

Minutes of the Selectboard Meeting of Wednesday, December 10, 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 5 people in the audience.

Also participating: Linda Gray, Steve Leinoff, Doug Robinson, Mary Smit, 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). After discussion, the Selectboard scheduled a tentative special meeting for Wednesday, December 17th at 5:00 pm to consider Listers: Errors and Omissions. After discussion, the Town Manager was asked to provide a copy of the first draft of the Town audit to each Selectboard member.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After several questions and discussion, Flanders **moved** (2nd Moran) to approve Check Warrant Report #15-15 for General Fund in the amount of \$50,436.40, for Land Management Council Fund in the amount of \$2,075.00, for Fire Equipment Fund in the amount of \$2,867.00, and for DPW Paving Fund in the amount of \$53,694.55 for the period from 11/27/14 to 12/10/14. **Motion passed.**
5. Waiver under Section 6 of the Alcohol Ordinance for the Preview Party for the Annual Gingerbread Festival (Discussion/Action Item). Smit was present and apologized for The Family Place's tardiness in asking for the waiver. Afterwards, Moran **moved** (2nd Goulet) 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 12, 2014 in Tracy Hall and to waive the 45 days provision in Section 6.1.1 of the Ordinance. **Motion passed.** Ashley abstained from voting.
6. Public Hearing on FY16 Budget (Discussion). Flanders **moved** (2nd Moran) to open the public hearing on the FY16 budget. **Motion passed.** There were no public comments on the budget. Goulet **moved** (2nd Flanders) to close the public hearing on the FY16 budget. **Motion passed.** Cook **moved** (2nd Goulet) to have a 2nd public hearing on January 7, 2015. **Motion passed 3 to 2** (yes – Cook, Goulet and Moran; no – Ashley and Flanders).
7. Budget Follow Up (Discussion/Possible Action Item). No actions taken
8. Facilities Studies (Discussion/Possible Action Item). After considerable discussion and public input, Flanders **moved** (2nd Moran) that the Selectboard authorize the Town Manager to work with Bread Loaf Corporation to prepare a one-story design (preferred) with cost estimate and informational material for police and fire facilities not to exceed \$5,000 with the following scope:

A combined police and fire administration building with approximately 4,760 programmed net square feet of space to replace the existing Police Station with following shared functions: Vestibule/Lobby; Training Room with space for 45 people; Emergency Operations Center (EOC) and conference room that provides for public works, police and fire radio communications and other EOC functions, necessary to manage major emergencies, including a *DisasterLAN* connection to the Vermont Emergency Planning and Response Database System for coordination with Vermont Division of Emergency Management and Homeland Security; Emergency Bunk Room that provides emergency police, fire and EOC billeting during extended emergency events (Recommended by Department Heads); Eat-in Kitchen; Public Toilet; Mechanical Room; Janitor Closet; and I.T. Closet.

With the following Police Department functions in the administration building: Administrative Office, Police Chief's Office, Supervisor Office, Shared Office for Officers, Interview rooms (two), Secure Garage, Evidence Processing, Evidence Storage, Archived Storage, Break Room (Recommended by Department Heads), Men's Locker Room, Women's Locker Room, General Storage and Small meeting/conference room (potential future suspect processing with holding cell) (Recommended by Department Heads).

With the following Fire Department functions divided between the administration building and the existing apparatus building, taking advantage of the current training room: Fire Chief's Office; FD Office for Fire Department computer, report writing, records, copier, base station radio and backup dispatch; Toilet; Men's Bathroom w/ Shower; Women's Bathroom w/ Shower; Shop/Tool Room in existing training room and General Storage in existing training room.

With the following parking capacity: Police: 13 spaces (preferred) and Fire Department: 28 spaces (preferred).

The design must be configured to attach to a future apparatus bay. **Motion passed 3 to 2** (yes – Ashley, Flanders and Moran; no – Cook and Goulet).

9. 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) #9 a) and b). Email from Stan Williams Re: Milton Frye Nature Area Cleanup and Comments from John Hanchett Re: Town Roads. Flanders **moved** (2nd Goulet) to receive an email from Stan Williams re: Milton Frye Nature Area cleanup and comments from John Hanchett re: town roads. **Motion passed**. It was pointed out that the number to call for afterhours problems is Hartford dispatch 295-9425.

10. Selectboard

- a) Review of Next Agendas (Discussion/Possible Action Item). A 2nd public hearing on the budget and continued Town Manager evaluation will be items on the agenda for January 7th. A report from Ashley regarding his conversations with Deb Markowitz, facilities, Norwich Energy Committee membership, possible recommendation of the FY16 budget to Town Meeting and a discussion of the Transfer Station new bags policy will be items on the agenda for January 14th.
- b) Personnel – Town Manager Review (Executive Session may be Required). After discussion, this item was dropped until January 7th.

Moran **moved** (2nd Goulet) to adjourn. **Motion passed.** Meeting adjourned at 8:50 pm.

Approved by the Selectboard on March 25, 2015.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Special Selectboard Meeting – January 7, 2015 at 6:30 PM

Next Regular Meeting – January 14, 2015 at 6:30 PM

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