

Minutes of Norwich Selectboard Special Working Group Meeting
April 5, 2023 – 1:00 p.m.
Participation: In Person Only
Physical Location: Tracy Hall conference room

This in-person working meeting was held in the Tracy Hall Multipurpose Room. CATV/JAM broadcast the meeting via YouTube.

Present: Marcia Calloway, Selectboard Chair; Priscilla Vincent; Selectboard Member; Brendan Duffy, Interim Town Manager; Joyce Hasbrouck, Interim Finance Director; and Cheryl Lindberg, Treasurer.

Also present: Three members of the public.

1. Welcome. Calloway brought the meeting to order at 1:00 p.m., and introduced the topic of the meeting: Financial Policies and Procedures.
2. Discussion. With reference to the Vermont League of Cities and Towns' ("VLCT") document, Internal Financial Controls Checklist for Municipalities, November 2017, the group discussed
 - a. The statutes pertaining to Selectboard, Town Manager, and Treasurer Duties;
 - b. The VLCT recommendations for best practices where statutes are silent;
 - c. A town's ability to identify who shall perform giving financial tasks depending upon its personnel structure; and,
 - d. A subset of the "Controls" in the VLCT Checklist.
3. Next steps. Calloway will prepared a summary document of Duties as discussed, and Policies in need of update or creation. The group will review the summary with the goal of presenting a the summary and draft policies for review at the Selectboard's regular meeting on April 12, 2023.

The meeting was concluded at 3:00 p.m.

Respectfully submitted,

Marcia Calloway

Approved by the Selectboard on January 11, 2023

Marcia Calloway, Selectboard Chair

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