

Minutes of the Selectboard Meeting of Wednesday, August 26, 2015 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Neil Fulton, Town Manager and Pam Mullen.

There were about 20 people in the audience.

Also participating: Watt Alexander, Paul Bozuwa, Kris Clement, Dottie Cloud, Martha Drake, Paula Harris, Andy Hodgdon, Steve Leinoff, Suzanne Lupien, Creigh Moffatt, Doug Robinson

Cook opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). There was a discussion of moving Ashley's email to the Selectboard regarding sidewalks dated 8/19/15 from #12 Correspondence to #11 FY16 Selectboard Goals. This agenda change was agreed to by consensus.
2. Public Comments. Watt Alexander spoke about an email he and Christopher Katucki had sent to the Selectboard regarding a potential Town Manager contract. This was to be on the next agenda. Suzanne Lupien spoke about some maintenance issues with the Waterman and New Boston Cemeteries. Fulton said this information should be passed on to the Cemetery Commission.
3. Town Manager's Report (Discussion).
 - a. Town Manager said that the Permit Application for the Town Pool Dam was filed on August 25th. Cook said the Pool Plan was given to the Selectboard August 26th. Temperature recordings of the stream have been taken in July and August and the information was included in the application. The fish ladder was not included in the permit application because both ANR and our consultant felt that the benefits would be minimal.
 - b. The GUVSWD Board of Supervisors will meet about a proposed 5 MW photovoltaic array at the North Hartland site. The project could be completed by December 31, 2016 and has the potential to reduce our debt service payments to GUVSWD by about half depending on the interconnects costs.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Flanders **moved** (2nd Goulet) to approve Check Warrant Report #16-6 for General Fund in the amount of \$45,174.65 for the period from 8/20/15 to 8/26/15. **Motion Passed.**
5. Senior Action Council (Discussion/Possible Action Item). Paula Harris, Dottie Cloud and Martha Drake spoke on behalf of the Senior Action Council, which was established in the 1960s. In recent years, the Council has primarily been providing assistance to the Meals on Wheels program. The three current members have decided to retire and are working with the Bugbee Senior Center to continue the Meals on Wheels program. The Council has decided to donate its remaining money to the Bugbee Senior Center and the Vermont Sunshine Society. The Selectboard endorsed this decision and on behalf of the Town thanked these three volunteers for the many years of outstanding service they have provided to the community.
6. Interview/Appoint Richard Stucker to the Development Review Board. In Richard Stucker's absence, Fulton explained that Stucker has been an alternate on the Development Review Board for the past year and that he was applying for an open regular member position. Ashley **moved** (2nd Flanders) to appoint Richard Stucker as a regular member of the Development Review Board

to a term expiring in 2017. **Motion passed.**

7. Right-of-way Easement from Kendall Station Road to 102 Kendall Station Road (Action Item). Paul Bozuwa, landowner at 102 Kendall Station Road, spoke about his request to relocate a right-of-way provided in March 2015 by the Town to Sybil Smith and the Estate of Richard C. Hatch. The driveway to Bozuwa's property would be moved to the northwest corner of the lot so that it is away from the river and would provide a better approach to the property. Fulton indicated that the easement in the prior quitclaim deed would be extinguished. Cook noted with approval that the proposed quitclaim deed between the Town and landowner maintains the Town's right to make improvements to Kendall Station Road. Flanders **moved** (2nd Ashley) to authorize the Town Manager to sign a quitclaim deed to relocate a right-of-way easement of certain property near Kendall Station Road to 102 Kendall Station Road owned by P. Paul Bozuwa and Colleen Barr as stated in the deeds. **Motion passed.**

8. Police Department Body Cameras (Discussion Item). Doug Robinson, Chief of Police, spoke about wanting to use part of a \$5,000 grant the Police Department has received to purchase three chest-mounted cameras in the amount of \$3,635. The Vermont Legislature is working on legislation regarding body cameras. After discussion, a majority of the Board had concerns about privacy and data storage issues, and would like to wait until legislation is in place before purchasing body cameras for the Department. Citing the benefits of having objective evidence by recording police encounters, Ashley strongly supported the proposal to equip police officers with body cameras, provided that a policy was in place regarding use and privacy issues.

9. Capital Facilities (Discussion Item/Possible Action Item)

- a) Public Works – RFI for Budgetary Estimate. There was extensive discussion of the documents presented to the Selectboard by Fulton, including size of new construction, the proposed non-potable well, underground storage tank, insulation, condensation, exhaust and sprinkler systems, and roof. Ashley **moved** (2nd Flanders) that the Town Manager give the document "Outline Specification for Public Works Buildings Budgetary Estimate, Town of Norwich, Vermont" to Spates, Trumbull-Nelson and All Seasons and possible other companies. After discussion, Goulet **moved** (2nd Flanders) to amend Ashley's motion to request that the Town Manager obtain budgetary estimates on: the 70' x 100' new building described in the draft outline specifications, a 40' x 100' new building with a layout similar to the building described in the draft outline specifications, the costs to replace the roof and correct the structural deficiencies in the existing building and the costs to add a 40' x 100' addition to the existing building. **Motion to amend passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook). Ashley's **motion passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).
- b) Police and Fire – RFP for Architectural and Estimates of Probable Costs Services. Goulet spoke about inspecting the new Town Hall and Police Station in Royalton currently under construction. There was discussion of having architects price out individual items to allow the Selectboard to pick and choose what goes into the building. Voters were interested in a net zero building. Flanders **moved** (2nd Ashley) to ask the Town Manager to revise the RFP for further review by the Selectboard to include estimates of costs for the following: a building that meets the Vermont Commercial Building Energy Standards and meets common best practices, a building that is net zero ready and meets common best practices, and the costs of security and site improvement options. **Motion Passed.**

10. FY17 Budget Guidance (Discussion/Possible Action Item). Flanders suggested a provision for replacement and recruitment of Department Heads. Goulet felt this was not needed. Fulton said that labor is 44% of the budget, and that he did not anticipate significant increases in materials costs. Flanders **moved** (2nd Ashley) that the Town Manager develop a budget that supports the current level of services. **Motion failed 2-3** (yes—Ashley, Flanders; no—Cook, Goulet, Layton). It was decided to put this on the agenda for the Selectboard meeting of 9/9/15.

11. FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item). Discussed:

- a) Ashley would like to discuss sidewalks including finances, maintenance, and relationship with the Prudential Committee.
- b) Update personnel policy.
- c) Strategic Planning including Quality of Community.
- d) Selectboard policies indexed.

It was agreed to bring a broader list to the next meeting for further discussion.

12. Correspondence (Discussion/Possible Action Item) 5 minutes

- a) Email from Cheryl Lindberg on July 8, 2015 re: draft minutes of the 6-24-15 Selectboard Meeting on discussion details of the Finance and Budget Advisory Committees.
- b) Emails from Linda Kozlowski on July 9, 2015 and Sue Greenwood on July 8, 2015 re: Milton Frye Nature Area Center on Invasive Plant Control
- c) Email from D. Rodman Thomas on July 1, 2015 re Turnpike Road Speed limits
- d) Email from Christopher Dutton on August 17, 2015 re Vermont Tech future presentation to Selectboard
- e) Email from Christopher Ashley on August 19, 2015 re Sidewalks
- f) Letter from the Citizens for Property Rights re GIS mapping

Creigh Moffatt spoke about Turnpike Road Speed limits. She said that Turnpike Road has had many problems with speeding, ruts, and the narrowing of the road to accommodate improved ditching. Cook and Ashley suggested a speed study. Flanders **moved** (2nd Goulet) to receive emails from Cheryl Lindberg re draft minutes of the 6-24-15 Selectboard meeting; Linda Kozlowski and Sue Greenwood re Milton Frye Nature Area Center on Invasive Plant Control; D. Rodman Thomas re Turnpike Road Speed limits; Christopher Dutton re Vermont Tech future presentation to Selectboard; Christopher Ashley re Sidewalks; and Letter from the Citizens for Property Rights re GIS mapping. **Motion passed.**

13. Selectboard

- a) Town Manager Evaluation Process (Discussion/Possible Action Item). Ashley explained his email concerning the TM evaluation that was adopted by the Selectboard in May of 2011. Cook said the 2012 and 2013 Town Manager evaluation used only the commendations and recommendation sheet. Flanders said the Selectboard used only the commendations and recommendation sheet in 2013. Cook would like to change how the Town Manager is evaluated and would like to discuss the other evaluations obtained from VLCT given in a prior packet. Flanders felt it was too late in the process to change how the Board would evaluate the Town Manager as the time for evaluations runs through September. Layton liked the current criteria. Flanders **moved** (2nd Ashley) for the Selectboard to complete the May 11, 2011 evaluation materials and incorporate both the department expectations and review by Department Heads. **Motion passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).

- b) Town Manager Contract (Discussion/Possible Action Item). Given the late hour, it was decided that the Town Manager Contract would be discussed at the next meeting on 9/9/15.
- c) Approval of the Minutes of the 7/8/15 Selectboard Meeting and the Minutes of the 7/29/15 Special Selectboard Meeting (Action Item). Ashley **moved** (2nd Goulet) to approve the minutes of the July 8, 2015 Selectboard meeting and July 29, 2015 Special Selectboard Meeting. **Motion passed.**
- d) Review of Next Agendas (Discussion/Possible Action Item)
 - i. Town Manager Contract
 - ii. FY16 Selectboard Goals and Calendar
 - iii. Vermont Tech presentation request by Christopher Dutton
 - iv. Budget Guidelines
 - v. Pool Application
 - vi. Evaluation Draft

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 10:04 pm.

Approved by the Selectboard on September 9, 2015.

Jonathan Bynum

Linda Cook
Selectboard Chair

Next Regular Meeting – September 9, 2015 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.