2016
David Hobson	4 year term	March 2016
Craig Layne	4 year term	March 2017
Norman Miller	4 year term	March 2017
Jennifer Gillich	4 year term	March 2017
Peter Silberfarb	4 year term	March 2018
Chris Rimmer	4 year term	March 2018
		March 2019
<u>Development Review Board</u>		
		Selectboard appoints
John Carroll	3 year term	April 30, 2016
Stanley Teeter	3 year term	April 30, 2016
Arline Rotman	3 year term	April 30, 2016
Ernie Ciccotelli	3 year term	April 30, 2017
Richard Stucker	3 year term	April 30, 2017
Nancy Dean	3 year term	April 30, 2017
John Lawe, Chair	3 year term	April 30, 2018
, alternate	3 year term	April 30, 2018
Sue Pitiger, alternate	3 year term	April 30, 2016
Don McCabe, alternate	3 year term	April 30, 2017
		April 30, 2018
<u>Emergency Management Coordinator</u>		
Chad Poston		Town Manager appoints
<u>Deputy Emergency Management Director</u>		
Stephen Leinoff		Town Manager appoints
<u>Energy Committee</u>		
		Selectboard appoints
Jamie Hess	3 year term	March 2016
Meghan Wilson	3 year term	March 2016
Sarah Drew Reeves	3 year term	March 2017
Robert Sydney	3 year term	March 2017
Norman Levy	3 year term	March 2018
Linda Gray, Chair	3 year term	March 2018

	<u>Length of term</u>	<u>Term expires</u>
<u>Fence Viewer</u> Watt Alexander Liz Russell	serves until successor named serves until successor named	Selectboard appoints
<u>Fire Warden</u> – Linda Cook <u>Deputy Fire Warden</u> – Steve Leinoff		State appoints upon Selectboard recommendation State appoints upon Selectboard recommendation
<u>Grand Juror</u> –		Elected March, 2015
<u>GUV Solid Waste Management District</u> Neil Fulton, Representative Brion McMullan, Alternate	2 year term 2 year term	Selectboard appoints March 2017 March 2017
<u>Health Officer</u> John Lawe, MD Bonnie Munday, Deputy H.O.	3 year term 3 year term	State appoints upon Selectboard recommendation April 2018 May 31, 2016
<u>Historic Preservation Commission</u> Anne Silberfarb Cheryl Herrmann Peter Brink, Vice-Chair Nancy Osgood Bill Aldrich Stuart White	3 year term 3 year term 3 year term 3 year term 3 year term 3 year term 3 year term	Selectboard appoints March 2016 March 2016 March 2017 March 2017 March 2018 March 2018 March 2018
<u>Justices of the Peace</u> Carol Campbell Ernie Ciccotelli Nancy Dean Drew Dixon-Vestal Paul “Doc” Donohue Mary Fowler Linda Gray Corlan Johnson Nancy Leavitt-Reibel Arline Rotman Mary Magavern Sachsse Fred Smith, Jr	2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term	Elected February 2017 February 2017 February 2017 February 2017 February 2017 February 2017 February 2017 February 2017 February 2017 February 2017 February 2017 February 2017
<u>Listers</u> Liz Blum, Chair Lee Michaelides Cheryl Lindberg	3 year term Unexpired 2 year term 3 year term	Elected March 2017 March 2018 March 2019
<u>Milton Frye Nature Area Committee</u> Matt Buck George Clark Kate Emlin Becky French Bill Hammond Phyllis Katz Lindsay Putnam	no set terms	Self appointing

<u>Length of term</u>	<u>Term expires</u>
-----------------------	---------------------

Sharon Racusin
Beth Ryan
Warren Thayer, Chair
Stan Williams

Moderator
Warren Thayer

1 year term

Elected
March 2017

Norwich School Board

Tom Candon 3 year term
James Mackall 3 year term
Neil Odell, Chair 3 year term
Justin Campfield 2 year term
Kelley Hersey 3 year term

Elected
March 2017 Dresden-Norwich School Director
March 2017 Dresden-Norwich School Director
March 2018 Dresden-Norwich School Director
March 2018 Norwich School Director
March 2019 Dresden-Norwich School Director

Planning Commission

Jeff Goodrich, Chair 4 year term
Susan Brink 4 year term
Jacqueline Allen 4 year term
Nancy LaRowe 4 year term
Jeffrey Lubell 4 year term
Christopher Brien 4 year term
Melissa Horwitz 4 year term

Selectboard appoints
April 30, 2016
April 30, 2016
April 30, 2017
April 30, 2017
April 30, 2018
April 30, 2019
April 30, 2019

Recreation Council

Benjamin Forbush 3 year term
Reese Madden 3 year term
Karin Dwyer 3 year term
Jillian Collins 3 year term
Laura Duncan, President 3 year term
Chris Clapp 3 year term
John Girard 3 year term

Selectboard appoints
March 2015
March 2016
March 2016
March 2016
March 2017
March 2017
March 2017
March 2018
March 2018
March 2018

Selectboard

Dan Goulet 3 year term
Christopher Ashley 2 year term
Mary Layton 3 year term
Steve Flanders 2 year term
Linda Cook 3 year term

Elected
March 2017
March 2017
March 2018
March 2018
March 2019

Surveyor of Wood and Lumber

David Hubbard

serves until successor named

Selectboard appoints

Town Clerk

Bonnie Munday 3 year term
Assistant Town Clerk
Judy Trussell no set terms

Elected
March 2017
Town Clerk appoints

Town Service Officer

Linda Cook 1 year term

Selectboard appoints
April, 2016

Length of term

Term expires
Elected

Town Treasurer

Last Updated 3/2/2016

Cheryl Lindberg <u>Assistant Town Treasurer</u> Henry Scheier Elaine Waterman	3 year term no set term	March 2017 Town Treasurer appoints
<u>Tree Warden</u> Thad Goodwin	1 year term	Selectboard appoints March, 2016
<u>Trustees of Public Funds</u> John Currier Ann Harvey Cheryl Lindberg	Unexpired 2 year term Unexpired 2 year term 3 year term	Elected March 2017 March 2018 March 2019
<u>Two Rivers-Ottawaquechee RC</u> Jeff Goodrich, Rep. Tom Gray, Alternate	1 year term 1 year term	Selectboard appoints April 30, 2015 April 30, 2015
<u>Upper Valley River Subcommittee of the CT River Joint Commissions</u> Melissa Horwitz	no set terms	Selectboard appoints
<u>Watershed Land Management Council</u> Ellen Gnaedinger David Hubbard, Chair Sandra Haskell	3 year term 3 year term 3 year term	March 2015 Selectboard appoints March 2016 Selectboard appoints 2017 Prudential Com appoints

TOWN OF NORWICH SELECTBOARD PROCEDURE FOR RECEIPT OF RESIDENT CORRESPONDENCE

Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople.

All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 3 pm of the preceding Thursday. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Town Manager and Selectboard Chair will review correspondence to identify those items that require Selectboard action. The Town Manager, Selectboard Chair or a designated representative will provide a brief oral review of all correspondence during the appropriate segment of the meeting agenda, and will include the name of the writer and a summary of the content of the correspondence. At the meeting, such correspondence will be reviewed, and where appropriate, voted on individually. The Board will determine whether a response is required from the Board.

When correspondence is received in the Town Offices a letter or email will be sent to the sender of each piece of such correspondence to acknowledge the Board's receipt of correspondence addressed to the Board and to indicate at what Selectboard meeting it will formally be received.

Hard copies will be made available upon request, in compliance with the State of Vermont retention time-table for municipal records, by the Town Manager's Office and will be posted on the Town's website. An electronic folder of Selectboard correspondence will be maintained on the Town's server.

The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read their correspondence into the record.

All correspondence not requiring Selectboard action will be received in one motion.

**Town of Norwich Selectboard
Rules for Conduct of Regular and Special Meetings**

Whereas, the Selectboard is the governing body of the Town; and

Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town; and

Whereas, the Selectboard is required by law to make decisions in public, unless statutorily exempted; and

Whereas, the public is entitled to a reasonable opportunity to express its opinion on matters considered by the Selectboard so long as order is maintained; and

Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. If a quorum is not present, the only action which may be considered is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda: changes may be made by consensus or by a vote of the Board at the beginning of regular meetings. Appointments and hearings may be allotted specific times. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a convenient time. The Chair shall determine the content of the agenda, after consultation with the Town Manager and all other Selectboard members. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).
10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
11. These rules may be amended by majority vote of the Selectboard, and must be readopted annually at the organizational meeting.
12. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.

Readopted by Selectboard 3/4/15



[HOME](#) » [DIRECTIONS](#) » [CONTACT US](#) »

Quick Search:

Match: Any words All words

- About VLCT
- Risk Management Services
- Advocacy
- Municipal Assistance Center
- ...
- ...
- ...
- ...

Spring Selectboard Institute



[Back to Event Calendar & Registration](#)

[Browse the Calendar](#)

[Subscribe to the Calendar](#)

Use the calendar below to navigate dates:

Event Calendar & Registration

[Events, News, Blogs](#) » [Event Calendar & Registration](#) » Spring Selectboard Institute

Spring Selectboard Institute

MAR. 12, 2016

Location: Capitol Plaza, Montpelier

Time: 8:30am — 3:30pm

Sponsored by: VLCT Municipal Assistance Center, VLCT PACIF

Contact: Lisa Goodell

Contact Email: info@vlct.org

Contact Phone: (802) 229-9111

Contact Fax: (802) 229-2211

Cost: Early Bird - \$60 VLCT PACIF Members; \$90 VLCT Member; \$160 All Other Attend

Registration Deadline: March 4, 2016.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Filter calendar:

Start

26 Feb 2016

End

26 Feb 2016

Description:

Focused on the varied roles and responsibilities of Vermont selectboards, the *Spring Selectboard Institute* provides indispensable training for newly elected members. More seasoned selectboard members as well as staff members who report to a selectboard will also benefit from attending. The program is highly interactive and designed to encourage learning from one another's experiences.

Click Here to Register

Agenda:

8:30 Registration (coffee and light breakfast provided)

9:00 Welcome and Overview of the Workshop, Abby Friedman, Director, VLCT Municipal Assistance Center

Events, News, Blogs

Event Calendar & Registration

[Legislative Report Webinar Series](#)

[Spring Selectboard Institute](#)

[Spring Auditors Workshop](#)

[Delinquent Tax Collectors Workshop](#)

[Fairlee - Municipal Tax Appeals](#)

[Rutland - Municipal Tax Appeals](#)

[Human Resources Workshop](#)

[Recent Newsletter Articles](#)

[VLCT Newsletter Archive](#)

[Current News](#)

[Weekly Legislative Reports](#)

[News Archives](#)

[Advocacy Blog](#)

9:05 Quasi-Judicial Roles of a Selectboard

In addition to their legislative and executive functions, selectboard members often serve in a quasi-judicial capacity, as when they conduct "vicious" dog hearings, employment termination hearings, when they are acting as the local board of health, and as members of both the Board of Civil Authority and Board of Abatement. This session will cover the legal parameters of a quasi-judicial hearing, including affording due process, deliberative session, and managing ethical dilemmas. *Speaker: Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center*

10:20 Break**10:30 Municipal Road Permit**

As part of legislation adopted to protect Vermont's surface waters, the Vermont Department of Environmental Conservation will develop a general permit that will be applicable to all municipal roads. Under the new general permit system, municipalities will need to bring their roads and drainage systems up to standards designed to protect water quality. In this session we will discuss the upcoming Department of Environmental Conservation's Municipal Roads General Permit: the time lines, permit framework, likely new standards for different road types, priority road segments, implementation schedules, collaboration with the Vermont Department of Transportation, and technical and financial assistance opportunities. *Speakers: Milly Archer, VLCT Water Resources Coordinator; Jim Ryan, Municipal Roads Program Coordinator, Vermont Department of Environmental Conservation.*

**11:35 Municipal Risk Management & Advocacy
Legislative Updates**

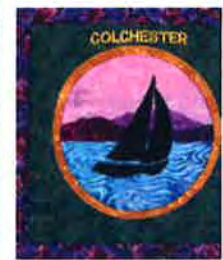
Ken Canning will explain several ways that VLCT's self-insurance pools can help member municipalities meet their risk management challenges, placing special emphasis upon construction contracts and builders' risk coverage. *Speaker: Ken Canning, Director, VLCT Risk Management Services*

Karen Horn will provide an update on the Legislative session and highlight the bills under consideration that will impact municipal governments.

Speaker: Karen Horn, Director, VLCT Public Policy and Advocacy

12:15 Lunch (provided by VLCT)**1:00 VLCT Human Resources Assistance Program
Overview & Update Regarding the Fair Labor
Standards Act (FLSA)**

In 2015, VLCT launched a new Human Resources Program with a mission to provide quality human resources services to VLCT members in an innovative and cost-conscious manner. In this session, Jill Muhr will give an overview of that program as well as an update on forthcoming changes to Fair Labor Standards Act (FLSA) rules that will significantly affect when municipalities provide overtime compensation. *Speaker: Jill Muhr, VLCT Human Resources*

**The VLCT Quilt
Project**

Consultant

2:00 Break

2:10 Special Topic Breakout Sessions for Selectboard Members:

1. Understanding and Following Vermont's Open Meeting Law

Vermont's Open Meeting Law applies to all "public bodies" – which include municipal boards, commissions, and committees. Each of those entities must publicly notice meetings, produce and post agendas, ensure that meetings are open to the public, properly manage public participation at those meetings, and take and post minutes. This session will describe the requirements of Vermont's Open Meeting Law and allow ample time for questions and answers about the practical application of the law.

Speaker: Carl Andeer, Staff Attorney I, VLCT Municipal Assistance Center

2. Rules of the Road – Vermont Local Highway Law

This session will cover the basics of local highway law including how town highways are created; the highway classification system and maintenance obligations; seasonal road closures; and setting speed limits.

Speaker: Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center

3. Effective Ordinance Drafting and Adoption

This session will present best practices and required processes for ordinance drafting and adoption. Particular attention will focus on what ordinances municipalities can adopt, essential elements of an ordinance and what they mean, and the statutorily required process for adopting, amending or repealing an ordinance.

Speaker: Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

3:40 Complete Evaluations & Conclusion

Register now for this event

Please Note:

Early Bird Registration and Cancellation Deadline is March 4, 2016

Registrations received after this date will be charged an extra \$10.00 per person.

Our cancellation policy requires that you notify VLCT in writing by the event's registration deadline to receive a refund of your registration fee.

For a full refund, please cancel in writing by the registration deadline. Please note that, for your convenience, you may pre-register without paying. However, if you do not attend the workshop, and have not cancelled your registration in writing or via email by the deadline, you will be billed for the full cost of the workshop.

Cancellation for events, even for sickness, that comes after the deadline cannot be refunded because VLCT will have

already incurred all the costs for attendance including space rental, meal guarantees and packet generation.

Please mail **payment** to VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602.

Copyright © 2006-2013 Vermont League of Cities



Interim Manager Process

1 February 18, 2016 SB Meeting

- 1.1 Contract with MRI or directly with Interim
 - 1.1.1 Discussion Items
 - 1.1.1.1 MRI
 - 1.1.1.2 MRI Contract with Hartford
 - 1.1.1.3 Direct
 - 1.2 Review draft agreement with Temporary Interim
 - 1.3 Determine level of services needed
 - 1.3.1 Discussion Items
 - 1.3.1.1 Hartford 2 days per week
 - 1.3.1.2 General management of departments
 - 1.3.1.3 Management of Assessor's Contract
 - 1.3.1.4 Management of litigation
 - 1.3.1.5 Approval of purchases
 - 1.3.1.6 Approval of AP warrant
 - 1.3.1.7 Approval of Payroll warrant
 - 1.3.1.8 Preparation of SB agenda and supporting materials
 - 1.3.1.9 Support of SB initiatives
 - 1.3.1.10 Attend SB meetings
 - 1.3.1.11 Employee evaluations (direct reports and review all evaluations)
 - 1.3.1.12 Approval of payroll changes
 - 1.3.1.13 Department Head meetings
 - 1.3.1.14 Responses to citizen concerns
 - 1.3.1.15 Collector of taxes and delinquent taxes
 - 1.3.1.16 Personnel Policy revisions
 - 1.3.1.17 SR2S
 - 1.3.1.18 Recommended Tax Rate
 - 1.3.1.19 Project management if alternate projects approved and money appropriated
 - 1.3.1.20 Project management of police/fire facility design
 - 1.3.1.21 Management of Codification project
 - 1.3.1.22 Days per week (considering 2 to 3 days)

2 February 24, 2016 SB Meeting

- 2.1 Appoint Temporary Interim

3 March 2, 2016 SB Meeting

- 3.1 Discuss hourly rate range
- 3.2 Questions for candidates

4 March 3, 2016 @ 12:00 pm

- 4.1 Resumes due

5 March 9, 2016

- 5.1 Review resumes and select candidates for interviews

6 March 16, 2016

- 6.1 Candidate interviews
- 6.2 Check references

6.3 Background check

7 March 23, 2016

7.1 Select candidate

8 Negotiate an agreement with interim if direct hire

TOWN OF NORWICH
P.O. Box 376
NORWICH, VERMONT 05055-0376
TEL. (802) 649-1419 Ext. 101 or 102

Agenda for the Selectboard Meeting of Wednesday, March 9, 2016 at 6:30 PM
(Times Are Approximate)

DRAFT

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 10 minutes
- 3) Interim Town Manager's Report (Discussion) 10 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Review Resumes and Select Candidates for Interim Town Manager (Discussion/Action Item) 10 minutes
- 6) Town Clerk's Compensation (Discussion/Possible Action Item) 5 minutes
- 7) Selectboard
 - a) Approval of the Minutes of the 1/20/16, 1/27/16, 2/10/16 and 2/24/16 Selectboard Meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes

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

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

To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to manager-assistant@norwich.vt.us requesting to be placed on the Town Email List.