

Minutes of the Selectboard Meeting of Wednesday, November 12, 2014 at 6:00 PM

Members present: Christopher Ashley, Chair; Linda Cook; Steve Flanders (arrived @ 6:24 pm); Dan Goulet; Keith Moran; Nancy Kramer, Assistant to the Town Manager. Absent: Neil Fulton, Town Manager.

There were about 13 people in the audience.

Also participating: Phil Dechert, Acting Town Manager, Andy Hodgdon, Steve Leinoff, Cheryl Lindberg, Doug Robinson, Roberta Robinson, Demo Sofronas, 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. There were no public comments.
3. Town Manager's Report (Discussion). Ashley said he would keep a list of questions asked tonight for Fulton due to his absence. Dechert said a response to the ANR letter regarding the pool was sent out last week.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Moran **moved** (2nd Cook) to approve Check Warrant Report #15-12 for General Fund in the amount of \$50,323.20, for Highway Garage Fund in the amount of \$874.58, for Police Station Fund in the amount of \$874.57, for Fire Station Fund in the amount of \$874.58, for Long Term Facility Study Fund in the amount of \$732.27, for Land Management Council in the amount of \$795.75 and for Recreation Scholarship Fund in the amount of \$200 for the period from 10/30/14 to 11/12/14. **Motion passed.**
5. Appoint John Currier as a Trustee of Public Funds (Action Item). After minimum discussion, Cook **moved** (2nd Goulet) to appoint John Currier as a Trustee of Public Funds for a period to end March, 2015. **Motion passed 3 to 1** (yes – Cook, Goulet and Moran; no –Ashley).
6. Budget Overview (Discussion/Possible Action Item). The Selectboard asked for a printed copy of the budget PowerPoint presentation being presented by Dechert. The PowerPoint presentation covered: budget goals; key changes; key issues; the status of major projects: communications systems upgrades, facilities, Norwich Pool and SRTS; health insurance; expenditures; debt; revenues; and tax rates. Health insurance expenditures represent 7% of the FY16 budget. Wages, salaries and benefits represent 46%. Some questions were asked about the Reserve Funds for Fire Apparatus, Police Special Equipment and Buildings and Grounds. Moran questioned the use of a 1% interest yield for revenues on Town bank accounts. A summary sheet was provided as a preview for next week and future budget meetings were reviewed.
7. Facilities Studies (Discussion/Possible Action Item). Leinoff said Fire and Police Department personnel have worked together to provide a condensed version of adequate space for their Departments including a break out of shared space which has been provided to the Selectboard for tonight's meeting. Moran said we were only given the report at the beginning of this meeting and thus have not had time to read it. The proposal includes 1,713 square feet of Police and Fire shared space. The proposal defers increasing the apparatus bays to 4,600 square feet until Phase Two. The program spaces required by the Fire Department were: apparatus bays, training

room, general storage, eat in kitchen, shop/tool room, mechanical room, Fire Chief's Office, unisex bathroom with shower, Fire Department Office, vestibule, janitor's closet, IT closet and public toilet. Each space was reviewed separately on the handout. Questions were asked about: changes from the Bread Loaf training room size, whether shared spaces for Police and Fire was good for security, locker room space, emergency management space, circulation/hallway space, whether one story would work, having doors at the back of the existing Fire Station and the Grange ROW. Cook said she feels there is a need for separate showers for men and women. There followed some discussion of costs and the use of program input.

Public Works was then discussed. Flanders reviewed the summary of recommendations from reports stating that it is unfortunate for the Selectboard to ignore them. He went up on the Highway Garage roof and feels there are problems that should be addressed. Discussion of the cost to heat the current building versus doing repairs was deferred to the next meeting. Hodgdon said he reviewed the designs with his guys and they are supportive. Cook questioned whether the solar panels should have been put up on the Garage roof and wondered why a new roof has not been done. Cook also said a report by Nathan Philips or perhaps DeWolfe Engineering referred to the solar panels on the roof and asked if the Selectboard ever got the full report.

8. Selectboard

- a) Approval of the Minutes of the 9/23/14 Meeting (Action Item). After some discussion, Flanders **moved** (2nd Goulet) to approve the minutes of the September 23, 2014 Selectboard meeting. **Motion passed.**
- b) Selectboard Town Report Submission (Discussion/Possible Action Item). Ashley will make changes suggested by Board members at tonight's meeting and resubmit to the Selectboard for approval.
- c) Update on Finance Committee (Discussion). Ashley said we have an application for the Finance Committee and need to decide if it should be passed on to the Nominating Committee. After some discussion, it was agreed the Selectboard would appoint members to the Nominating Committee at next week's meeting.
- d) Review of Next Agendas (Discussion/Possible Action Item). After discussion, the Selectboard changed the start time of the next two meetings to 6:30 pm. Items on the agenda for November 19th will be all Departments budget presentations, appointments for Nominating Committee for Norwich Finance Committee, capital facilities and a discussion regarding outside agency attendance at the December 3rd meeting.
- e) Personnel – Town Manager Review (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Moran **moved** (2nd Goulet) to enter into Executive Session for the purpose of discussing the annual performance review of the Town Manager. **Motion passed 4 to 1** (yes – Ashley, Cook, Goulet and Moran; no – Flanders). The Selectboard moved into Executive Session at 7:58 pm.

At 8:18 pm, Moran **moved** (2nd Flanders) to move into public session. No action was taken as a result of the Executive Session.

Flanders **moved** (2nd Moran) to adjourn. **Motion passed.** Meeting adjourned at 8:19 pm.

Approved by the Selectboard on March 11, 2015.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Special Selectboard Meeting – November 19, 2014 at 6:30 PM

Next Regular Meeting – November 25, 2014 at 6:30 PM

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