

Minutes of the Selectboard Meeting of Wednesday, March 8, 2017 at 6:30 pm
ORGANIZATIONAL MEETING

Members present: Mary Layton, Chair; John Pepper, Vice Chair; Linda Cook; John Langhus; Stephen Flanders; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 6 people in the audience.

Also participating: Ann Foley, Claudette Brochu, Cheryl Lindberg, Elaine Waterman.

Ormiston opened the meeting at 6:32 pm.

1. a. Approval of Agenda (Action Item). Selectboard agreed to add agenda items #1a, "Approval of Agenda" and #1b, "Public Comments."

b. Public Comments (Discussion Item). Claudette Brochu offered congratulations to John Langhus and John Pepper and asked them to continue to listen to all constituents, including those who did not vote for them. Ann Foley said that she is concerned about low-income Norwich residents and hopes the new Selectboard will be mindful of those concerns. Cheryl Lindberg asked if the warrants could please be placed earlier on the agenda when they occur.

c. Nominations and Election of Chair (Action Item). Flanders **nominated** Mary Layton for Chair (2nd Langhus). **Motion passed unanimously.**

2. Nominations and Election of Vice Chair (Action Item). Langhus nominated John Pepper for Vice Chair (2nd Flanders). **Motion passed unanimously.**

3. Choose Official Town Newspaper (Action Item). Cook **moved** (2nd Flanders) that the Valley News be the official paper of the Town of Norwich. **Motion passed unanimously.**

4. Set Selectboard Regular Meeting Schedule (Action Item). Flanders **moved** (2nd Pepper) to set the Selectboard's regularly scheduled meeting for the 2nd and 4th Wednesdays of the month at 6:30 pm, except as modified by the Selectboard or meeting calendar. **Motion passed unanimously.**

Langhus **moved** (2nd Flanders) to approve the Norwich Selectboard meeting calendar as amended in the Selectboard's discussion to move the November 15, 2017 meeting to 6:30 pm. **Motion passed unanimously.**

5. Open Positions (Discussion/Action Item). Flanders **moved** (2nd Pepper) to approve the advertisements for open positions with the addition of seven Finance Committee positions. **Motion passed unanimously.**

6. Authorize Chair or Vice Chair to Sign Payroll Warrant (Discussion/Action Item). Flanders **moved** (2nd Langhus) to authorize the Chair or Vice Chair to examine and sign the Payroll Warrant. **Motion passed unanimously.**

7. Authorize Chair or Vice Chair to Sign Accounts Payable (Discussion/Action Item). Flanders **moved** (2nd Langhus) to authorize the Chair or Vice Chair to examine and sign warrants against the Town when approval of the warrant is for expenditures that are within the purchasing authority

of the Town Manager and is necessary to be drawn between regular Selectboard meetings or that the time between regular Selectboard meetings exceeds two weeks and that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion passed unanimously.**

8. Adopt Procedure for Receipt of Correspondence (Discussion/Action Item). Flanders **moved** (2nd Langhus) that the Norwich Selectboard adopt the Procedure for Receipt of Correspondence as presented. **Motion passed unanimously.**

9. Adopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). After some discussion, Flanders **moved** (2nd Langhus) to adopt the Rules for Conduct of Regular and Special Meetings as amended. **Motion passed 4 to 1 (no- Cook).**

10. Selectboard Goals for the Year (Discussion/Action Item). The board agreed to defer discussion about yearly goals to a later meeting.

11. Quarterly Treasurer's Report (Discussion/Action Item). Cheryl Lindberg summarized the contents of her quarterly report and said that she would be submitting the next report soon. Flanders **moved** (2nd Langhus) to receive the Treasurer's quarterly report dated 12/31/2016. **Motion passed unanimously.**

12. Interim Town Manager Report (Discussion Item). Ormiston reported that the Town Report has gone out. Regarding the public safety building project, Jay White (architect) will report to the board during its 3/22/2017 meeting. Gile Mountain trail is closed for mud season. The assessors are interested in amending their contract to reduce their office hours. The Safe Routes to School project is underway in its formative stages. Elaine Waterman spoke to the board about her concerns that various properties along the route will sustain damage.

13. VLCT Spring Selectboard Institute 3/18/2017 (Discussion/Action Item). Any members of the board who are interested in attending should let the Town Manager's office know.

14. Selectboard

a. Board to sign accounts payable/warrants (Discussion/Action Item). Flanders **moved** (2nd Layton) to approve Check Warrant Report #17-24 for General Fund in the amount of \$2,054,616.66. **Motion passed unanimously.**

b. Approval of the minutes of the 2/22/2017 and 3/1/2017 Selectboard meetings (Action Item). Flanders **moved** (2nd Layton) to approve the minutes of the February 22, 2017 and March 1, 2017 Selectboard meetings with revisions put forward. **Motion passed (3 yes; 2 abstained – Pepper and Langhus).**

c. Review of next agendas (Discussion/Action Item). The Selectboard listed the following agenda items for 3/22/2017:

Selectboard Goals

Jay White report to Selectboard

Tower Bond Payment Procedures

Modernization of Selectboard Meeting Procedures

Open Positions – Interview Applicants

At this point, Cook **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**
Meeting adjourned at 8:50 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on March 22, 2017

Mary Layton, Selectboard Chair

Next Meeting –March 8, 2017 at 6:30 PM

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