

Minutes of the Organizational Selectboard Meeting of  
Wednesday, March 2, 2022, at 5:30 pm

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, later appointed Chair; Mary Layton, later appointed Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Cheryl Lindberg.

1. Nomination for the Election of Chair. Town Manager Rod Francis called the meeting to order and solicited nominations for Selectboard (SB) Chair. Layton **moved** (2<sup>nd</sup> Gere) to appoint Roger Arnold as Chair. **Motion approved (4- yes; Calloway- abstain).**
2. Nomination and Election of Vice Chair. Francis called for nominations for Vice Chair. After some discussion, Brochu **moved** (2<sup>nd</sup> Gere) to appoint Mary Layton as Vice Chair. **Motion approved unanimously.**
3. Approval of Agenda. Layton **moved** (2<sup>nd</sup> Gere) to approve the agenda. **Motion approved unanimously.**
4. Public Comment. No public comment was offered.
5. Choose Official Town Newspaper. Brochu **moved** (2<sup>nd</sup> Calloway) to designate the Valley News as the official newspaper of the Town of Norwich. **Motion approved unanimously.**
6. Set Regular Selectboard Meeting Schedule. SB members agreed to set their next meeting as March 23, 2022, and not to meet on March 9<sup>th</sup>. Brochu **moved** (2<sup>nd</sup> Layton) to set the Selectboard's regularly scheduled meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month at 6:30 pm except as modified by the Selectboard or meeting calendar. **Motion approved unanimously.**
7. Authorize Chair and/or Vice Chair to Sign Payroll Warrants. Brochu **moved** (2<sup>nd</sup> Gere) to authorize the Chair or the Vice Chair to examine and sign payroll warrants. **Motion approved unanimously.**
8. Authorize Chair and/or Vice Chair to Sign Accounts Payable. Brochu **moved** (2<sup>nd</sup> Gere) to authorize the Chair or the 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 or 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. Brochu **moved** (2<sup>nd</sup> Layton) to adopt the Procedure for Receipt of Correspondence that was approved in March 2021 and presented in the meeting tonight. **Motion approved unanimously.**
10. Adopt Rules for Conduct of Regular and Special Selectboard Meetings. Brochu **moved** (2<sup>nd</sup> Layton) to adopt the Rules for Conduct of Regular and Special Meetings, as approved in March 2021 and presented in the meeting tonight. **Motion approved unanimously.**

11. Adjourn. Brochu **moved** (2<sup>nd</sup> Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 6:31 pm.

By Miranda Bergmeier

Approved by the Selectboard on March 23, 2022

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Roger Arnold, Selectboard Chair

Next Meeting – March 23, 2022 – Meeting at 6:30

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