

Town of Norwich | Agenda for Special Selectboard Meeting | September 22, 2021, 6:30 pm | Remote Meeting and Tracy Hall Multipurpose Rm.
 ZOOM access information: <https://us02web.zoom.us/j/86293758694> Meeting ID: 862 9375 8694 US Toll-free: 877-853-5257
 Telephone number to call if unable to access meeting: 802-698-3000

Agenda Item	Action	Packet Materials	Estimated Start/End
[1] Approval of the agenda	Chair will ask Board to add/remove/reorder agenda items.		6:30 - 6:35 (5 minutes)
[2] Public & Selectboard comment	Public invited to speak to any item not on the agenda		6:35 - 6:45 (to completion)
[3] Consent agenda	Approve consent agenda. Motion required	Correspondence, A/P warrants, meeting minutes for 9/8, 9/9, and 9/14/2021	6:45 – 7:00 (15 minutes)
[4] Update on hiring: interim town manager and permanent town manager	Chair will provide brief update on hiring interim town manager and VLCT recruitment services for town manager.	n/a	7:00 – 7:10 (10 minutes)
[5] Interim Town manager report	Update on significant happenings	Report	7:10 – 7:25 (15 minutes)
[6] Guiding Documents on Board Jurisdiction and Limitations	Board will discuss document that aims, in-part, to provide an accessible resource for the public who are concerned about problems they want addressed by the Selectboard	Documents as prepared by M. Calloway	7:25 – 7:50 (25 minutes)
[7] 2021 Winter Sand Bid	Board to authorize selection of supplier for 2021 winter sand. Motion required.	Winter sand bid result	7:50 – 7:55 (5 minutes)
BREAK			7:55 – 8:05 (10 minutes)
[8] Existing staffing and potential disciplinary action: DPW	Board will discuss personnel issues, including attorney-client work product, concerning DPW. Possible executive session.	Attorney-client work product	8:05 – 8:20 (15 minutes)
[9] Short-term replacement of Finance Assistant	Board will discuss possible staffing decision in the Finance Office. Possible executive session.	n/a	8:20 – 8:35 (15 minutes)
[10] Pay rate for Acting Town Manager	Board to set pay rate for Acting Town Manager Rod Francis. Motion required.	Supporting email and payroll form	8:35 – 8:40 (5 minutes)

Agenda Item	Action	Packet Materials	Estimated Start/End
[11] VLCT Annual Business Mtg Voting Delegate	Board to appoint town's voting delegate for VLCT Annual Business Meeting. Motion required	VLCT official meeting notice	8:40 – 8:45 (5 minutes)
[12] Revisions to Gift policy in Town's Master Financial policies	Board will review changes and possibly adopt Motion required	Revised policy	8:45 – 9:00 (15 minutes)
[13] Revisions to Capital Budgeting and Program Policy in Town's Master Financial Policies	Board will review changes and possibly adopt. Motion required.	Revised policy	9:00 – 9:20 (20 minutes)
[14] Budget calendar and preparing for budgeting process	Board will continue to discuss expectations for budgeting in order to properly advise staff. Board will approve budgeting calendar. Motion required	Memo from R. Arnold	9:20 – 9:45 (25 minutes)
[15] Adjourn	Motion required	n/a	9:45

List of correspondence received before 3:00 pm on Thursday, September 16, 2021: Geoff Martin, Intermunicipal Regional Energy Coordinator re: August progress report; Oona Gardner & William Ransom re: school use of Norwich woods; Chris Katucki re: Town Manager search; Stuart Richards re: Norwich Selectboard