

**Meeting Minutes – Norwich Town Manager Search Committee**

SEPTEMBER 21, 2016

Committee members in attendance: Ann Shriver Sargent, Anne Goodrich, Bonnie Munday, John Carroll, Michael Goodrich, Stephen Leinoff and John Langhus.

Committee members absent: Elizabeth McKinstry

Advisory Members in attendance: Linda Cook and Mary Layton

Participating members of the Public: Cheryl Lindberg

1. Meeting called to order by Linda Cook
2. Members introduced themselves.
3. Election of Committee Officers:
  - a. Chairperson of the Committee was elected. John Carroll was nominated by Anne Goodrich and seconded by Michael Goodrich. No others being nominated a vote was taken and John Carroll was unanimously elected.
  - b. Vice-Chairperson of the Committee was elected. Michael Goodrich was nominated by Bonnie Munday and duly seconded. No others being nominated a vote was taken and Michael Goodrich was unanimously elected.
  - c. Secretary of the Committee was elected. John Langhus was nominated by Anne Goodrich and duly seconded. No others being nominated a vote was taken and John Langhus was unanimously elected.
4. Review of Open Meeting Laws – Discussion covered several provisions in the Open Meeting Laws. Members were urged to review the Laws. In particular, the following was discussed:
  - a. A quorum for Committee Meetings is five members.
  - b. Process issues may be discussed in public session.
  - c. All specifics about search criteria or individual candidates may be discussed only in executive session.
  - d. Ex parte discussions amongst Members outside of Meetings may not cover matters that if in a meeting could only be discussed in executive session.
5. Meeting Schedule
  - a. Committee will next meet on September 26<sup>th</sup> at 6:30PM in Tracy Hall.
  - b. All Members are invited, but not required, to attend the next Selectboard meeting on September 28<sup>th</sup> at 6:30PM at Tracy Hall.
  - c. The next Committee meeting will be held on October 4<sup>th</sup> at 6:30PM.
  - d. Further meetings shall be scheduled as needed.
6. Discussion of Committee Process. It being determined that not all Members had yet reviewed the applications, no executive session was held. A wide-ranging discussion covered various topics the Committee may choose to address in its first executive session.

- a. A goal was set for the first meeting on September 26 to involve an initial review of candidates, together with a formulation of questions to ask the Selectboard in order to elicit more detailed guidance as to search criteria and weighting.
  - b. The Chair requested Members to email him with suggestions of such questions prior to September 26.
7. A question was posed by a member of the public, Cheryl Lindberg, as to whether the Committee would invite public comments during its process. It was established that such an invitation would be made at the outset of each public meeting held by the Committee.
8. A related discussion concerned how public comments could be made in writing. It was advised that any member of the public could offer written comments in advance of a warned meeting by sending such comments to the Chair at:  

John Carroll – Email: [jc@ompom.us](mailto:jc@ompom.us) Address: P O Box 305, Norwich

Any such comments received by the chair before the commencement of a meeting shall be made part of the public record of such meeting and be discussed as appropriate.
9. Member Ann Shriver Sargent exited the Meeting.
10. There being no further matters raised for action or discussion, Anne Goodrich moved for adjournment. Steve Leinoff seconded and the vote to adjourn was unanimous at approximately 8:00PM.