

Minutes of the Selectboard Meeting of Wednesday, September 25, 2013 at 6:30 PM

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

There were about 12 people in the audience.

Also participating: Phil Dechert, Peter Griggs, Chris Huston, Steve Leinoff, Evan Pierce, Doug Robinson, Dean Seibert, Mary Smit, 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. None.
3. Town Manager's Report (Discussion). Fulton hired Engineering Ventures to take a look at the structure of the Tracy Hall roof to see if it would work for snow guards. In the process they discovered a truss in the attic that is in failure mode. It is at least 10" out of plane. They will hopefully provide the Town Manager with a design to fix by Friday. Trumbull-Nelson has agreed to do the repairs. Fulton has limited use of the gym and cordoned off the stage until repairs are done. Lead paint may be involved. The fix is a structural one and not difficult to do. Chase & Chase did the survey of the tower site yesterday and site work started today. The goal is to have the tower operational by Thanksgiving. The simulcast system is still being worked on.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Fulton said there are a number of payments to Randy's Sunoco on Page 5 of the General Fund Warrant. Randy's Sunoco neglected to bill the Town. The bills were verified and are now being paid. After Fulton pointed out that a grader payment was on one Warrant, Moran asked for that Warrant to be voted on separately. Childs **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #14-08 for General Fund in the amount of \$88,163.36, for Town Reappraisal Fund in the amount of \$1,575 and for Communications Construction Fund in the amount of \$14,518.26 for the period from 9/12/13 to 9/25/13. **Motion passed.** Childs **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #14-08 for Highway Equipment Fund in the amount of \$19,042.39 for the period from 9/12/13 to 9/25/13. **Motion passed 3 to 1** (yes – Ashley, Childs and Cook; no - Moran).
5. Errors and Omissions (Discussion/Action Item). Fulton reviewed the summary of errors and omissions he provided to the Selectboard. The adjustments to the Elbow Cooperative, Healey and Dunn parcels result in a total change to the Grand List of \$(3,100). The adjustments to the Randall and Christiano parcels result in a total change of \$5,500. The adjustments to the two Griggs parcels result in a total change of \$(4,100). Fulton also said the Listers had met and approved each change. There was no further discussion. Ashley **moved** (2<sup>nd</sup> Childs) to revise values as detailed in the memo from the Norwich Board of Listers to the Norwich Selectboard dated September 19, 2013. **Motion passed.**
6. Waiver under Section 6 of the Alcohol Ordinance for the Preview Party for the Annual Gingerbread Festival (Discussion/Action Item). Ashley recused himself from the entire discussion. Cook said The Family Place is asking for the waiver for their Friday night preview event to be held December 13<sup>th</sup> and introduced Mary Smit the Executive Director of The Family Place. Afterwards, Childs **moved** (2<sup>nd</sup> Moran) to approve a waiver in accordance with Section 6 of "An Ordinance to Regulate the Possession and Consumption of Alcohol on Town of Norwich Property" (Ordinance) to allow the possession and consumption of alcohol in accordance with the Ordinance at the Preview Party for the

Annual Gingerbread Festival sponsored by The Family Place to be held on December 13, 2013 in Tracy Hall. **Motion passed.**

7. Resolution for FY14 Municipal Planning Grant (Discussion/Action Item). Fulton said the grant request is to fund continuation of studies to develop a mixed-use master plan for the area south and east of the Norwich Village that includes Route 5 South, Main Street, River Road and Church Street. The grant amount requested is for \$12,000. The Town match is \$1,332. The Department of Housing and Community Development is requesting that the "Legislative Body of the Municipality" adopt the Resolution. Dechert said the money will be used for consultants in order to organize programs, events and charrettes similar to the Town Plan process. The Planning Commission will meet tomorrow night and vote to endorse the Resolution. After some further discussion, Childs **moved** (2<sup>nd</sup> Ashley) to adopt the Resolution for FY2014 Municipal Planning Grant. **Motion passed.**

While waiting for Huston to set up, Cook announced that there are now 5 open seats on the Norwich Finance Committee.

8. **7 pm** – Bread Loaf Update on Town Facilities Study (Discussion). Fulton reviewed the history briefly and introduced Huston saying Huston has just been hired by Hartford to do their town hall restorations. Fulton also pointed out that there were handouts on the back table including the facilities study schedule. Huston presented a PowerPoint presentation that was included in the Selectboard packet.

Huston said that Bread Loaf has done multiple municipal projects and uses an integrated team. The focus of this presentation is on Part 3 of the study which is developing a functional and space needs program for each of the three facilities. Bread Loaf will study multiple sites and designs and develop one best option and do the cost estimates.

Fire Station – Huston reviewed the existing conditions saying there are poor sight lines to Main Street, all apparatus cannot be pulled unto the apron, inadequate space for parking, safety is a problem when pulling out onto Main Street, lack of clearance around apparatus, inadequate space for training, storage and hoses and no office for the Fire Chief. There are also a number of code and energy deficiencies which were outlined in the Mink Brook report. For the program spreadsheet Huston has shown existing, proposed and common practice square foot numbers. The total proposed net square footage is 7,427. Huston reviewed the program summary 5-year outlook and space diagrams noting that the four proposed bays are 16 feet wide and 17 feet is the standard. There followed discussion of program needs, current size of bays, discrepancies in several parking spaces were noted with the Mink Brook report, storage space and possibly putting up a smaller garage, parking arrangements, site locations, insurance circle and site lines. Huston concluded with the point that the three Department Heads started with a bare bones approach. Fulton said he felt it was their responsibility to bring in bare boned plans.

Police Station – Huston said the Station is an old ranch house with inadequate space to maintain equipment and vehicles. The house is rotted, there is infestation, the roof leaks and there is essentially no insulation. There is inadequate space for department training and storage. Once again, there are also a number of code and energy deficiencies which were outlined in the Mink Brook report. Functional deficiencies also include no sally port, no private interview room, inadequate maneuvering space, lack of exterior security surveillance and no secure weapon storage. For the program spreadsheet Huston has once again shown existing, proposed and common practice square foot numbers. The total proposed net square footage is 2,807. Huston reviewed the program summary 5-year outlook and space diagrams noting that they include three secure spaces but no sally port. There followed discussion of net/gross %, shared spaces with the Fire Department, response time, training space and uses and sally port use.

Department of Public Works – Huston noted that it is a large site but has limited space for buildings because of the topography. The existing building has one open room with no private office for the Director, lack of separation between functions in the garage, a leaking roof, inadequate insulation and no vehicle exhaust removal system. Huston said the cost of the equipment stored outside exceeds one million. Cook made mention of the offsite cold storage. Once again, there are also a number of code and energy deficiencies which were outlined in the Mink Brook report. For the program spreadsheet Huston has shown existing and proposed square foot numbers. The total proposed net square footage is 15,364. Huston once again reviewed the space diagrams. Bays are being added to store winter vehicles. There was some discussion about the future assistant’s office.

Fulton asked if there were any further questions before Bread Loaf moves on to Part 4. Items discussed were: shared spaces, the sally port, concerns of the Norwich Energy Committee regarding energy inefficiencies in the three buildings and the Town’s responsibility to provide safe working environments. After some further discussion, it was agreed that this would be on the agenda for the next Selectboard meeting and that Huston presence was not required. Huston was thanked for his presentation.

#### 9. Selectboard

- a) Approval of the Minutes of the 8/28/13 Meeting. After some discussion, Childs **moved** (2<sup>nd</sup> Ashley) to approve the minutes of the August 28, 2013 Selectboard meeting. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Agenda items for the next meeting will include: details of replacement of the server, zoning fees, a discussion of Class 1 highway change, roof truss repairs, follow-up discussion on facilities, strategic planning, developing ideas for the handout, response to Flander’s letter to the Norwich School Board, a conversation about the budget process and a Town ordinances codification RFP.
- c) Bargaining Unit Negotiations Update (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1), Childs **moved** (2<sup>nd</sup> Ashley) to enter into Executive Session for the purpose of discussing bargaining unit negotiations and to invite Neil Fulton to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 8:31 pm.

At 8:51 pm the Selectboard moved into public session. Ashley **moved** (2<sup>nd</sup> Moran) to approve a one-year agreement from July 1, 2013 to June 30, 2014 between the Town of Norwich and the New England Police Benevolent Association and authorize the Town Manager to sign the agreement. **Motion passed.**

Ashley **moved** (2<sup>nd</sup> Childs) to adjourn. **Motion passed.** Meeting adjourned at 8:53 pm.

Approved by the Selectboard on November 13, 2013.

By Nancy Kramer  
Assistant to the Town Manager

Stephen N. Flanders  
Selectboard Chair

Next Regular Meeting – September 25, 2013 at 6:30 PM

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