

Minutes of the Special Selectboard Meeting of  
Wednesday, August 29, 2018 at 6:30 pm

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Linda Cook; Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager. Member absent: John Langhus.

There was one person in the audience.

Also participating: Jill Niles, Recreation Director

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move agenda item #4a (Personnel Policies) to a later point in the meeting, after 4b and 4c.
2. Public Comments (Discussion Item). Jill Niles (Recreation Director) said that a large amount of money has been contributed so far to the John Girard Fund. By Jill's latest tally, \$9,512.00 has been raised and it is likely that amount will grow in the coming days.
3. Review Accounts Payable/Warrants (Action Item). Cook noted that the ambulance charges have gone up significantly, partly due to ambulance calls for the portion of I-91 within Norwich. Cook **moved** (2<sup>nd</sup> Pepper) to approve check warrant report #19-05 for Highway Garage Fund in the amount of \$51,480.04; and for General Fund in the amount of \$2,099,588.24. **Motion passed unanimously.**
4. Town Policies (Discussion/Action)
  - a. Fraud Prevention. Durfee suggested the SB adopt a fraud policy; he has proposed a policy that is a modified version of the VLCT model policy. The proposed policy has whistleblower protection, a method/process for reporting concerns, and discussion of what any resulting investigation would involve. Durfee altered the policy to define elected officers and employees and how they would relate to the policy. Cook wondered about whether the SB should keep the process where reports go to an outside auditor. Brochu asked if we are asking people to report, or are we expecting them to report. Durfee said people would be encouraged to report because the policy exists to enable reporting. Brochu said the contact information for any outside person (i.e. public accountant) should be prominently displayed in all worksites. Pepper said there should be an alternate person to report concerns to in addition to the Town Manager. SB members agreed to have Cook and Layton work on the Fraud Policy draft and bring a revised draft back to the SB for consideration.
  - b. Index of Policies. Cook said that she and Brochu have started to review the full list of policies to see where there is duplication and where there is conflict with current labor contracts. Also, Cook and Layton have started work on the town's financial policies. The subcommittee of SB working on the index of policies will continue to do so and report back to the SB at a future time.
  - c. Personnel Policies. Cook and Brochu have been working on revising the personnel policies. SB members agreed to look through the personnel policies from the beginning to find obvious errors to fix. SB members proceeded to work their way through the policies, pointing out the revisions made/suggested and noting places and points of agreement and places to work on further. SB members worked up to and including section 21 of the policies, and will take up the remainder at a future meeting.
5. Review of Next Agendas (Discussion/Action Item). Durfee said that on Sept. 12, 2018 at 6:00 pm, just before the SB meeting, there would be a dedication of the new flagpole in front of the Public Safety Building. SB members listed the following possible agenda items for their next regular

meeting on September 12, 2018:

- Fraud Prevention Policy
- Town Clerk MOU
- SB Rules and Procedures
- Use of Consent Agenda
- Stowell Road 911 Addresses
- Building Projects – Updates
- Personnel Policies
- Update on Internal Financial Controls
- Police Dept. Traffic Ordinance Update

At 9:11 pm, Brochu **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:11 pm.

By Miranda Bergmeier

Approved by the Selectboard on September 12, 2018.

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John Pepper  
Selectboard Chair

Next Meeting – September 12, 2018 – Meeting at 6:30 PM

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