

Minutes of the Special Selectboard Meeting of
Tuesday, March 5, 2019 at 8:00 pm

Members present: John Pepper; Claudette Brochu; Mary Layton; Roger Arnold; Herb Durfee, Town Manager. John Langhus was present, but not yet sworn in, and therefore did not vote.

There were about 3 people in the audience.

1. Nominations and Election of Chair. Durfee opened the meeting, and after some discussion, Layton **moved** (2nd Brochu) to name Pepper as Chair. **Motion passed unanimously.** Pepper assumed chairmanship of the meeting.
2. Nominations and Election of Vice Chair. Layton **moved** (2nd Arnold) to name Brochu as Vice Chair. **Motion passed unanimously.**
3. Approve Agenda. SB members agreed to add an agenda item to discuss and adopt the SB's "Rules for Conduct of Regular & Special Selectboard Meetings" just after current agenda #9.
4. Public Comment. No public comment was offered.
5. Choose Official Town Newspaper & Location of Postings. Brochu **moved** (2nd Layton) that the Valley News be the official paper of the Town of Norwich and that four official posting locations be designated: Tracy Hall downstairs bulletin board, outdoor bulletin board in front of Tracy Hall, Norwich Post Office bulletin board, and an electronic posting on the Town of Norwich website. **Motion passed unanimously.**
6. Appointment of Statutory Positions. Brochu **moved** (2nd Layton) to approve the advertisement of open positions, including appointments required by 24 VSA §871 and those appointments with terms expiring on March 30, 2019. **Motion passed unanimously.**
7. Authorize Chair or Vice Chair to Sign Payroll Warrant. Layton **moved** (2nd Brochu) to authorize the Chair or the Vice Chair, in the absence or incapacity of the Chair, to examine and sign the Payroll Warrant. **Motion passed unanimously.**
8. Authorize Chair or Vice Chair to Sign Accounts Payable. Layton **moved** (2nd Brochu) to authorize the Chair or Vice Chair, in the absence or incapacity of the 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 are necessary to be drawn between regular Selectboard meetings or when the time between regular Selectboard meetings exceeds two weeks, provided that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion passed unanimously.**
9. Adopt Procedure for Receipt of Correspondence. Layton **moved** (2nd Brochu) that the Norwich Selectboard adopt the Procedure for Receipt of Correspondence as presented. **Motion passed unanimously.**
- 9.5 (Added agenda item) Adopt Rules for Conduct of Regular and Special Selectboard Meetings. Layton **moved** (2nd Brochu) that the Norwich Selectboard adopt the Rules for conduct of Regular and Special Meetings as currently in practice. **Motion passed unanimously.**
10. VLCT Spring Selectboard Institute 3/30/2019. No action taken. Durfee asked SB members to

let him know if they were interested in attending the training.

11. Set Selectboard Regular Meeting Schedule. Brochu **moved** (2nd Layton) to set the Selectboard's regularly scheduled meetings for the 2nd and 4th Wednesdays of the month at 6:30 pm except as modified by the Selectboard. **Motion passed unanimously.**

12. Future Meeting Agenda Items. SB members agreed to the following as agenda items for the next meeting:

- Reorganization Items & Open Positions
- Receipt of Correspondence
- Rules for Conduct of Meetings
- Modifications to SB Meeting Schedule
- Town Manager Evaluation
- Affordable Housing Fund policy
- Norwich Police Dept. Sidearms Requisition

At 9:16 pm, Brochu **moved** (2nd Arnold) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:16 pm.

By Miranda Bergmeier

Approved by the Selectboard on March 13, 2019

John Pepper
Selectboard Chair

Next Meeting – March 13, 2018 – Meeting at 6:30 PM

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