

Minutes from the April 5, 2018 Special Selectboard Meeting

Members present: John Pepper, Linda Cook, Mary Layton, John Langhus via phone, Miranda Bergmeier, Herb Durfee III, Town Manager.

No members of the public were present.

John Pepper opened the meeting at 4:04.

1. Liquor Licenses: Layton moved (2nd Brochu) that the Selectboard convene as the Norwich Liquor Commission. Motion passes unanimously. Brochu moved (2nd Layton) to approve the liquor license application for PLR Enterprises, Inc (d/b/a Norwich Wine and Spritis – 1 license, and the King Arthur Flour Company, Inc. -2 licenses. Motion passed unanimously. Cook moved (2nd Brochu) to close the Norwich Liquor Commission and reconvene as the Selectboard. Motion passed unanimously.
2. Agenda was accepted without change. Pepper noted that the meeting debrief will be happening with every meeting.
3. There were no public comments.
4. Selectboard Goals for 2018-2019. Brochu reviewed the process by identifying the various flip chart papers taped on the wall. Each paper identified the date for achievement of the goals. Items listed in red were statutory deadlines. Layton asked for clarification of the process as she worked on various steps under each timeline related to an over-arching goal related to financial issues. After much discussion, the members decided to go forward with listing the goals he/she wanted to see accomplished under each timeline (see table 1). The board then asked for clarification or what members had recommended. There was an attempt to cluster “like” goals to tighten up the lists, which was not successful. However, themes were easily identified such as communication, financial, and policies. Each member then identified the goal he/she believed to be the priority under each timeline (see table 2). The board recognized that each goal could be achieved before the designated date but should be accomplished by the date under which the goal was written (eg. Adoption of a new town plan was listed under the timeline of completion by March 31, 2019 but the hope was that the TP could be adopted at an earlier date). The board then identified who would be responsible for work to be done in achievement of the goal, including Herb’s input and participation in the goal. Table 3 is a final list of goals, timelines, and who (identified by initials) of “who” owns the process and was approved by consensus by the board.
5. Review of next agenda: Current work in progress for April 11, 2018.
6. Review of meeting: What went well-all agreed that sharing of ideas and the establishment of the 2018-19 goals went well. Herb identified that the board worked through a tense moment. What could be improved-better communication between members, better use of technology, watch tone of voice during meetings, desire to not bring up recurrent theme of electronic attendance. Pepper expressed a desire for the board and town to look at truly visionary goals such as burying wires in

town. Brief discussion on how this could be done but with no decisions just an urge for the board to think about visionary goals.

Cook **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**
Meeting adjourned at 6:10 pm.

By Claudette Brochu

Approved by the Selectboard on April 11, 2018

John Pepper
Selectboard Chair

Table 1 – all goals listed (# designates Statutory requirement)

Achieve by Apr 30,2018	Achieve by June 30,2018	Achieve by Sept 30,2018	Achieve by Dec 31, 2018	Achieve by Mar 31, 2019
<p><u>#appointment of people to town positions</u> <u># Approve liquor licenses</u></p> <p>Develop communication strategy with committees/com missions</p> <p>Review Reserve fund “rationale” – look at vehicle replacement schedules</p> <p>Review Internal Controls checklist – organizational chart</p> <p>Review year end Audit Report, Reserve Funds, Special Funds</p> <p>Union Contract</p> <p>Vehicle replacement</p> <p>Survey</p>	<p><u># dog licenses</u> <u>#sign off on Grand List</u></p> <p>Reinstatement of Finance Comm & related work</p> <p>Review financials- Reserve funds, special funds</p> <p>Capital budget</p> <p>Financial highlights- net worth</p> <p>Review/revise Financial/Purchasing policy</p> <p>Year-to-year budget comparison</p> <p>SB report on Vehicle replacement aspect of Reserve fund and review of Solid Waste reserve fund, Records reserve fund</p> <p>SB report Internal Controls-General, Financial records, Cash, accounts payable, accounts recievable, purchase and disbursement</p> <p>Union contract</p>	<p><u># set tax rate by July 11th, 2018</u></p> <p>Revise Personnel policy</p> <p>Re-invigorate communication b/t town-SB-citizens-committees</p> <p>Resolve Church Street sidewalk issue</p> <p>Review policies</p> <p>Reserve fund update-compare with other communities</p> <p>Auditor questions- Internal controls/review PR/GL/TR</p> <p>Working effectively under Open Mtg Law including use of technology</p>	<p><u>#sign off on Listers grand list</u></p> <p>Review/revise equipment replacement plan</p> <p>Complete Norwich SB Operations Manual</p> <p>Pass through TP to PC</p> <p>Suggest Reserve fund changes or justification</p> <p>Internal Controls- municipal property and Information Systems</p> <p>All goals done?</p>	<p><u>#pass budget by 3rd Thursday in Jan 2019</u> <u>#pass Town Meeting Warrant by 3rd Thursday in Jan 2019</u> <u>#Town Meeting March 5, 2019</u></p> <p>Adopt new Town Plan at Town Meeting</p> <p>Input for Town Report/Meeting- Internal Controls, Reserve funds</p> <p>Bury wires</p>

Table 2 – after rank ordering (# designates Statutory requirement)

++ indicates voted items

Achieve by Apr 30,2018	Achieve by June 30,2018	Achieve by Sept 30,2018	Achieve by Dec 31, 2018	Achieve by Mar 31, 2019
<p><u>#appointment of people to town positions</u> <u># Approve liquor licenses</u></p> <p>++Develop communication strategy with committees/com missions</p> <p>Review Reserve fund “rationale” – look at vehicle replacement schedules</p> <p>++Review Internal Controls checklist – organizational chart</p> <p>++Review year end Audit Report, Reserve Funds, Special Funds</p> <p>Union Contract</p> <p>Vehicle replacement</p> <p>Survey</p>	<p><u># dog licenses</u> <u>#sign off on Grand List</u></p> <p>++Reinstatement of Finance Comm & related work</p> <p>Review financials- Reserve funds, special funds</p> <p>Capital budget</p> <p>Financial highlights- net worth</p> <p>Review/revise Financial/Purchasing policy</p> <p>Year-to-year budget comparison</p> <p>SB report on Vehicle replacement aspect of Reserve fund and review of Solid Waste reserve fund, Records reserve fund</p> <p>++SB report Internal Controls-General, Financial records, Cash, accounts payable, accounts recievable, purchase and disbursement</p> <p>++Union contract</p>	<p><u># set tax rate by July 11th, 2018</u></p> <p>Revise Personnel policy</p> <p>++Re-invigorate communication b/t town-SB-citizens-committees</p> <p>Resolve Church Street sidewalk issue</p> <p>++Review policies</p> <p>Reserve fund update- compare with other communities</p> <p>++Auditor questions- Internal controls/review PR/GL/TR</p> <p>Working effectively under Open Mtg Law including use of technology</p>	<p><u>#sign off on Listers grand list</u></p> <p>Review/revise equipment replacement plan</p> <p>++Complete Norwich SB Operations Manual</p> <p>Pass through TP to PC</p> <p>++Suggest Reserve fund changes or justification</p> <p>++Internal Controls-municipal property and Information Systems</p> <p>All goals done?</p>	<p><u>#pass budget by 3rd Thursday in Jan 2019</u> <u>#pass Town Meeting Warrant by 3rd Thursday in Jan 2019</u> <u>#Town Meeting March 5, 2019</u></p> <p>++Adopt new Town Plan at Town Meeting</p> <p>++Input for Town Report/Meeting- Internal Controls, Reserve funds</p> <p>Bury wires</p>

Table 3-final (# designates Statutory requirement)

Achieve by Apr 30,2018	Achieve by June 30,2018	Achieve by Sept 30,2018	Achieve by Dec 31, 2018	Achieve by Mar 31, 2019
<p><u>#appointment of people to town positions</u> <u># Approve liquor licenses</u></p> <p>Develop communication strategy with committees/commissions (CB)</p> <p>Review Internal Controls checklist –organizational chart (<u>and report????</u>) (ML, LC, HD)</p> <p>Review (<u>and report????</u>) year end Audit Report, Reserve Funds, Special Funds (LC, HD)</p>	<p><u># dog licenses</u> <u>#sign off on Grand List</u></p> <p>Reinstatement of Finance Comm & related work (JL, HD)</p> <p>SB report Internal Controls-General, Financial records, Cash, accounts payable, accounts receivable, purchase and disbursement (ML, LC, HD)</p> <p>Union contract (HD)</p>	<p><u># set tax rate by July 11th, 2018</u></p> <p>Re-invigorate communication b/t town-SB-citizens-committees (JL, JP)</p> <p>Policy review- includes Personnel (LC, CB, HD)</p> <p>Auditor questions- Internal controls/review PR/GL/TR (ML, LC, HD)</p>	<p><u>#sign off on Listers grand list</u></p> <p>Complete Norwich SB Operations Manual (JP)</p> <p>Suggest Reserve fund changes or justification (ML, LC, HD)</p> <p>Internal Controls- municipal property and Information Systems (ML, LC, HD)</p>	<p><u>#pass budget by 3rd Thursday in Jan 2019</u> <u>#pass Town Meeting Warrant by 3rd Thursday in Jan 2019</u> <u>#Town Meeting March 5, 2019</u></p> <p>Adopt new Town Plan at Town Meeting (board and/or public)</p> <p>Input for Town Report/Meeting- Internal controls, Reserve funds (board)</p>