

Minutes of the Selectboard Meeting of Wednesday, October 12, 2016 at 7:15 pm

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

There were about 5 people in the audience.

Also participating: Robin Rice-Voigt, Abby Friedman (by conference call), John Carroll, Steve Leinoff

Cook opened the meeting at 7:16 pm.

1. Approval of Agenda (Action Item). The board agreed to proceed with the agenda as drafted.

2. Public Comments (Discussion). Cook made note that Stephen Flanders is on vacation this week and therefore not attending tonight's meeting. There were no other public comments.

3. Finance – Board to sign accounts payable/warrants (Action Item). After discussion, Ashley **moved** (2nd Goulet) to approve Check Warrant Report #17-8 for General Fund in the amount of \$1,252,600.05, for Tracy Hall Fund in the amount of \$4,400.00, for General Admin Fund in the amount of \$1,135.00, and for DPW-Bridge Fund in the amount of \$15,900.00.

Motion passed.

4. Norwich Conservation Commission - Interview applicant for appointment to the Commission (Discussion/Action Item). The Board agreed to postpone consideration of the application until the Board's October 26th meeting because the open position on the Conservation Commission had not been publicly posted yet. Ashley suggested and the Board agreed that the Town Manager's Office will post the open position.

5. Town Manager Search (Discussion/Possible Action Item). Abby Friedman, of VLCT (Vermont League of Cities and Towns) participated in this agenda item discussion via speakerphone. The Board agreed to offer applicants the use of Skype for these interviews instead of appearing in person. The Board agreed for Cook and Layton to serve as the main Selectboard contacts for communications with VLCT staff and the Advisory Town Manager Search Committee. Ashley requested that all communications be shared with all of the Selectboard members.

The Board agreed on three dates for 30-minute first-round interviews: October 18, 2016 starting at 6:30 pm; October 27, 2016 starting at 6:30 pm; and October 29, 2016 starting at 9:00 am.

The Board then discussed whether or not there was a need to go into Executive Session. Ashley **moved** (2nd Layton) to find that general public knowledge of the information in the applications of Town Manager candidates would violate the candidates' confidential rights. **Motion passed.** Ashley **moved** (2nd Goulet), pursuant to Title 1 VSA sec. 313(a)(3), that the Board enter into Executive Session for the purpose of discussing Town Manager candidates' applications. **Motion passed.** The Selectboard entered Executive Session at 8:04 pm.

Ashley **moved** (2nd Goulet) to return to Public Session. **Motion passed.** The Selectboard returned to Public Session at 8:08 pm.

Ashley **moved** (2nd Goulet) to invite Michael Goodrich, Vice Chair of the Advisory Town Manager Search Committee, to join the Board in Executive Session. **Motion passed.** The Selectboard entered Executive Session at 8:09 pm.

Ashley **moved** (2nd Goulet) to return to Public Session. **Motion passed.** The Selectboard returned to public session at 8:47 pm. No action was taken.

Ashley recused himself from the Board's deliberations concerning The Family Place's request for waiver of the town's Alcohol Policy, stating that Ashley works at The Family Place.

6. Correspondence (Discussion/Action Item). Robin Rice-Voigt, Board Member of The Family Place, asked the Selectboard to approve The Family Center's request to waive the Alcohol Policy so that The Family Place can serve alcohol at their December fundraiser in Tracy Hall. After discussion, Layton **moved** (2nd Goulet) to receive correspondence from The Family Place requesting a waiver of the Alcohol Policy. **Motion passed.** Layton **moved** (2nd Goulet) to waive the Town ordinance regulating the possession and consumption of alcohol, so that The Family Place may serve alcohol in Tracy Hall on the evening of December 2, 2016, during its Gingerbread Festival Preview Party. **Motion passed.**

Ashley returned to the Selectboard panel at 8:51 pm.

7. Town Manager Search Process (Discussion/Action Item). The Board discussed what questions to ask applicants during the first round of interviews. Ashley **moved** (2nd Goulet) to select question #1 from the question sheet used during the search for an Interim Town Manager; questions #7, #8 and #11 from the questions forwarded to the Selectboard by the Advisory Town Manager Search Committee; and a final question asking candidates if they have any questions and if there is anything they'd like the Board to know. **Motion passed.**

7. Interim Town Manager's Report (Discussion Item). David Ormiston, Interim Town Manager, offered his monthly written report. The report included information about the Norwich Pool Dam FEMA Alternate Project, the electric vehicle charging station, the Town's FY2018 budget development process, Workers' Compensation issues related to independent contractors hired by the Town, and the C&D (Construction and Demolition) program at the Norwich Transfer Station. The Board asked about how the C&D program would be paid for, and Ormiston reported that the plan is to have the users of the C&D dumping pay the cost.

8. Public Safety Building (Discussion/Action Item). The Board agreed that the presentation, to be made by the Fire Department and Police Department chiefs, Jay White (architect), and Stephen Flanders should be limited to approximately 30 minutes in length. The Board agreed that the PowerPoint presentation shown to the Board looked good.

9. Agenda-Setting: How Agenda Items Are Received and Set (Discussion/Action Item). The Selectboard agreed that the Town Manager's office will transmit to Selectboard members the proposed agenda during the week before the next meeting. They further agreed that all Selectboard members will share with all other Board members any suggestions concerning the agenda. Board members will share with each other and the Town Manager's office any items they would like changed on the agenda, together with an explanation of their rationale for the changes. If a Board member cannot email all other Selectboard members, that Board member

can call Ormiston or give him a note with the change(s) and rationale. Ormiston will then relay that information via email to all other members of the Selectboard.

10. Selectboard

a) Approval of the Minutes of the 9/28/16 Selectboard Meeting (Action Item). The Board agreed to defer action on this item until a later meeting.

b) Review of Next Agendas (Discussion/Possible Action Item). The board agreed to include three items on the agenda for the next Selectboard meeting on October 26, 2016:

1. Public Safety Committee
2. Consideration of Conservation Commission application(s)
3. Approval of 9/28/2016 minutes

At this point, Goulet **moved** (2nd Ashley) to adjourn. **Motion passed**. Meeting adjourned at 10:10 pm.

Approved by the Selectboard on October 26, 2016.

By Miranda Bergmeier
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – October 26, 2016 at 6:00 PM

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