

Minutes of the Selectboard Meeting of Wednesday, June 26, 2013 at 6:30 PM

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

There were 8 people in the audience.

Also participating: George Clark, Tom Gray, Andy Hodgdon, Chris Huston, Nate Stearns, Richard Stucker.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus the Selectboard approved the Agenda.
2. Public Comments. Childs reminded townspeople that the annual Norwich Fair is July 11<sup>th</sup> through 14<sup>th</sup>. Cook said the Norwich churches rummage sale is July 12<sup>th</sup> through July 14<sup>th</sup>. They will be accepting rummage July 8<sup>th</sup> through July 11<sup>th</sup>.
3. Town Manager's Report (Discussion). FY13 paving program on Elm Street and Hobson Road is being completed. Storm sewer work on Main Street will start after the fair. This is in preparation for paving next year. The filing for the formal application for the CPG is being prepared for submission in early July. The comment period ends on June 28<sup>th</sup> and no objections have been sent to our attorney so far. The communications shelter has been delivered to the Public Works location. Power has been installed and communications connection should be finished this week. The current schedule is for Public Works to be operational in early July, Police by the end of July and Fire/EMS by the end of August. Grievances will be completed this week and Fulton expects that the Grand List will be lodged by July 2<sup>nd</sup>. There were 149 grievances which are up from the previous Town-wide reappraisal. The Energy Committee received four responses to a request for information for the private development of solar power. Fulton said that we have been experiencing problems with the server mostly related to the new property appraisal software and consequently he has moved up the time to replace the server to this year using monies from the Town Reappraisal Reserve Fund. There was some discussion on the monies for the new server and the work on Main Street.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #14-02 for General Fund in the amount of \$151,811.84 for the period from 7/1/13 to 7/1/13. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Childs) to approve Check Warrant Report #13-38 for General Fund in the amount of \$38,965.16, for Police Cruiser Fund in the amount of \$58.36, for Fire Equipment Fund in the amount of \$1,275 and for Communications Construction Fund in the amount of \$14,622.82 for the period from 6/14/13 to 6/26/13. **Motion passed.** Childs **moved** (2<sup>nd</sup> Ashley) to approve Accounts Payable Warrant #14-01 Health Savings Accounts in the amount of \$17,875. **Motion passed.**
8. Reappointment of Linda Cook and Stephen Leinoff as Norwich Town Forest Fire Warden and Deputy Fire Warden, Respectively (Action Item). Cook said that the Selectboard has received a letter from Jim Esden from the Agency of Natural Resources indicating that Cook and Leinoff have agreed to be reappointed and the State has indicated their approval by signing the reappointment form. Afterwards, Childs **moved** (2<sup>nd</sup> Ashley) to reappoint Linda Cook and Stephen Leinoff as the Town Forest Fire Warden and Deputy Town Forest Fire Warden, respectively, for a term to commence July 1, 2013 and terminate on June 30, 2018. **Motion passed.** Cook abstained.

9. Selectboard Priorities and Calendar for 2013-14 (Discussion). Ashley questioned whether the Board would have the Capital Improvement Programming Analysis by December 11<sup>th</sup>. Ashley also asked that preparation for Town Meeting be added to the February Selectboard meetings. Cook noted the break in meetings between July 15<sup>th</sup> and August 28<sup>th</sup>.

10. 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) Resident –

- 1) #10 a) and b). Letter from Elaine Warshell Re: Town Manager's Refusal to Follow Vermont Law and Letter from Demo Sofronas Re: Letter of Thanks. Fulton said that Warshell also sent a letter to the Listers and that she has grieved. Flanders' response to Warshell was discussed. Fulton noted that Flanders did the response in order to timely note the process. Moran questioned the propriety of Flanders doing this as Chair of the Selectboard. Ashley and Childs indicated that they were comfortable with his letter. Cook said that she believes that this is another example of the Board not addressing people together. Cook would like to review the procedures again. Afterwards, Childs **moved** (2<sup>nd</sup> Ashley) to receive letters from Elaine Warshell re: Town Manager's refusal to follow Vermont law and Demo Sofronas re: letter of thanks.  
**Motion passed.**

11. Selectboard

- a) Approval of the Minutes of the 5/22/13 Meeting. After making one change, Ashley **moved** (2<sup>nd</sup> Childs) to approve the minutes of the May 22, 2013 Selectboard meeting, as amended. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Setting the tax rate, late filing of Homestead Declarations, revised Investment Policy, the Solar Project, an update on the Norwich Pool and a discussion of response to correspondence were listed as possible items on the agenda for July 15<sup>th</sup>.

5. **7:00 pm** – Facilities Planning Process – Bread Loaf (Discussion). Fulton said that Bread Loaf has been retained to complete Part 3, functional and space needs program, and Part 4, alternative development and analysis for the Norwich Fire, Police and Public Works facilities. Chris Huston is the Architecture Operations Manager for Bread Loaf and will be the Project Team Leader. Huston passed out a preliminary project schedule to those present. Huston then reviewed the schedule saying that he had already had the kick-off meeting with Fulton and the three Department Heads and has also met individually with the Department Heads. He is scheduled to meet twice with the Selectboard and twice with the Capital Facilities Committee in Part 3. His team will develop a functional and space needs program for the Fire, Police, and Public Works Departments for both five and twenty-year time frames. They will look at exterior needs, shared opportunities, square foot and functional requirements as well as utility needs and site requirements. The preliminary schedule suggests a public forum be held in July. Fulton said this could be pushed off until after school starts. In Part 4 Bread Loaf will evaluate the three sites given them by Fulton. They will do schematic designs, estimates of probable costs and then rank them. Feedback from the Selectboard and Capital Facilities Committee meetings and the public forums will be applied. Total project budget and schedule will be developed as well as an informational brochure for the public. In this preliminary schedule all tasks would be completed by the end of the year. Items discussed were: what is included in the total project costs, feedback, making sure facilities are expandable, putting the information on the Town website, getting the Finance Committee involved, the three sites, when the bond vote might be, that the Town is responsible for the cost of any

appraisals and that the schedule can be modified as necessary. All preconstruction work will happen in-house at Bread Loaf. Stearns asked that it be made known to the public that doing nothing is not an alternative and that baseline costs as well as alternatives be included.

6. **7:30 pm** – Meeting with Conservation Commission (Discussion). Postponed due to no one from the Commission being able to make the meeting.

7. **7:45 pm** – Meeting with Milton Frye Nature Area Committee (Discussion). Clark said the Committee manages the 35-acre Norwich Nature Area which is owned by the Town and conserved by the Upper Valley Land Trust. The Committee is always looking for new membership. The Committee also does educational programs including an old apple tree pruning clinic. Future goals include: continuing to be the launch site for the fireworks, redoing fencing, improving the orchard and widening trails. They appreciate the assistance of the Public Works Department and would love to have more Town resources.

Cook explained why the agenda had been changed for those who came later and again asked for any public comments. There were none.

Ashley **moved** (2<sup>nd</sup> Moran) to adjourn. **Motion passed**. Meeting adjourned at 7:51 pm.

Approved by the Selectboard on August 28, 2013.

By Nancy Kramer  
Assistant to the Town Manager

Stephen N. Flanders  
Selectboard Chair

Next Regular Meeting – July 15, 2013 at 6:30 PM

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