

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 7, 2018 at 6:30 PM
ORGANIZATIONAL MEETING

- 1) Nominations and Election of Chair (Action Item)
- 2) Nominations and Election of Vice-Chair (Action Item)
- 3) Approve Agenda (Action Item)
- 4) Choose Official Town Newspaper (Action Item)
- 5) Set Selectboard Regular Meeting Schedule (Action Item)
- 6) Open Positions (Discussion/Action Item)
- 7) Authorize Chair or Vice-Chair to Sign Payroll Warrants (Discussion/Action Item)
- 8) Authorize Chair or Vice-Chair to Sign Accounts Payable (Discussion/Action Item)
- 9) Adopt Procedure for Receipt of Correspondence (Discussion/Action Item)
- 10) Adopt Rules for Conduct of Regular and Special Selectboard Meetings
(Discussion/Action Item)
- 11) VLCT Spring Selectboard Institute 3/24/2018 (Discussion)
- 12) Review of Next Agenda (Discussion/Action Item)
- 13) Public Comment (Discussion Item)
- 14) Town Manager Discussion – executive session may be needed – per L. Cook request
(Discussion/Action Item)

Next Regular Meeting – March 14, 2018 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, 2017 THROUGH FEBRUARY, 2018
(Including Predetermined Agenda Items)

MARCH:

- 3/7** Special Selectboard Meeting at 6:30 pm (Organizational Meeting)
- 3/14** Selectboard Meeting at 6:30 pm
Agenda Items: Liquor Licenses
- 3/28** Selectboard Meeting at 6:30 pm –
Agenda Items: Open Positions Interviews/Appointments

APRIL:

- 4/11** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 4/25** Selectboard Meeting at 6:30 pm –
Agenda Items: Open Positions Interviews/Appointments

MAY:

- 5/9** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 5/23** Selectboard Meeting at 6:30 pm –
Agenda Items:

JUNE:

- 6/13** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 6/27** Selectboard Meeting at 6:30 pm –
Agenda Items:

JULY:

- 7/11** Selectboard Meeting at 6:30 pm –
Agenda Items: Set tax rate
- 7/25** Selectboard Meeting at 6:30 pm –
Agenda Items:

AUGUST:

- 8/8** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 8/22** Selectboard Meeting at 6:30 pm –
Agenda Items: Public Input on Fiscal Year 2018 Budget
Selectboard Discuss Fiscal Year 2018 Budget Guidelines

SEPTEMBER:

- 9/12** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 9/26** Selectboard Meeting at 6:30 pm
Agenda Items:

OCTOBER:

10/10 Selectboard Meeting at 7:15 pm –

Agenda Items:

10/24 Selectboard Meeting at 6:30 pm –

Agenda Items:

NOVEMBER:

11/7 Special Selectboard Meeting at 6:30 pm –

Agenda Items: Budget Overview

11/14 Selectboard Meeting at 6:30 pm –

Agenda Items: All Departments Budget Presentations

11/28 Selectboard Meeting at 6:30 pm –

Agenda Items: Budget Discussion

DECEMBER:

12/12 Selectboard Meeting at 6:30 pm –

Agenda Items: Outside Agencies

12/19 Special Selectboard Meeting at 6:30 pm –

Agenda Items: Public Hearing FY18 Budget

JANUARY:

1/9 Selectboard Meeting at 6:30 pm –

Agenda Items: Adopt FY18 Budget

1/23 Selectboard Meeting at 6:30 pm –

Agenda Items:

FEBRUARY:

2/13 Selectboard Meeting at 6:30 pm –

Agenda Items:

2/27 Selectboard Meeting at 6:30 pm –

Agenda Items:

WANTED

6

The Norwich Selectboard seeks applicants for open positions on SEVERAL Town boards and committees. Full descriptions of these positions are available on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2013/03/PositionDescriptions2016.pdf>.

Interested Norwich residents should submit an application to the Norwich Selectboard and be available to interview with the Selectboard. 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.

In order for applications to be available to the Selectboard at their March 28, 2018 meeting, please submit them to the Town Manager's office by 12:00 noon on Thursday, March 22, 2018.

The following positions are open:

Conservation Commission	One seat to expire in March 2022
Energy Committee	Two seats to expire in March 2021
Finance Committee	Seven seats (staggered terms)
Recreation Council	Two seats to expire in March 2021
Tree Warden	One seat to expire in March 2019

The following positions will be posted as open in April, 2018:

Development Review Board	Two seats to expire in April 2021
Development Review Board	One alternate seat to expire in April 2021
ECFiber Governing Board	One seat to expire in April 2019
ECFiber Governing Board	One alternate seat to expire in April 2019
Historic Preservation Commission	Three seats to expire in April 2021
Planning Commission	One seat to expire in April 2022
Town Service Officer	One seat to expire in April 2019

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.

ADOPTED by the Norwich Selectboard on March 7, 2018.

Effective Date: March 7, 2018

Selectboard Chair

**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. Absent a quorum 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:
 - 4.1. Board members and the town manager may propose agenda items at a prior meeting or by email, subject to the approval of two other members.
 - 4.2. Members should submit supporting information for inclusion in the packet by 9 am three business days before a meeting, where practical.
 - 4.3. The Chair finalizes the order of the agenda by noon three business days before a meeting, when practical.
 - 4.4. Changes may be made by consensus or by a vote of the Board at the beginning of regular meetings.
 - 4.5. Material introduced after the packet has been finalized shall be included in a subsequent packet for the record.
 - 4.6. Appointments and hearings may be allotted specific times.
 - 4.7. 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.
 - 4.8. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a time to be approved by a majority of the board.
 - 4.9. 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. A majority of the board may overrule the chair as a point of order.
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. 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.
11. These rules may be amended by majority vote of the Selectboard, and such rules must be adopted annually at the organizational meeting.

ADOPTED by the Norwich Selectboard on March 7, 2018.

Selectboard Chair

Effective Date: March 7, 2018

2018 Spring Selectboard Institute, Fairlee, Saturday, March 24, 2018

This workshop will give selectboard members the tools they need to manage the affairs of their town by focusing on the fundamentals of municipal governance and current issues facing selectboards.

11

Workshop Sessions

- **Selectboard Roles and Responsibilities**
- **Understanding and Following Vermont's Open Meeting Law**
- **Managing Conflicts of Interest**
VLCT Municipal Assistance Center Staff Attorneys
- **Human Resources 101**
Jill Muhr, VLCT Human Resources Consultant
- **Vermont Clean Water Act Requirements Update**
Neil Kamman, Senior Policy Advisory, Vt. Agency of Natural Resources
- **Maintaining Local Highways: How to Save Money and Improve Road Crew Safety**
Stu Johnson, Vermont Local Roads; Fred Satink, VLCT Underwriting, Safety & Health Promotion
- **2018 Legislative Update**
Karen Horn, Director, VLCT Public Policy and Advocacy

REGISTRATION INFORMATION

VLCT PACIF Members	\$60.00
VLCT Members	\$90.00

To register online and review the event agenda, visit www.vlct.org/eventscalendar.

Please include an additional \$10.00 per person if you register after the deadline. Refunds are available up to the registration deadline date.

Questions? Contact VLCT at 800-649-7915 or email info@vlct.org.

REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT 3:30 P.M. (light breakfast and lunch included)