

## Minutes of the Selectboard Meeting of Wednesday, May 8, 2013 at 6:30 PM

Members present: Stephen Flanders, Chair; Christopher Ashley; Ed Childs; Linda Cook; Keith Moran; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 8 people in the audience.

Also participating: Alan Berolzheimer, Dennis Curran, Phil Dechert, Matt Fisken, Linda Gray, Jerry Handfield, Jim Harlow, Nancy Hoggson, Steve Leinoff, Bonnie Munday.

Flanders opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). After a brief discussion about the Executive Session at the end of the meeting, by consensus, the Selectboard approved the Agenda.
2. Public Comments. Flanders asked that people wishing to speak would state their name and address clearly. Flanders also stated that townspeople should consider the Town Manager the primary source of information. Harlow said the Town Memorial Day Parade would be Sunday, May 26<sup>th</sup> at noon and start at the Legion Post. There will be a tribute to two brothers killed in World War II at the bridge by the Catholic Church. Harlow invited the Selectboard to participate in this event and make it a community affair. New flags have been ordered for Main Street and should be up in time for the parade. Cook reminded people that there is a Flag Fund they can donate to. Fisken spoke about the Town Pool area and hopes it receives the attention it deserves. Fisken was directed to further address his concerns with the Town Manager.
3. Records Restoration Project (Discussion). Curran and Handfield from Kofile Preservation were present. Curran did a PowerPoint presentation which discussed the importance of preserving public records. The three options for records are: paper, film or digital. Paper lasts the longest. However, in older records acid in records can destroy them. Older records in the vault need to have the acid neutralized. The process is to log the document in, dismantle the document, treat the document and then put it back together. It is a tedious process, time consuming and fairly expensive. Even with new technologies protection of original sources is a priority. Questions were asked by the Selectboard regarding how valuable the records are, the high cost and how to set priorities. There was also some discussion of the Town matching the recording fees collected by the Town Clerk. Cook indicated that the Town Clerk did not collect enough in recording fees to get the job done. Hoggson suggested that a grant be applied for to do a comprehensive survey of the records and prioritize restoration and conservation.
4. Town Manager's Report (Discussion). The reappraisal process is on schedule. Preliminary values should be mailed out to townspeople tomorrow and go online this week. VLCT will be hosting a meeting on the changes to health insurance in Vermont on May 28<sup>th</sup> at 2:00 pm at the Hartford Town offices. The Town received the BCBS approved 2013 rates today. The Town estimated an increase of 13% and actual is 18.8%. The written notice of the application for a Certificate of Public Good was filed April 26<sup>th</sup>. Propagation maps are being updated. Site plans have been updated for permitting. The Planning Commission will be reviewing the application tomorrow night. The bond documents have been submitted to VMBB and we expect to be included in the mid-July bond sale. The credit for the quality of the application goes to Roberta Robinson. The ROW plans for the temporary construction easements for the Safe Routes to School have been prepared. Internal discussions at the Agency of Natural Resources concerning

permitting the Norwich Pool continue. Questions were asked regarding the new purchasing and financial policies. Fulton is also working on consolidating the Selectboard financial policies.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a couple of questions, Ashley **moved** (2<sup>nd</sup> Childs) to approve Check Warrant Report #13-35 for General Fund in the amount of \$179,426.01, for Fire Apparatus Fund in the amount of \$11.57 and for Police Cruiser Fund in the amount of \$285.00 for the period from 4/25/13 to 5/8/13. **Motion passed.** Childs **moved** (2<sup>nd</sup> Ashley) to approve Accounts Payable Warrant #13-3 dated April, 2013 in the amount of \$207.36. **Motion passed.**

6. Reappoint James Dwinell to the Finance Committee (Discussion/Action Item). Fulton said Dwinell had not applied earlier due to his uncertainty of staying in Norwich but that he has made the decision to stay. Afterwards, Ashley **moved** (2<sup>nd</sup> Moran) to reappoint James Dwinell to the Finance Committee for a three-year term ending in March, 2016. **Motion passed.**

7. Committee Liaisons (Discussion). Cook suggested that as the Selectboard moves forward with appointments every year they change Selectboard liaison appointments. Childs said two members of the Board were voting members of the DPW Review Committee. Ashley spoke about people asking about committee appointments when he was chair and indicated that maybe rotation was a good idea. Flanders said that this is a discussion only item on this agenda but can be brought back for a vote if that is what the Board wishes. There was further discussion regarding Capital Facilities Committee meetings and minutes. Fulton said it was reasonable to expect the Committee to finish up in a year.

8. Solar Project (Discussion). Gray said that before tomorrow night's Solarize Norwich presentation there would be an informal show and tell on electric vehicles at the Marion Cross School. Berolzheimer said that this solar project is another possibility for the Town and an overview was prepared for the Selectboard packet. The Energy Committee would like to get formal Board support to proceed. This model is another possibility these days, is largely a risk free proposition for the Town and fits in with the Town Plan objectives. The system is economically feasible and the Town of Randolph has entered into a similar letter of intent. Gray said an example of the savings and how it would work and the general parameters of the agreement were provided in the overview. The Selectboard reviewed the benefits and approach. Moran indicated he did not like the 25 year commitment. Flanders reviewed what the Norwich Energy Committee is asking for and asked if any Board member was uncomfortable with the Committee proceeding. Cook said she would like to proceed to the next steps so that the Selectboard could get to the specifics.

9. Request to Expend up to \$1,275 from the Fire Equipment Reserve Fund to Replace an AED (Discussion/Action Item). Fulton said the Town started using AEDs in the 90's and reviewed where they are located. The Town has had good success in using them and there are sufficient funds in the reserve fund. After very little discussion, Childs **moved** (2<sup>nd</sup> Ashley) to authorize the Town Manager to spend \$1,275 from the Fire Equipment Reserve Fund to replace an AED. **Motion passed.**

10. Approval of Purchase Order for a Consultant (Bread Loaf) for Parts 3 and 4 of the Facilities Studies (Discussion/Action Item). Fulton reviewed the process saying that evaluation of the current condition and functional deficiencies of the Fire, Police and Public Works facilities has been completed. Next steps are a functional and space needs program and alternative development and analysis. Proposals for this were requested on February 14<sup>th</sup> and six were

received. The proposals were evaluated using the criteria of: understanding of the project, responsiveness to the RFP, experience with similar projects and cost. The top three firms were: Banwell, Bread Loaf and Scully. The three firms were evaluated using the criteria of: presentation, understanding of the project, responsiveness to RFP, experience with similar projects and the project team. Based on those criteria the interview team (Andy Hodgdon, Steve Leinoff, Doug Robinson and Neil Fulton) selected Bread Loaf. After discussion regarding one member of the Capital Facilities Committee asking for an independent review of the proposals, reference checking and changing the amount to \$25,944, Ashley **moved** (2<sup>nd</sup> Childs) to authorize the Town Manager to retain Bread Loaf Corporation to provide Planning and Architectural Services for the Fire, Police and Public Works Facilities at an estimated cost of \$25,944. **Motion passed.**

11. Approval of Purchase Order (Green Mountain Communications) for Tower and Site Work (Discussion/Action Item). Fulton provided an update of the estimated costs for the upgrade to the Fire, Police and Public Works communications systems. Green Mountain Communications has submitted a proposal to do the site work and construction of the tower for \$214,990. Since they are already a subcontractor for Burlington Communications this works well with fast tracking of the project. Fulton thanked Dechert for his work on the permitting process. After some discussion, Childs **moved** (2<sup>nd</sup> Moran) to authorize the Town Manager to retain Green Mountain Communications to construct the communications tower and site work at an estimated cost of \$214,990. **Motion passed.**

12. Patchen's Point (Discussion). Cook would like to have a site visit. After discussion, it was agreed that the Town Manager would provide each Selectboard member with a map and each member would visit on their own.

13. Correspondence (Please go to [www.norwich.vt.us](http://www.norwich.vt.us), click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Nonresident –

1) #13 a), b) and c). Memo from TRORC Re: Enhanced Consultation, Memo from TRORC Re: Scoping Document 2 Issued for TransCanada's Wilder Dam Relicensing and Memo from Murphy Sullivan Kronk Re: Application for a Certificate of Public Good. Ashley **moved** (2<sup>nd</sup> Cook) to receive a memo from TRORC re: enhanced consultation. **Motion passed.** Cook questioned the comment under Regional Plan that a conflict exists between the Norwich Town Plan and the Regional Plan. Fulton said that TRORC reviewed the Town Plan before it came to the Selectboard and later found that it complied with the regional plan. TRORC is trying to meet statutory requirements and make towns aware of new statutory requirements. Dechert briefly reviewed the background saying that TRORC met with the Planning Commission on April 25<sup>th</sup> and the Commission will be responding to the memo. Also discussed were: TRORC's authority, Town Plan certification, weakness of Norwich willing to expand the number of roads and the Energy Plan. Ashley **moved** (2<sup>nd</sup> Cook) to receive a memo from TRORC re: Scoping Document 2 issued for TransCanada's Wilder Dam relicensing. **Motion passed.** Fulton said that this document is the response to input received from various organizations, including TRORC, and citizens regarding the relicensing. Childs **moved** (2<sup>nd</sup> Moran) to receive a memo from Murphy Sullivan Kronk re: application for a Certificate of Public Good. **Motion passed.** Cook asked a question about the number of antennas listed in the first paragraph of page 2 and pointed out the Town and Regional Plans comment in paragraph three on page 4.

14. Selectboard

- a) Approval of the Minutes of the 3/27/13 and 4/10/13 Meetings. After some discussion where Cook suggested changes to both minutes and the Board agreed to those changes, Childs **moved** (2<sup>nd</sup> Ashley) to approve the minutes of the March 27, 2013 Selectboard meeting, as amended. **Motion passed.** Childs **moved** (2<sup>nd</sup> Moran) to approve the minutes of the April 10, 2013 Selectboard meeting, as amended. **Motion passed.** Ashley abstained.
- b) Between Meeting Communications (Discussion). Flanders encourages Selectboard members to use the Town Manager as a good source to answer questions on the material in the packet. Cook initiated a discussion of email communications saying she does not feel all members of the Board are getting equal communications and wants to know how to open this up so that every member gets the same information. Ashley suggested making sure that information an individual member has garnered be shared at a regular Selectboard meeting. Flanders further suggested that it be included in the packet if available in time.
- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for May 22<sup>nd</sup> will include: the first Public Hearing on the Subdivision Regulations, the Selectboard's response to the 248a, zoning fees, reappointment of Sharon Racusin to the Advance Transit Board, the Finance Committee and Selectboard FY14 goals.
- d) Personnel – Town Manager (Executive Session May be Required). Flanders asked why the matter could not be discussed in open session and reviewed the statutory reasons for Executive Session. After discussion and Fulton asking for it to be discussed publicly, pursuant to Title 1 VSA § 313(a)(3), Cook **moved** (2<sup>nd</sup> Moran) to enter into Executive Session for the purpose of discussing the Town Manager. **Motion passed 3 to 2** (yes – Ashley, Cook and Moran; no – Childs and Flanders). The Selectboard moved into Executive Session at 9:20 pm.

At 9:40 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Cook **moved** (2<sup>nd</sup> Ashley) to adjourn. **Motion passed.** Meeting adjourned at 9:41 pm.

Approved by the Selectboard on June 12, 2013.

By Nancy Kramer  
Assistant to the Town Manager

Stephen N. Flanders  
Selectboard Chair

Next Regular Meeting – May 22, 2013 at 6:30 PM

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