

Minutes of the Selectboard Meeting of Wednesday, September 9, 2015 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 10 people in the audience.

Also participating: Watt Alexander, Kris Clement, Phil Dechert, Chris Dutton, Steve Leinoff, Suzanne Lupien, Doug Robinson.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). After some discussion of moving item # 13 b), the Selectboard, by consensus, approved the Agenda as is.
2. Public Comments. No actions taken.
3. Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Flanders **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #16-7 for General Fund in the amount of \$1,098,877.24 and for Records Restoration Fund in the amount of \$3,964.00 for the period from 08/27/15 to 09/09/15. **Motion passed.**
5. Committee on Town Communications (Discussion/Possible Action Item). After some discussion, Clement was interviewed for the Committee. Flanders **moved** (2<sup>nd</sup> Goulet) to appoint Kris Clement to the Committee on Town Communications. **Motion passed.** Clement will recruit for members and the Town will advertise again for Committee members.
6. Vermont Technical College (VTC) Presentation on Norwich Farms Plan by Christopher Dutton (Discussion). Dutton, speaking for the President of VTC who could not attend because of another commitment, said Norwich Farms is working on converting a shop to a cheese/dairy processing plant which needs to be built by December for grant purposes. VTC has started a program this fall to educate and house students interested in dairy farming.
7. Quality of Community Committee (Discussion/Possible Action Item).
  - a) Norwich Strategic Planning Input Report. Flanders reviewed the Report. Goals listed in the Report were discussed and it was agreed to add a discussion of River Road water access to the next agenda. Ashley **moved** (2<sup>nd</sup> Goulet) to receive the Report from the Quality of Community Committee and to thank the members for their work. **Motion passed.**
8. Capital Facilities (Discussion Item/Possible Action Item).
  - a) Police and Fire – RFP for Architectural and Estimates of Probable Costs Services. After some discussion and questions, Flanders **moved** (2<sup>nd</sup> Layton) to request the Town Manager to solicit proposals for Architectural and Estimates of Probable Costs Services for the police and fire facilities. **Motion passed.**
9. FY17 Budget Guidance (Discussion/Possible Action Item). The Selectboard discussed: insurance costs (which are known for six months only) and the proposed COLA increase (not

known until December). Cook asked about paving costs stating that there was \$20,000 left over. Fulton said this is a buffer. Cook asked for a line item for professional services for Selectboard included in the Town Administration budget. Cook said she would like to see budgets for no increase and 2%. Ashley asked to know what is given up for a reduced budget. Goulet is looking for needs not wants in the budget. Fulton reminded the Selectboard that salaries and benefits account for approximately 44% of the budget.

10. FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item). After discussion, Ashley **moved** (2<sup>nd</sup> Flanders) to keep #s1, 2, 5, 6 and 7 on the list of Goals and Objectives, to add sidewalks/relationship with Fire District and to change #8 to lessons learned during Town Manager evaluation. **Motion passed 4 to 1** (yes - Ashley, Flanders, Goulet and Layton; no - Cook).

11. Norwich Representative to The White River Council on Aging (Bugbee Senior Center) (Discussion/Possible Action Item). Sofronas is stepping down as the Norwich Representative to The White River Council on Aging. The Selectboard will need to recommend a replacement. The position will be advertised.

12. Correspondence (Please go to [www.norwich.vt.us](http://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). Email from Watt Alexander and Chris Katucki Re: Town Manager Contract. Ashley **moved** (2<sup>nd</sup> Flanders) to receive an email from Watt Alexander and Chris Katucki Re: Town Manager Contract. **Motion passed**. There was some discussion regarding comments made in the email and what next steps should be for the Selectboard.

13. Selectboard

- a) Town Manager Evaluation Process (Discussion/Possible Action Item). After discussion regarding the process last year, the Selectboard agreed to use the form provided in the packet and discuss further at the end of the September 23<sup>rd</sup> meeting. An Executive Session may be necessary.
- b) Town Manager Contract (Discussion/Possible Action Item). Layton indicated that she is still looking for outside legal advice on this topic. After considerable discussion, Layton **moved** (2<sup>nd</sup> Ashley) to discuss the Town Manager contract at 6:00 pm on September 23<sup>rd</sup> and that an Executive Session may be necessary. **Motion passed**.
- c) Approval of the Minutes of the 8/26/15 Selectboard Meeting (Action Item). After some discussion, Ashley **moved** (2<sup>nd</sup> Goulet) to approve the minutes of the August 26, 2015 Selectboard meeting, with amendments discussed. **Motion passed**.
- d) Review of Next Agendas (Discussion/Possible Action Item). The September 23<sup>rd</sup> meeting will start at 6:00 pm with a discussion and possible Executive Session of the Town Manager contract. There may also be an Executive Session at the end of the meeting to discuss the Town Manager evaluation process. Other items on the agenda for September 23<sup>rd</sup> will be: the Town Pool permitting, water access from River Road to the Connecticut River and the Quarterly Treasurer's Report. Information will be provided to the Selectboard regarding monies spent so far on the Town Pool project.

Goulet **moved** (2<sup>nd</sup> Ashley) to adjourn. **Motion passed**. Meeting adjourned at 9:42 pm.

Approved by the Selectboard on October 14, 2015.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Next Regular Meeting – September 23, 2015 at 6:30 PM

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