

Minutes of the Selectboard Organizational Meeting of
Wednesday, March 3, 2021 at 6:30 pm

This meeting was conducted via teleconference using ZOOM, in order to maintain appropriate physical distance under COVID-19 precautions. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 3 people in the audience.

Also participating: Cheryl Lindberg, Linda Cook.

1. Nominations and Election of Chair. Town Manager Durfee opened the meeting by calling it to order and requesting nominations for Selectboard Chair. Layton **nominated** (2nd Brochu) Roger Arnold for Selectboard Chair. Selectboard (SB) members voted unanimously to elect Arnold as Chair. After his election as Chair, Arnold presided over the meeting.
2. Nominations and Election of Vice-Chair. Brochu **nominated** (2nd Gere) Mary Layton as Vice Chair. SB members voted unanimously to elect Layton as Vice Chair.
3. Approval of Agenda. Layton **moved** (2nd Calloway) to approve the agenda. **Motion approved unanimously.**
4. Public Comment. No public comment was offered.
5. Choose Official Town Newspaper. Layton **moved** (2nd Calloway) to designate the Valley News as the official newspaper of the Town of Norwich. **Motion approved unanimously.**
6. Set Selectboard Regular Meeting Schedule. After some discussion, Layton **moved** (2nd Brochu) to set the Selectboard's regularly scheduled meetings for the 2nd and 4th Wednesdays of the month at 6:30 pm, except for November 17, 2021, instead of November 24, and except as modified by the Selectboard or meeting calendar. **Motion approved unanimously.**
7. Authorize Chair and/or Vice Chair to Sign Payroll Warrants. SB members discussed the process for approving payroll warrants. Layton **moved** (2nd Gere) to authorize the Chair or the Vice Chair to examine and sign payroll warrants. **Motion approved unanimously.**
8. Authorize Chair and Vice Chair to Sign Accounts Payable. Layton **moved** (2nd Gere) to authorize the Chair or Vice 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 approved unanimously.**
9. Adopt Procedure for Receipt of Correspondence. SB members discussed options for dealing with correspondence from members of the public to the SB. They agreed to adopt the policy as proposed and discuss possible revisions at a future meeting. Layton **moved** (2nd Calloway) to adopt the Procedure for Receipt of Correspondence, as presented in the Selectboard meeting packet. **Motion approved unanimously.**
10. Adopt Rules for Conduct of Regular and Special Selectboard Meetings. Calloway asked about Norwich Selectboard Minutes – 03/03/2021 Mtg

materials presented after the meeting packet has been finalized. SB members agreed that Brochu and Calloway will draft revisions to the Rules for Conduct. Arnold said the TM's office does an admirable job of managing SB meeting packet materials. Layton **moved** (2nd Gere) to adopt the Rules for conduct of Regular and Special Meetings, as presented in the meeting packet. **Motion approved unanimously.**

11. Future Agenda Items & Adjournment. Layton suggested an agenda item for 3/10/2021 for the Childcare Committee to present their work thus far. SB members agreed. SB members agreed to have the Town Manager's office proceed with advertising for appointments based on the Town Manager's email in the SB packet. SB members discussed how to build future agendas and other SB work. Brochu **moved** (2nd Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 8:05 pm.

By Miranda Bergmeier

Approved by the Selectboard on March 24, 2021

Roger Arnold
Selectboard Chair

Next Meeting – March 10, 2021 – Meeting at 6:30

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