

Minutes of the Selectboard Meeting of Wednesday, May 28, 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: Linda Gray, David Hubbard, Bob Parker, Doug Robinson, Fred Smith, Matt Swett.

Ashley opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda.
2. Public Comments. Ashley briefly reviewed the rules for speaking. Townspeople were reminded that a Capital Facilities Public Forum was taking place June 4th at 7:00 pm in Tracy Hall and that open houses at both the Police and Fire Stations were occurring before the Public Forum.
3. Town Manager's Report (Discussion). Representatives from Bread Loaf will be here for the Public Forum on June 4th. Fulton asked availability of Selectboard members for a joint four town meeting on municipal solid waste. Consensus was for July 15th. Solutions to the parking problems at Huntley are being looked at. The Grand List Abstract for Norwich was approved by the Listers and the final should be lodged by June 26th. The Town received four proposals for banking services. Fulton will have a recommendation for the Selectboard for their June 11th meeting. Cook asked if the Board would receive the bank proposals. Fulton said a summary will be in the Selectboard packet for June 11th and the full proposals are available in the Town Manager's Office. Ashley asked for an update on the Pool and was told the Town had not received the letter from the State yet.
5. Meeting with Cemetery Commission (Discussion). Fred Smith and Bob Parker were present from the Commission and Ashley invited them to the table in front. Smith said the Commission's main task is taking care of the cemeteries. Fulton said the Cemetery Commissioners are elected officials and have oversight of 11 cemeteries. The Commission's budget is kept separate from the Town's budget. Some funds are maintained by the Trustees of Public Funds. Smith commented that interest has gone way down from that fund. Flanders told the Commission that they do not need to do a petition in order to receive their \$15,000 appropriation. Ashley suggested doing their request early and having the Selectboard approve due to the authority for the Commission receiving Town funds being clear by Statute. Ashley thanked the Commission for their service.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a couple of questions, Flanders **moved** (2nd Moran) to approve Check Warrant Report #14-27 for General Fund in the amount of \$50,026.67 for the period from 5/16/14 to 5/28/14. **Motion passed.**
6. Meeting with Watershed Land Management Council (Discussion). Ashley explained that the Selectboard is meeting with the boards and commissions they appoint in an effort to touch base and give them an opportunity to tell the Board what they are doing. David Hubbard was present from the Council. Hubbard said the Council manages approximately 900 acres as per the Charles Brown Brook Land Management Agreement. Logging began last winter on Parcels 2 and 3 and should be completed in June. The Vermont Youth Conservation Corps will be working on the

lower Ballard Trail for 8-12 weeks and a grant from VTrans is paying for their time. Firewood is also provided to the Norwich wood shed. Moran asked about the logging. Income from the logging is used for future logging jobs and materials for maintaining the trails. The Council reports to the Selectboard and Prudential Committee. Fulton gave a brief background of the Town's agreement with the Prudential Committee which is contingent upon the parcels remaining tax exempt. Every five years there is an article on the Town Meeting Warning for this purpose. Questions were asked about getting rid of the old dam and adding more trails. There was also some discussion of the work being done on the Ballard Trail. Cook thanked the Council for their trail work and donation of wood to the Town.

7. Questions on Preliminary Cost Estimates and Options for Fire, Police and Public Works Facilities (Discussion/Possible Action Item). Ashley compiled the list of 12 questions in the packet from the last Selectboard meeting. Fulton said the cost of question 1 was included in one of the latest set of Bread Loaf options and that question 2 will be a future agenda item. The parameters of question 4 were discussed. It was agreed that Fulton would put something out on the Norwich Listserv after Selectboard review. Department Heads are working on question 6. Bread Loaf is working on data for questions 5 and 7. Fulton said that, as they are public municipal buildings, both the Fire and Police Stations need to have sprinklers. For question 10 Fulton suggests using optimal. On question 11 both cost and availability will need to be factored in. Question 12 was answered as within the new options. Items discussed were: the cost of the two-story building for Fire and Police, what is on the table for ABC Dairy and how much of the bond expense will be covered by rental space there and Bread Loaf being used to answer questions 5 and 7.

9. Long-Range Strategic Planning. a) Update from Flanders and Moran on Energy Goal Strategic Planning (Discussion). Flanders said the strategic plan for Town facilities and operations – greenhouse gas emissions and energy efficiency and sustainability included in the packet has been updated. Flanders also said that one answer to the Town's commitment to reducing energy consumption will come from the survey. Questions were asked about the estimated 10.2 kg/gallon on page 8 and what the specific budget impact would be. Gray, speaking for the Norwich Energy Commission (NEC), said Town policies would need to be developed and that the NEC is happy with the proposed draft and hopes the Selectboard will adopt soon.

b) Next Steps for Quality of Community – Recreational Trails and Bike Lanes, Connecticut River Frontage, Open Space and the Conservation of Natural and Scenic Resources (Discussion/Possible Action Item). The Selectboard discussed what committees to invite to help the Board with this item. It was agreed that the Selectboard would set up a subcommittee for this strategic item. Flanders and Cook will work on developing a charge for the next Selectboard meeting.

8. Review Charge for Capital Facilities Committee (Discussion/Possible Action Item). The Selectboard discussed asking the Committee for an interim report. Cook suggested using Goulet to discuss the charge with the Committee and ask for an update on where they are. After some discussion, Flanders **moved** (2nd Moran) to add the words "or property owner" after resident in the third paragraph of the Charge. **Motion passed 3 to 2** (yes – Ashley, Flanders and Moran; no – Cook and Goulet).

10. Town Wide Survey and Postcard (Discussion/Possible Action Item). Ashley said the Selectboard agreed to do a survey and the current draft takes into consideration questions raised at the last meeting. There was some discussion regarding who will take the survey online and how to reach the townspeople who do not have computers. Afterwards, Cook **moved** (2nd Goulet) to do a paper survey only. **Motion failed 2 to 3** (yes – Cook and Goulet; no –and Ashley, Flanders and Moran). Moran **moved** (2nd Goulet) that a notice of the survey be sent to all residents indicating there are paper copies of the survey available at the Norwich Public Library and the Town Clerk's Office with an option to be mailed a hard copy upon request. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Moran; no – Cook). After discussion of changes to the Strategic Planning question, on Page 7 in the packet, Moran **moved** (2nd Flanders) to accept the document as is except for Page 7. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Moran; no – Cook). Moran **moved** (2nd Flanders) to amend the survey as indicated on the new Page 9. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Moran; no – Cook). Cook questioned the numbers used on Page 2 regarding the Norwich Police Department. Doug Robinson agreed with Cook that the number seemed high. Flanders will review his documentation for the Police Officer and amend if necessary. Flanders **moved** (2nd Moran) that the Chair will work with the Town Manager to devise a postcard with the changes discussed and a deadline to have the survey in by. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Moran; no – Cook).

11. Feedback from Outside Agencies (Discussion/Possible Action Item). Ashley said he met with the American Legion yesterday and they are not dissatisfied with the process. He is having ongoing conversations with Nancy Hoggson but Judy Brown is ok with the new process. Ashley would like the Selectboard to review the Appropriation Policy in June or July. Flanders believes the whole process will be streamlined by these changes. After discussion, Flanders **moved** (2nd Moran) that the Chair will notify the outside agencies that the new Policy adoption by the Selectboard will be an agenda item for their August 27th meeting. **Motion passed.**

12. 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) #12 a). Letter from Sharon Racusin Re: Policy for Charitable Appropriations. Flanders **moved** (2nd Ashley) to receive a letter from Sharon Racusin re: policy for charitable appropriations. **Motion passed.**

13. Selectboard

- a) Approval of the Minutes of the 4/9/14 and 4/23/14 Meetings. After making one change, Flanders **moved** (2nd Moran) to approve the minutes, as amended, of the April 9, 2014 Selectboard meeting. **Motion passed.** After changes, Flanders **moved** (2nd Moran) to approve the minutes, as amended, of the April 23, 2014 Selectboard meeting. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Banking services, the Main Street paving project, review of draft Appropriation Policy and next steps for Quality of Community in strategic planning will be agenda items for June 11th.

Moran **moved** (2nd Goulet) to adjourn. **Motion passed.** Meeting adjourned at 9:41 pm.

Approved by the Selectboard on August 27, 2014.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Next Regular Meeting – June 11, 2014 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD. FOR A MORE DETAILED TRANSCRIPTION PLEASE REFER TO THE DVD. DVDs ARE AVAILABLE ONE WEEK AFTER AIRING AT THE NORWICH PUBLIC LIBRARY.