

Minutes of the Selectboard Special Meeting of Thursday, August 20, 2019 at 7:00 pm

Members present: Claudette Brochu, Vice Chair; Roger Arnold; Mary Layton

Members absent: John Pepper, Chair; John Langhus

Also present: Herb Durfee, Town Manager; Linda Cook

(CATV did not record this meeting.)

1. Approval of Agenda. At 7:47 pm, when a quorum of members existed, Brochu called the meeting to order. Board members agreed to proceed with the agenda as drafted.
2. Public Comment. No public comment was offered.
3. Selectboard Policies Status. Board members continued to discuss and amend the draft master financial policy. Line by line, the Board proceeded to review and amend the current draft getting through the following sections:
 - Section 3: Cash Receipts, Petty Cash, and Returned Check Policy
 - Section 11: Balanced Budget Policy
 - Section 12: Gift Policy

Note: after general discussion, it was agreed that Arnold and Durfee will work on blending specific components of the two drafts of the Balanced Budget Policy to make it easier for the Board's review. The two will try to have a singular revised draft as a handout for the Board's August 28, 2019 meeting.

Attached is the resulting version of the draft policies from Board discussion.

Preliminarily, the Board agreed to discuss the schedule at its August 28, 2019 meeting whereby the September 11, 2019 meeting would be reserved for making final changes to the policies, the September 25 meeting would be reserved for the 2nd Reading and Adoption of the policies. But, if during the 2nd Reading the Board finds additional changes are required, then the October 9, 2019 meeting would be reserved for the Adoption of the policies.

It was agreed that after the August 28, 2019 Board meeting Durfee would be responsible for getting the policies into a "clean", uniform version in preparation for the policies' 2nd Reading.

4. Adjournment. At 9:23 pm, Brochu moved (2nd Arnold) to adjourn. Motion passed unanimously.

**Minutes of the Selectboard Special Meeting
08/15/19 – DRAFT**

Respectfully submitted,
Herbert A. Durfee, III

Approved by the Selectboard on August 28, 2019

John Pepper, Chair

Next Meeting:
August 28, 2019 – Regular Meeting at 6:30 pm

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