

Minutes of the Selectboard Meeting of Wednesday, April 9, 2014 at 6:30 PM

Members present: Christopher Ashley, Chair; Linda Cook; Steve Flanders; Dan Goulet; 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, Ed Childs, Ernie Ciccotelli, Linda Gray, Nancy Hoggson, Cheryl Lindberg, Roberta Robinson, Jonathan Teller-Elsberg.

Ashley opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda.
2. Public Comments. Cook reminded townspeople that there would be a meeting of the Capital Facilities Committee tomorrow morning at 7:30 am and that there would be a public forum on capital facilities hosted by the Capital Facilities Committee April 16th at 7:00 pm. Cook urged all interested parties in the process to attend.
3. Town Manager's Report (Discussion). Fulton said that Mud Season has arrived and the Public Works Department is busy taking care of problems as they arise. The Agency of Natural Resources is working on drafting a letter outlining what is needed for the Town to obtain a permit for the Pool. Training was done on the Road Management System this morning. The Town continues to work regionally on solid waste disposal in order to be in compliance with Act 148 by July 1, 2015. A meeting with AOT is scheduled for Friday to discuss the reclassification of Church Street to a Class 1 highway. Winter maintenance activities of the Public Works Department were high. The Town will be going out for bid for replacement of Truck #5. Flanders briefly spoke about the merits of the Road Management System saying we will be able to evaluate what we are doing in real time. Questions were asked about the Twin Pines Housing Trust interest in developing housing at the current police/fire site, Fulton's meeting with the Grange and assessed values of the current police/fire site. Cook stated that Twin Pines would give consideration to Norwich residents, but not a priority. Cook reminded townspeople that a meeting with abutters of the Church Street sidewalk project has been scheduled for May 27, 2014.
5. Strategic Planning – Energy Committee (Discussion/Possible Action Item). Flanders said that Moran and he met with the Norwich Energy Committee (NEC) to work on goals. Flanders had follow-up correspondence with Jonathan Teller-Elsberg that resulted in the proposed and alternative GHG reduction goals handout. Either goal would reduce annual net greenhouse gas emissions from energy consumption by set percentages and years contingent upon a no more than 10% additional cost over conventional options. Flanders is recommending the Selectboard set up a subcommittee to work on this further with the NEC and report back monthly to the Board if the Selectboard agrees with these goals. Fulton said that these goals are noble and aggressive but will not be met without an impact on the Town budget that is measurable. After discussion about State goals, next steps with SWOT analysis and climate change it was agreed the Selectboard will hear a follow up report at their May 14th meeting.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Flanders **moved** (2nd Ashley) to approve Check Warrant Report #14-23 for General Fund in the amount of \$188,430.66 for the period from 3/28/14 to 4/9/14. **Motion passed.**

6. Selectboard Goals (Discussion/Possible Action Item). Ashley noted that this item was talked about at the last Selectboard meeting that he missed and that the Board had met with a number of committees last year. Flanders said he would like to review their charges with some committees and also what constitutes a quorum for a public meeting of the body. Cook asked if which committee was being referred to in item number two could be clarified. After some further discussion, it was agreed that the Selectboard would continue with what they had been doing in reference to meeting with committees and that Ashley would review the invite letter and discuss with the Town Manager.

7. RFP Banking Services (Including Review of Investment Policy) (Discussion/Action Item). Fulton said the Investment Policy was included for reference purposes only and that he plans to incorporate it into the financial policies at some point. The Request for Proposals went out three years ago and was for a three-year period. The major changes to the RFP are in the Collateralization of Funds section 3.3 on pages 1 and 2. This will be the third time the Town has done this process and Fulton would like the Selectboard to be supportive. Moran said he supports the need for something to be in place to stabilize losses when things go wrong. Fulton said that there is some question as to whether the new collateralization policy will affect the rate of return. Ashley said that last time the Selectboard was swayed into going with the local proposal. There followed some discussion of what banks the RFP would go out to. Flanders **moved** (2nd Moran) to support the RFP and proceed with the process. **Motion passed.** Afterwards, Lindberg said the Town has a good group of banks to talk with and that she is in support of the process.

8. Process for Citizen Appointment to Capital Facilities Committee (Discussion/Possible Action Item). Ashley proposed advertising openings for the Committee and seeing who they get for applicants. After some discussion, Moran **moved** (2nd Goulet) to advertise openings in the Committee with a due date of May 8th for applying and May 14th for interviews/appointments. **Motion passed.**

9. Appointment of Selectboard Rep to Capital Facilities Committee (Discussion/Action Item). Flanders described what characteristics he thought the appropriate candidate should possess and afterwards nominated Ashley. Ashley nominated Goulet. Goulet then reviewed his qualifications. Cook, Goulet and Moran voted in favor of Goulet's nomination. The Selectboard then discussed why the Board put off the appointment until all members were present. Cook went on record as saying she was not happy with the appointment being delayed from the March 26th meeting.

10. Appointment of Two Selectboard Members to Finance Committee Nominating Committee (Discussion/Action Item). After very little discussion, Goulet **moved** (2nd Ashley) to appoint Flanders and Moran to the Norwich Finance Committee Nominating Committee. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Moran; no – Cook).

11. Outside Agency Appropriation Policy (Discussion/Action Item). Ashley said the Selectboard has been working through this process for a number of months and is now looking to move forward with sending letters to outside agencies and following up with personal contact. Flanders spoke about the process helping each agency to tell its story, minimize paperwork and visits to the Selectboard and remain in compliance with Statutes. Assistance will be offered to the agencies on drafting the application template and the invoice format for billing services. Cook stated that she is not supportive of a lot of this process because it is hard on small agencies. Goulet feels that the Town Meeting vote is sufficient. Moran talked about the total amount of money going to outside agencies being huge and said he supports the new process. Ashley said it is helpful for the Town to know how the money is spent and that he believes the outside agencies need to take

responsibility for what they do. Flanders **moved** (2nd Moran) to authorize the Chair to contact the outside agencies and get their feedback. **Motion passed 3 to 2** (yes – Ashley, Flanders and Moran; no – Cook and Goulet). Afterwards, Hoggson, Berolzheimer and Gray spoke about not understanding why the Selectboard felt it was necessary to do the new process. Flanders and Ashley responded that the process will help the Town to maintain consistent billing practices, pay only for services rendered and be in compliance with Statutes.

12. Town Services Survey (Discussion/Possible Action Item). Flanders said the idea for the survey came from the budget discussions. He has provided an example of what a poll could look like. Under the caption Town Budget he has asked questions about the level of services townspeople would prefer for the Police and Public Works Departments. Also included in the poll were questions related to Capital Facilities and Strategic Planning. Moran does not believe you can truly get representative replies but supports the process and said there is nothing wrong with getting a sense for what the people feel. Goulet said it did not make sense to him. Cook suggested talking to townspeople and defining standards first. Flanders said it would be helpful to him to have a survey. Ashley spoke about people being generally satisfied if the budget passes and suggested letting the survey go for now with the possibility of doing it at the November elections.

13. Review of Event Center Site (Discussion/Possible Action Item). Moran said he is not comfortable with narrowing down the choices. He suggested looking into the possibility of using the Bread Oven location and having separate facilities for the Police and Fire Departments. He feels there is still time to look at other opportunities. When asked for his opinion, Fulton said it can be done but will take time. Flanders suggested waiting for the numbers. Bread Loaf will be present at both the public forum and the April 23rd Selectboard meeting. After further discussion, the Board agreed to postpone any decisions until their April 23rd meeting. No decisions will be made at the Capital Facilities meeting tomorrow morning and all materials supplied to the Committee will be in the Selectboard mailboxes by 3:00 pm.

14. Correspondence (Please go to 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) #14 a). Email from Jonathan Teller-Ellsberg Re: Interview Re: Norwich Municipal Solar. Flanders **moved** (2nd Cook) to receive an email from Jonathan Teller-Ellsberg re: interview re: Norwich Municipal Solar. **Motion passed**. The Selectboard agreed that Teller-Ellsberg could contact members directly and Kramer will supply contact information to Teller-Ellsberg.

15. Selectboard

- a) Approval of the Minutes of the 3/12/14 Meeting. After some discussion, Moran **moved** (2nd Flanders) to approve the minutes, as amended, of the March 12, 2014 Selectboard meeting. **Motion passed**.
- b) Process for Setting Selectboard Agenda (Discussion). Ashley said the Selectboard discusses at the end of every meeting, a draft is sent out to the Board for comment and the Chair has the authority to change the agenda. Flanders said the Selectboard has the opportunity to make changes when the first draft is sent out. Cook questioned whether this process differed from the rules included in the Selectboard Resource Binder.

- c) Review of Next Agendas (Discussion/Possible Action Item). After some discussion, the Town Manager review process was tabled until the fall. Items on the agenda for the next meeting include: capital facilities, open positions, next steps in strategic planning and an update on inviting Selectboard appointed committees by Ashley.
- d) Litigation (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1), Flanders **moved** (2nd Moran) to enter into Executive Session for the purpose of discussing litigation and to invite Neil Fulton to join the Session. **Motion passed**. The Selectboard moved into Executive Session at 9:21 pm.

At 9:38 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Flanders **moved** (2nd Cook) to adjourn. **Motion passed**. Meeting adjourned at 9:39 pm.

Approved by the Selectboard on May 28, 2014.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Next Regular Meeting – April 23, 2014 at 6:30 PM

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