

Agenda for the Selectboard meeting Wednesday, October 26, 2016 at 6:00 PM*

*Time changed due to Public Presentation on the proposed Public Safety Building construction and renovation

(Times Are Approximate)

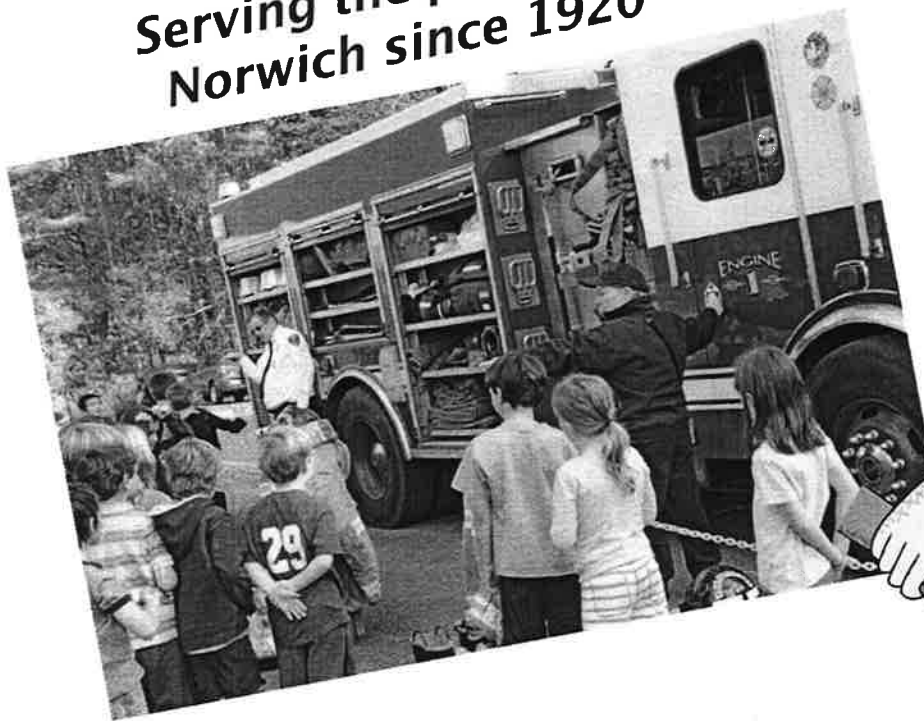
- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Presentation concerning the proposed Public Safety Building (Discussion Item) 60 minutes
- 3) Public Comments (Discussion Item) 5 minutes
- 4) Norwich Conservation Commission – Interview applicant(s) for appointment to the Commission (Discussion/Action Item) 5 minutes
- 5) Finance (Discussion/Action Item) 10 minutes
 - a) Board to sign accounts payable/warrants
 - b) Close out Tower Bond unspent principal account \$31,458.18
 - c) Request to expend \$128.90 from the Corridor Tree designated fund to offset part of the expense for new trees in front of Tracy Hall
- 6) Interim Town Manager's Report (Discussion) 10 minutes
- 7) Error & Omission – 1093 Bragg Hill Road current use calculation (Discussion/Action Item) 10 minutes
- 8) Correspondence (Discussion/Action Item) 5 minutes
- 9) Selectboard
 - a) Approval of the Minutes of the 9/28/16, 10/12/16, and 10/18/16 Selectboard Meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes

Next Regular Meeting – November 9, 2016 at 6:30 PM

To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to manager-assistant@norwich.vt.us requesting to be placed on the Town Email List.

Fire and Police Departments

*Serving the people of
Norwich since 1920*



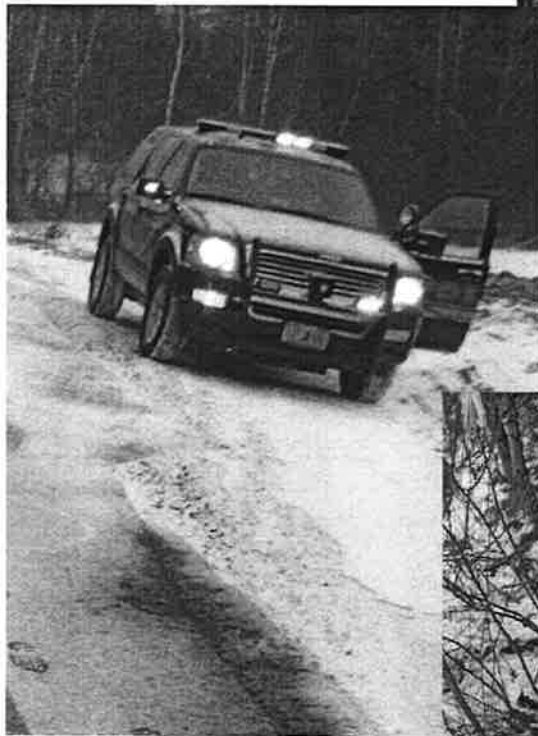
Steve Leinoff, Fire Chief, 649-1133 opt. 3
fire@norwich.vt.us

Committed to our community



Doug Robinson, Police Chief, 649-1460
doug.robinson@state.vt.us

Keeping our community safe



Our values

Fire Department

Community volunteers:

- Service Excellence
- Embrace Diversity
- Integrity and Honesty
- Family Oriented



Police Department

Professional staff:

- Honesty and Loyalty
- Professionalism and Integrity
- Courage and Respect



Why are improvements needed?

Fire Department

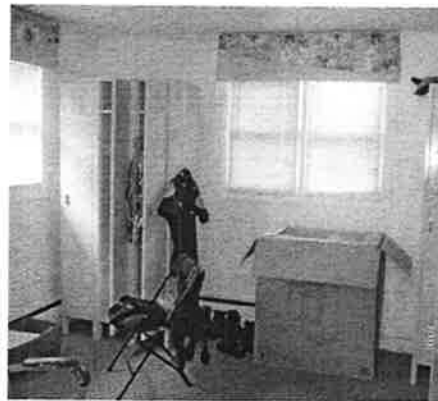
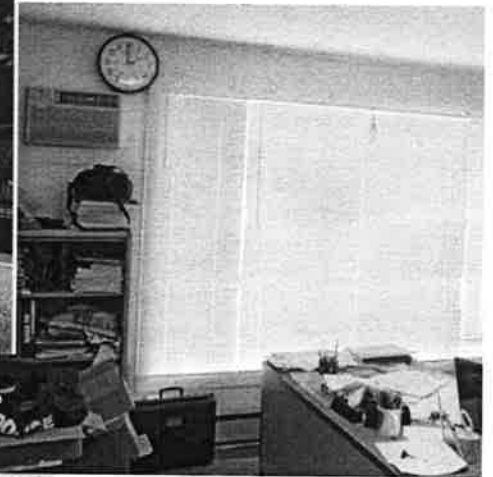
- Inadequate training space
- Inadequate parking
- No showers
- Inadequate decontamination of equipment and gear
- Inadequate storage for equipment



Why are improvements needed?

Police Department

- Housed “temporarily” more than 25 years ago
- 1957 ranch house not designed as a police station
- Building is deteriorated
- Inadequate interview rooms
- Inadequate evidence-handling

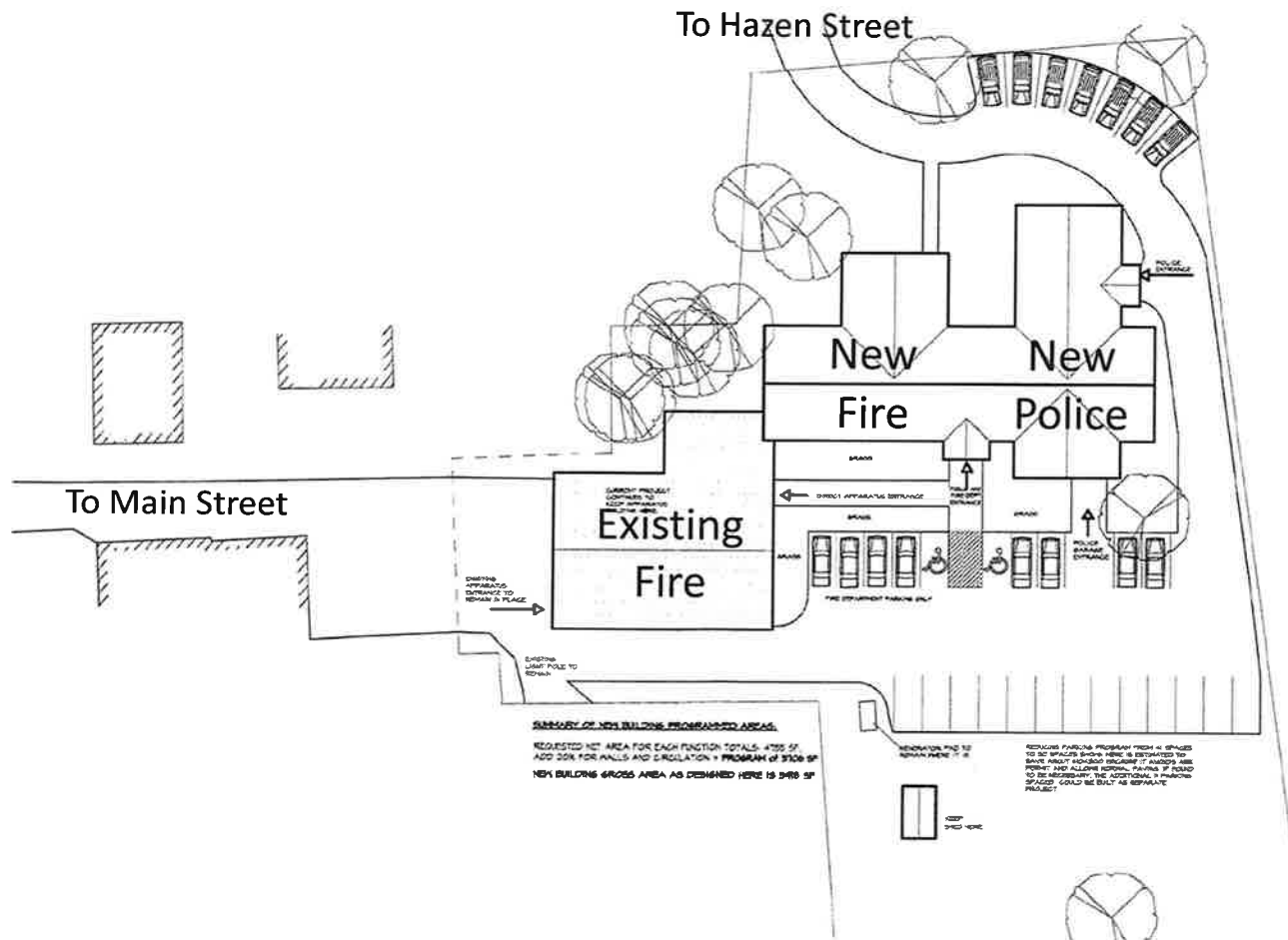


Proposed Facilities



Norwich Fire and Police Departments

Site plan



Elevations

South Elevation

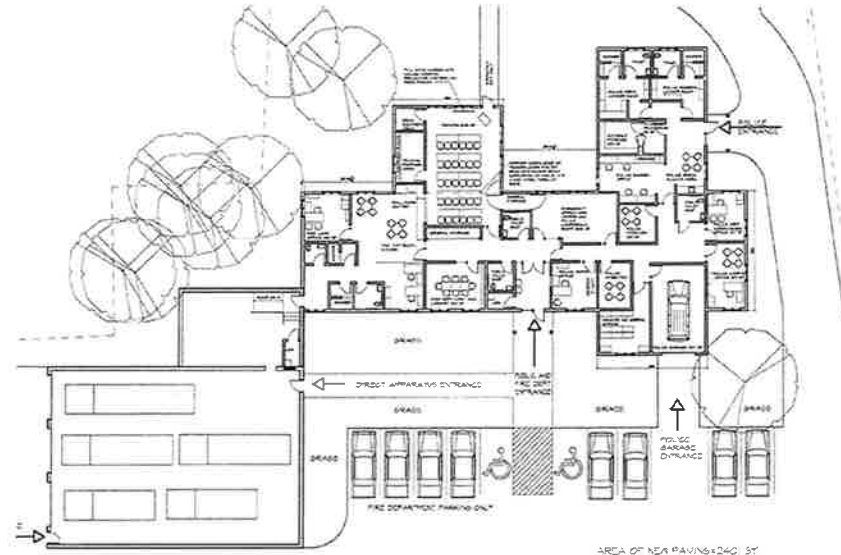


North Elevation



Police-Fire Administration

- Studied since 2000
- Reduced overall scope
- Replaces existing police station
- Joins existing fire station
- Allows for future apparatus bay replacement
- *Net-Zero energy design*



Site work includes:

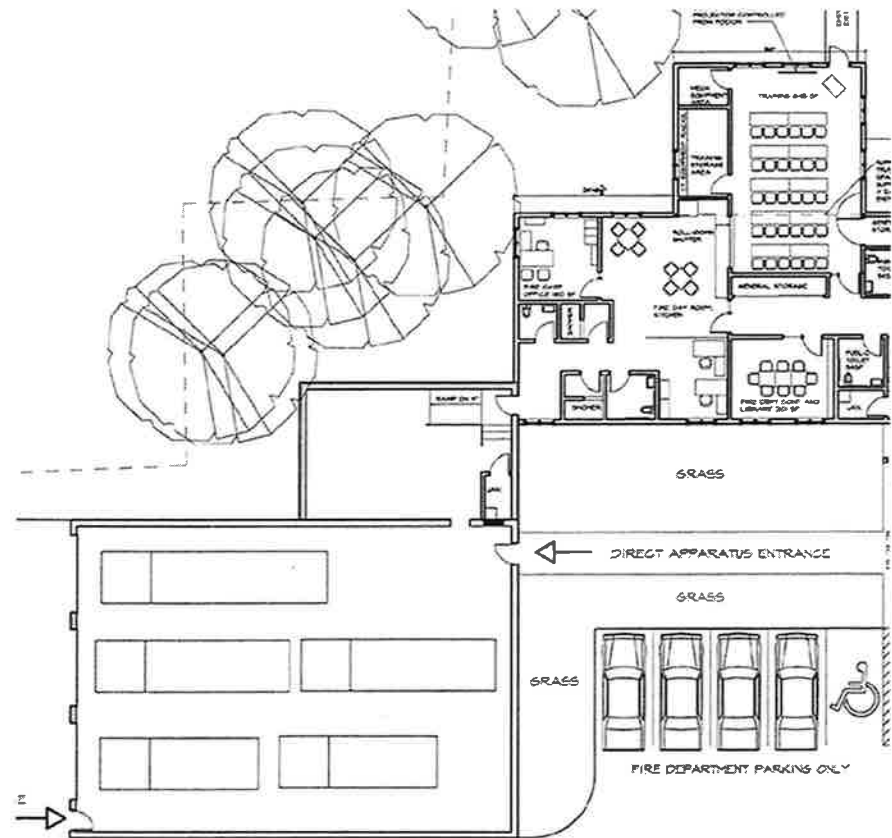
- Demolition & disposal of police station
- Removal of existing septic and oil tanks
- Parking—31 spaces
- New septic system
- Storm drains
- New water line

Fire facility

Functions

- Fire Chief's office
- Office for general record keeping
- Men's and women's bathrooms with showers
- Shop/tool room and general storage
- Shared training room for 30 people
- Eat-in kitchen

Floor Plan



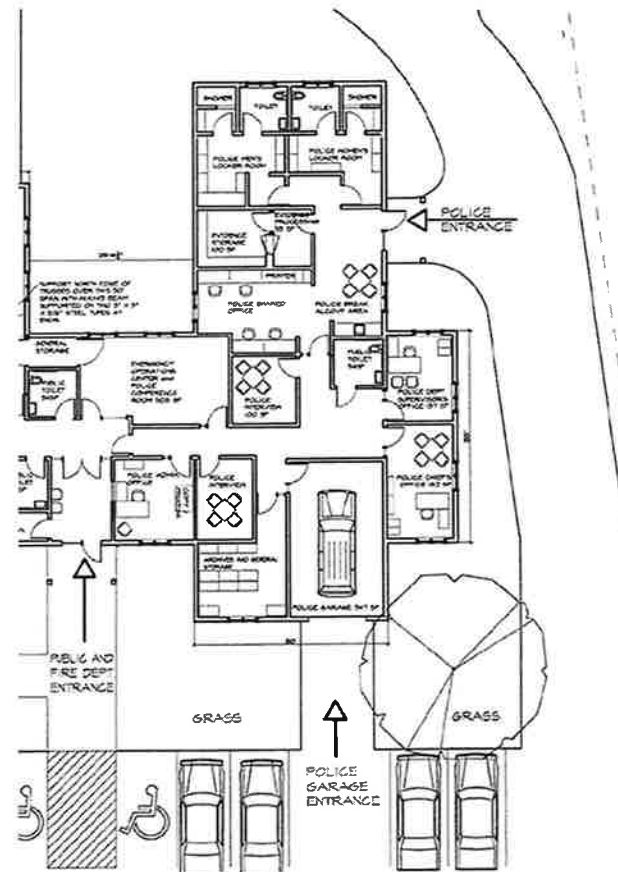
(Schematic, subject to change)

Police facility

Functions

- Offices for the police chief, a supervisor and administrative assistant
- Shared office for patrol officers
- Men's and women's locker rooms
- Break room
- Two interview rooms: (victim and suspect)
- Secure garage for patrol car and transfer of suspects
- Evidence processing and storage
- Archived storage of materials
- Departmental meeting/conference room/Emergency operations room

Floor Plan



(Schematic, subject to change)

Net-Zero energy design

Building Construction

Component	Net Zero	Code
Wall	R-40	R-23
Roof	R-60	R-49
Slab	R-30	R-10
Windows	R-4	R-2.8
Doors	R-2	R-1.3
Heating	Solar/heat pump	Oil

Modeling

Energy/Cost	Net Zero	Code
KBTU	355,880	632,000
KBTU/sf-year	37.9	68.4
Cost/year	\$12,816	\$22,311

Added construction cost: \$87,080

Annual savings: \$9,495

Payback period: 9.2 years

Budgeted amounts

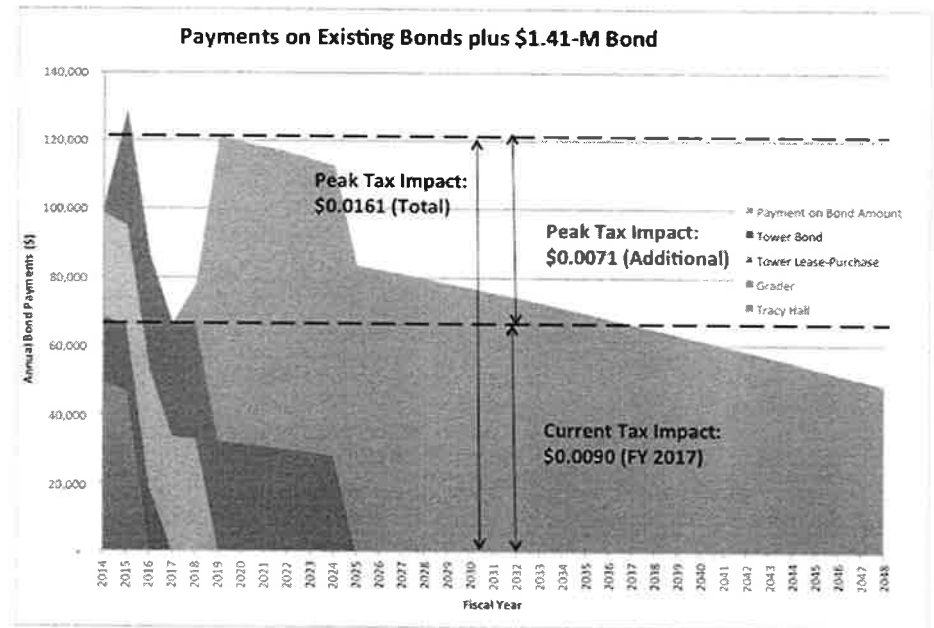
- **Scope:**
 - 1-story 5,415-ft² administrative building
 - Upgrades to fire station
 - Net-Zero energy design
- **Construction costs: \$1,160,728**
 - Site construction with 31 parking spaces: \$250,178
 - Building construction: \$910,550
- **Other costs: \$323,074**
 - Furnishings: \$37,495
 - Permits: \$15,000
 - A/E fees: \$71,594
 - Temporary rental for police office: \$20,000
 - 15% contingency: \$178,985
- **Potential overall cost: \$1,483,802**
- **Bond amount: \$1,410,000**

Bonding profile

Bond Payment Schedule

FY	Tracy Hall	Grader	Tower Lease-Purchase	Tower Bond	Payment on Current Bonds	Tax Rate Impact
2014	49,297	19,042	30,071	2,190	100,600	0.0145
2015	46,436	19,042	29,429	33,904	128,812	0.0186
2016		19,042	33,632	33,632	86,307	0.0124
2017			33,256	33,256	66,511	0.0090
2018			32,775	32,775	65,549	0.0088
2019				32,189	32,189	0.0043
2020				31,505	31,505	0.0041
2021				30,738	30,738	0.0040
2022				29,894	29,894	0.0038
2023				28,976	28,976	0.0037
2024				28,000	28,000	0.0035

Tax Impact of New Bond



(Estimated)

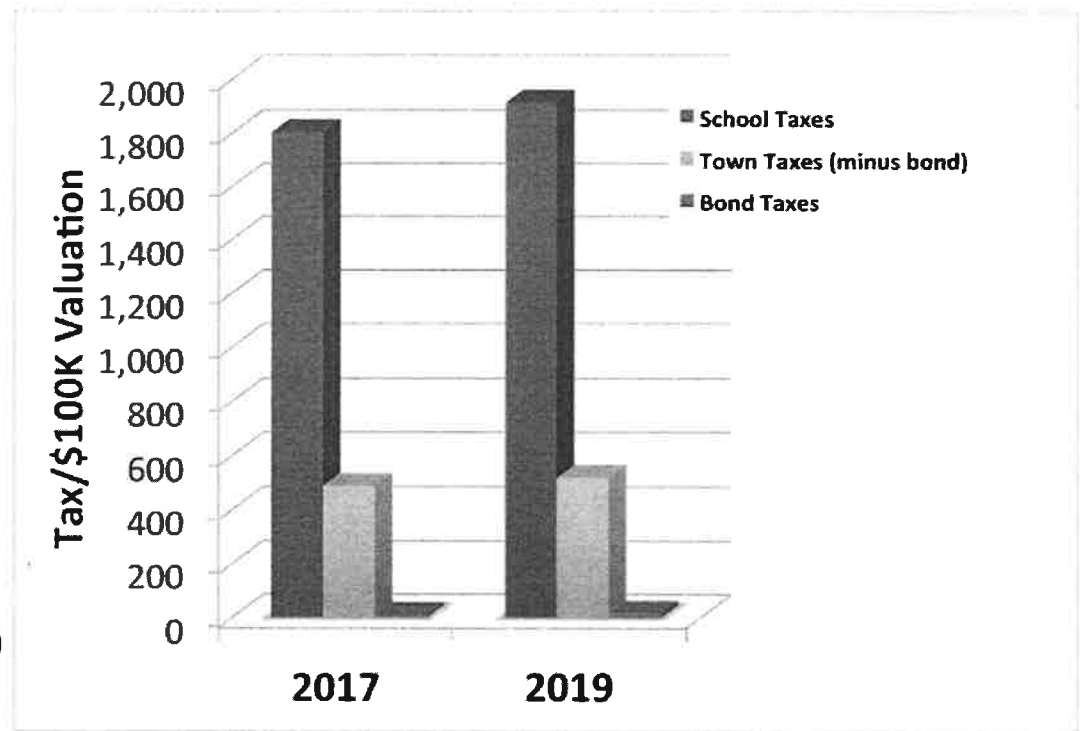
Forecast bond implications

\$1.41 Million Bond

- Duration: 30 years
- Low rate: 3.3% NIC
- Vermont Bond Bank
- Tax required/\$100K :
 - FY 2017: \$9.00
 - FY 2019: \$16.07
 - *Difference: \$7.07*
 - FY 2029: \$9.45
 - *Difference: \$0.45*
 - *Average difference: \$3.79*
- Interest: \$0.728 million

(Estimated)

Tax Comparison



(Estimated)

Bond lifetime

Near-Term Schedule

- Architect to prepare final design documents for the police/fire facility (Fall)
- Contract bids (Winter)
- Construction begins (Spring)
- Vermont Bond Bank sale (July)
- Construction complete (2017)

Long-Term Effects

- Time to pay equivalent of principal borrowed: 18 years
- New property purchasers share cost and benefits of facilities over 30 years
- 30-year bond has a *present value* about equal to its *face value*

In the voting booth

Look on the back side of the ballot!

Estimated added tax for bonding

Property Value	FY 2019	FY 2029	Period Average
\$100K	\$7.07	\$0.46	\$4.20
\$400K	\$28.28	\$1.85	\$16.80
\$600K	\$42.42	\$2.77	\$25.20

Compare addition of \$7.07 to:
FY 17 Taxes/\$100K of valuation

School: **\$1,803**

Town: **\$498**

Acting now

Financial benefits:

- Low-cost, durable facility
- Net-zero energy savings
- Favorable bond rates

Community benefits:

- Allows police department to use modern practices
- Supports volunteer fire department delivery of expected services

Benefits

Improving safety services

- Up-to-date capabilities
- Recruiting firefighters
- Firefighter safety
- Training for police and fire

Supporting community

- Community gathering space
- Environmentally responsible
- Low bonding cost
- Low operating costs



David Ormiston

From: Stephen Flanders <stephen.flanders@icloud.com>
Sent: Thursday, October 20, 2016 10:19 AM
To: David Ormiston
Cc: Miranda Bergmeier
Subject: Tower Bond funds--Programmed for EOC capabilities at the Public Safety site

Dave,

I note item 5 c) in the proposed agenda is: Close out Tower Bond unspent principal account \$31,458.18.

I spoke with Neil Fulton to understand the reason for retaining sufficient funds in the Tower Bond fund to include a tower and associated communications equipment at the Fire/Police site. He emphasized several points:

1. The public safety site tower should support Emergency Operation Center needs, not just routine fire and police radio traffic.
2. The tower should be high enough in case of an emergency to provide reasonable coverage and functional redundancy to the radio equipment at the DPW tower site, in case that site fails for some reason.
3. The public safety building should have the associated equipment that supports that same EOC redundancy.
4. There is essentially no such redundancy in the current police, fire and public works radio systems.
5. There should be a tower, not roof-mounted antennas, because roof mounts puncture the roof and may result in antenna failure, if the building burns or fails in some other manner; also, roof-mounted antennas don't provide the height needed to provide EOC redundancy.

Please include these considerations in the upcoming packet for the next selectboard meeting.

Sincerely, Steve F.

Stephen Flanders, Member of the Norwich Selectboard
317 Hopson Road
Norwich, Vermont 05055

802-649-1134 (Home)

Any response or reply to this electronic message may be subject to the Vermont Public Records Act. Any views expressed in this e-mail are mine and may not reflect those of the board. Vermont statutes confer no special powers to individual selectboard members. Statutory selectboard powers arise from actions of the body at warned, public meetings with a few exceptions.

VERMONT **GENERAL ASSEMBLY****The Vermont Statutes Online****Title 24 : Municipal And County Government****Chapter 053 : Indebtedness****Subchapter 001 : Indebtedness Generally****§ 1753. Use of bond proceeds**

(a) If after bonds have been issued and no expenditure of the proceeds has been made for the purpose or purposes for which the debt was incurred, or if a balance remains after the completion of the project or projects for which the debt was authorized, a municipal corporation by a majority of the voters present and voting on the question at a meeting or meetings of such municipal corporation held for that purpose, may authorize the expenditure of the proceeds or portion thereof for any purpose or purposes for which bonds may be issued; provided, however, that if the proceeds obtained from the issuance of bonds or any balance thereof, is not appropriated as aforesaid, then the same shall be used to pay the principal of the loan as it matures.

(b) The warning calling the meeting provided in this section shall state the amount of the proceeds and the purpose for which they are to be used, and shall fix the place where and the date on which the meeting shall be held and the hours of opening and closing of the polls. Notice of the meeting shall conform to section 1756 of this title, and the conduct of the meeting and the qualifications of voters shall conform to section 1758 of this title. (Added 1969, No. 104, eff. April 19, 1969.)

NOTE 11. RISK MANAGEMENT

The Town is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. The Town maintains insurance coverage from the Vermont League of Cities and Towns Property and Casualty Inter-municipal Fund that covers each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this coverage in any of the past three (3) fiscal years.

NOTE 12. RELATED PARTY TRANSACTIONS

The Town maintains its cemetery commission and trust funds bank accounts with Mascoma Savings Bank. The Town Treasurer is an employee of the bank.

NOTE 13. INTERFUND TRANSFERS

During the year interfund transfers occurred between funds. The various operating transfers were made in accordance with budgetary authorizations. Interfund transfers for the year ended June 30, 2015 are as follows:

	Transfer From		Totals
	General Fund	Perpetual Care Fund	
Cemetery	\$ 15,000	\$ 424	\$ 15,424
Highway equipment	135,000	-	135,000
Solid waste equipment	8,000	-	8,000
Police cruiser/special equipment	10,000	-	10,000
DPW Bridge Fund	35,000	-	35,000
Facilities study	5,000	-	5,000
General Admin.	5,500	-	5,500
Recreation - tennis courts	5,000	-	5,000
Buildings and grounds	10,000	-	10,000
Fire apparatus	63,298	-	63,298
Paving	275,000	-	275,000
Citizen assistance	1,000	-	1,000
Fire equipment	5,000	-	5,000
Record restoration	9,000	-	9,000
	<u>\$ 581,798</u>	<u>\$ 424</u>	<u>\$ 582,222</u>

NOTE 14. PRIOR PERIOD ADJUSTMENT

Bond proceeds were previously reported as \$242,450 for the period ending June 30, 2014 and should have been reported for the entire amount of \$275,000. Therefore, creating a prior period adjustment of \$32,550. These funds are held in cash at the Vermont Municipal Bond Bank.

NOTE 15. SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 8, 2016, the date which the financial statements were available to be issued.

Norwich Board of Listers
Post Office Box 376
Norwich Vermont 05055-0376

To: The Norwich Selectboard

From: The Norwich Board of Listers

Date: October 20, 2016

Subject: Errors and Omissions

The Norwich Board of Listers has determined that the following are in need of revision on the 2016 Grand List. Changes cannot at this date be made to the 2016 Grand List without prior approval from the Selectboard. Accordingly, the Listers request approval for correcting the following errors.

Owner: Susan F. McLaughry Revocable Trust
Location: 1093 Bragg Hill Road
Parcel ID: 09-046-000
2016 Assessed Value: \$1,043,100

Reason: The State's Current Use Program administrator sent the Town the revised current use calculation for the above referenced parcel. The Assessor had previously excluded 6.30 acres of land. The correct excluded acreage should be 10.70 acres.

2016 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to apply the State calculated current use deduction to the property.

Current Valuation

Total Fair Market Value	1,043,100
Current Use deduction	-333,800
Current Grand List Total	709,300

Proposed Valuation

Total Fair Market Value	1,043,100
Current Use deduction	-321,400
Revised Grand List Total	721,700

Total adjustment is plus 12,400.

The Listers request permission to apply a 321,400 deduction for Current Use to the McLaughry property, adjusting the taxable value to 721,700.

Owner: Lake, Norah & Polashenski, Christopher
Location: 742 VT Rte 132
Parcel ID: 05-095-300
2016 Assessed Value: \$294,400

Reason: The State's Current Use Program administrator sent the Town the revised current use calculation for the above referenced parcel.

2016 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to apply the State calculated current use deduction to the property.

Current Valuation

Total Fair Market Value	294,400
Current Use deduction	-101,500
Current Grand List Total	192,900

Proposed Valuation

Total Fair Market Value	294,400
Current Use deduction	-101,600
Revised Grand List Total	192,800

Total adjustment is minus 100.

The Listers request permission to apply a 101,600 deduction for Current Use to the Lake/Polashenski property, adjusting the taxable value to 192,800.

The Norwich Board of Listers

Liz Blum
Cheryl A. Lindberg
Lee Michaelides

Excerpts from Draft Minutes of Lister Meeting of 20 October 2016:

Michaelides **moved** (2nd Lindberg) to recommend to the Selectboard correction of the error on parcel 09-046.000. Motion **passed 2-0**.

Michaelides **moved** (2nd Lindberg) to recommend to the Selectboard correction of the error on parcel 05-095.300. Motion **passed 2-0**.

DRAFT Minutes of the Selectboard Meeting of Wednesday, September 28, 2016 at 6:30 pm

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders; Dan Goulet; Mary Layton, Vice-Chair; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 11 people in the audience.

Also participating: Jim Gold, Claudette Brochu, John Carroll, Anne Goodrich, Steve Leinoff, Bonnie Munday, Doug Robinson, Jay White, Jeff Goodrich

Cook opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). After discussion, Layton **moved** (2nd Goulet) to add agenda items:

6c – Pool Committee and Town Manager Search Committee Selectboard liaisons;

7d – Applications for Town Manager received after the deadline;

12c – General Process of Setting the Agenda; and

12d – Auditor Questionnaire.

Motion passed 3 to 2 (yes—Layton, Cook, Goulet; no—Ashley, Flanders)

2. Public Comments (Discussion).

a) Jim Gold commented that the past three Town Managers have failed, and suggested instead hiring a Town Administrator, rather than a Town Manager. Gold supports keeping the Interim Town Manager in place until after Town Meeting, and then switching to a Town Administrator.

b) Flanders expressed his objection to having gone into executive session at the Selectboard meeting on 9/14/2016. Flander said that there was no reason to go into executive session, and he wants to be sure the board stays in public session until absolutely necessary. Cook added that board members should not discuss in public the details of business transacted in executive session.

c) Cook stated that the Two Rivers-Ottawaquechee Regional Commission is holding public forums about Regional Energy Implementation Plan.

3. Finance – Board to sign accounts payable/warrants (Action Item). After discussion, Ashley **moved** (2nd Goulet) to approve Check Warrant Report #17-7 for General Fund in the amount of \$70,411.51, for Conservation Commission Fund in the amount of \$30,000.00, for Recreation Scholarships in the amount of \$85.00, and for DPW-Bridge Fund in the amount of \$25,244.00.

Motion passed.

4. Designated Funds (Action Item).

a) Public Works Department requests to expend up to \$11,100 from the Tracy Hall Designated Fund for the refinishing of the Tracy Hall gym floor. After discussion, Flanders **moved** (2nd Ashley) to approve the expenditure of \$11,100 from the Tracy Hall Designated Fund for the refinishing of the Tracy Hall gym floor. **Motion passed.**

b) The Town Clerk's Office requests to expend up to \$5,931 from the Record Restoration Designated Fund for the conversion of records books to microfilm and imaging. After discussion, Flanders **moved** (2nd Ashley) to approve the expenditure of to \$5,931 from the Record

Restoration Designated Fund for the conversion of records books to microfilm and imaging.

Motion passed.

5. Public Safety Building – Jay White / Jeff Goodrich (Discussion/Action Items).

a) Water/Runoff Issues, Parking Lot. Jay White and Jeff Goodrich addressed the meeting and explained that the runoff issues have been looked at extensively in the site plan. Drainage will go to the south mostly, and the soil onsite is very well-drained. No runoff problems are anticipated.

b) Vegetation and Adjoining Senior Center. There will still be significant vegetation between the site and the senior housing after work is complete. White does not feel a fence is necessary, and would be unsightly. White and Goodrich presented a display board showing site plans, elevations, and renderings of the project. After discussion, Cook **moved** (2nd Layton) to direct the Interim Town Manager to contact the senior housing property maintenance management company to discuss the project with them. **Motion failed 4 to 1** (no—Ashley, Goulet, Layton, Flanders; yes—Cook)

c) Bonding and estimated costs. White will add to the presentation board the exact amount of the bond. After discussion, Flanders **moved** (2nd Layton) that if the bond passes, the Selectboard will carry any bonding amount discrepancy discussion to a Selectboard meeting following the bond vote. **Motion passed 3 to 2** (yes—Goulet, Flanders, Layton; no—Cook, Ashley)

d) Public Hearing Presentation and Schedule. The board discussed ways to share information with the public. White said that he will produce two more presentation boards, which will be displayed in various locations in Norwich. White also said that he would make presentations at public meetings on October 26, 2016 and November 3, 2016. After discussion, Flanders **moved** (2nd Layton) to hold two public meetings on the Public Safety Building – at 6:00 pm on October 26 and 7:00 pm on November 3. **Motion passed.**

6) Pool Site Committee – Anne Goodrich (Discussion/Action Item).

a) Clarification of Charge Item. The board agreed that they want the Pool Committee to submit a list of sites being considered before any submission is made to the Vermont Agency of Natural Resources (ANR).

b) Extension of Report Date. After discussion, Flanders **moved** (2nd Ashley) to extend the deadline for the Pool site committee to submit its interim report by October 19, 2016 and its final report by December 1, 2016. **Motion passed.**

c) Pool Committee and Town Manager Search Committee Selectboard liaisons. The board agreed that liaisons are not necessary to these committees.

7) Town Manager Search (Discussion/Possible Action Item) 30 minutes

a) Update from Advisory Town Manager Search Committee. John Carroll and Anne Goodrich appeared as members of the committee. Carroll reported that the committee has begun reviewing applications, and is very close to being finished with scoring the applicants. The committee can produce for the board a list by the morning of October 5, 2016.

b) Guidance for Committee. Carroll and Goodrich asked the Selectboard to clarify how the committee will help conduct interviews. After discussion, Goulet **moved** (2nd Flanders) that the Selectboard conduct the first-round interviews with committee members as invitees. **Motion passed.** The selectboard agreed that committee members should attend interviews and do their own scoring of applicants, which the committee will submit to the board for their consideration. The board agreed that they do not need to add more as a body on the subject of what the board is looking for in a Town Manager than what they have already shared in their job advertisement.

c) Review Applications/Interview Questions. After discussion, Layton **moved** (2nd Flanders) that the Selectboard will give the search committee the same interview questions the Selectboard used when selecting the Interim Town Manager. **Motion passed.** The Board agreed that the committee will give the board feedback about the questions given to the committee.

d) Applications for Town Manager received after the deadline. The Board agreed that the applications be rejected as untimely.

8) Interim Town Manager's Report (Discussion). David Ormiston, Interim Town Manager, offered his verbal report, including information about the Norwich Pool Dam FEMA Alternate Project, seasonal road striping, the new pump track at Huntley Meadow, the new police cruiser, and the electric vehicle charging station. After discussion, Ashley **moved** (2nd Flanders) to approve the Town Manager's efforts to extend our stream alteration permit beyond October 1, 2016 for the FEMA Alternate Project. **Motion passed 4 to 1** (yes—Ashley, Goulet, Layton, Flanders; no—Cook).

9) VLCT Policy Outline (Discussion/Action Item). The board took no action on this item.

10) Error & Omission – Elbow Condominium current use calculation (Discussion/Action Item). After discussion, Flanders **moved** (2nd Ashley) to approve the Errors and Omissions report from the Norwich Board of Listers dated September 22, 2016 revising the taxable value of the Elbow Condominium. **Motion passed.**

11) Correspondence (Discussion). There was no correspondence presented.

12) Selectboard

a) Approval of the Minutes of the 9/14/16 Selectboard Meeting (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the September 14, 2016 Selectboard meeting. **Motion passed.**

b) Review of Next Agendas (Discussion/Possible Action Item). The board agreed to include three items among agenda for the next Selectboard meeting on October 12, 2016:

1. Town Manager search: Interview questions? Invite Abby Friedman of VLCT to attend meeting (possible executive session)
2. Proposed revised presentation for public safety building
3. How agenda items are received and put on the Selectboard agenda

c) General Process of the Agenda. The board agreed to include this in the agenda for October 12, 2016.

d) Auditor Questionnaire. After discussion, Flanders **moved** (2nd Ashley) that the Selectboard Vice Chair answer the questionnaire submitted by the auditor. **Motion passed.**

13) Potential Executive Session – The Board did not enter executive session.

Goulet left meeting at 11:03 pm.

At this point, Ashley **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 11:06 pm.

Approved by the Selectboard on _____.

By Miranda Bergmeier
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – October 12, 2016 at 7:15 PM

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

Miranda Bergmeier

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Saturday, October 01, 2016 10:42 AM
To: Miranda Bergmeier
Cc: David Ormiston; Cook Linda; Layton Mary; Goulet Dan; Ashley Christopher
Subject: Re: Selectboard draft minutes from 9-28-2016

Thank you for your very able rendition of the minutes, Miranda.

This is to ask that the following modification be considered by the board, when it adopts the minutes:

In place of "b) Flanders expressed his objection to having gone into executive session at the Selectboard meeting on 9/14/2016. Flander said that there was no reason to go into executive session, and he wants to be sure the board stays in public session until absolutely necessary. Cook added that board members should not discuss in public the details of business transacted in executive session." Please consider the following changes *in italics*:

b) Flanders expressed his objection that the Selectboard went into executive session at its meeting on 9/14/2016. Flanders said that the board had not met the standard of being clearly placed at a substantial disadvantage, requiring an executive session. He asked that the board in the future remain in public session until an executive session clearly becomes absolutely necessary. Cook added that board members should not discuss in public the details of business transacted in executive session.

Sincerely, Steve F.

Stephen Flanders, Member of the Norwich Selectboard
 317 Hopson Road
 Norwich, Vermont 05055

802-649-1134 (Home)

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On Sep 30, 2016, at 12:44 PM, Miranda Bergmeier <MBergmeier@norwich.vt.us> wrote:

Draft minutes from the Selectboard meeting on September 28, 2016 have been posted on the Town of Norwich website under Selectboard Draft Minutes at <http://norwich.vt.us/wp-content/uploads/2016/09/draft-minutes-092816-1.pdf>

Miranda Bergmeier
 Assistant to the Town Manager
 Town of Norwich
 P.O. Box 376
 Norwich, VT 05055

DRAFT Minutes of the Selectboard Meeting of Wednesday, October 12, 2016 at 7:15 pm

Members present: Linda Cook, Chair; Christopher Ashley; Dan Goulet; Mary Layton, Vice-Chair; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.
Absent: Stephen Flanders

There were about 5 people in the audience.

Also participating: Robin Rice-Voigt, Abby Friedman (by conference call), John Carroll, Steve Leinoff

Cook opened the meeting at 7:16 pm.

1. Approval of Agenda (Action Item). The board agreed to proceed with the agenda as drafted.

2. Public Comments (Discussion). Cook made note that Stephen Flanders is on vacation this week and therefore not attending tonight's meeting. There were no other public comments.

3. Finance – Board to sign accounts payable/warrants (Action Item). After discussion, Ashley **moved** (2nd Goulet) to approve Check Warrant Report #17-8 for General Fund in the amount of \$1,252,600.05, for Tracy Hall Fund in the amount of \$4,400.00, for General Admin Fund in the amount of \$1,135.00, and for DPW-Bridge Fund in the amount of \$15,900.00.

Motion passed.

4. Norwich Conservation Commission - Interview applicant for appointment to the Commission (Discussion/Action Item). The Board agreed to postpone consideration of the application until the Board's October 26th meeting because the open position on the Conservation Commission had not been publicly posted yet. Ashley suggested and the Board agreed that the Town Manager's Office will post the open position.

5. Town Manager Search (Discussion/Possible Action Item). Abby Friedman, of VLCT (Vermont League of Cities and Towns) participated in this agenda item discussion via speakerphone. The Board agreed to offer applicants the use of Skype for these interviews instead of appearing in person. The Board agreed for Cook and Layton to serve as the main Selectboard contacts for communications with VLCT staff and the Advisory Town Manager Search Committee. Ashley requested that all communications be shared with all of the Selectboard members.

The Board agreed on three dates for 30-minute first-round interviews: October 18, 2016 starting at 6:30 pm; October 27, 2016 starting at 6:30 pm; and October 29, 2016 starting at 9:00 am.

The Board then discussed whether or not there was a need to go into Executive Session. Ashley **moved** (2nd Layton) to find that general public knowledge of the information in the applications of Town Manager candidates would violate the candidates' confidential rights. **Motion passed.** Ashley **moved** (2nd Goulet), pursuant to Title 1 VSA sec. 313(a)(3), that the Board enter into Executive Session for the purpose of discussing Town Manager candidates' applications. **Motion passed.** The Selectboard entered Executive Session at 8:04 pm.

Ashley **moved** (2nd Goulet) to return to Public Session. **Motion passed.** The Selectboard returned to Public Session at 8:08 pm.

Ashley **moved** (2nd Goulet) to invite Michael Goodrich, Vice Chair of the Advisory Town Manager Search Committee, to join the Board in Executive Session. **Motion passed.** The Selectboard entered Executive Session at 8:09 pm.

Ashley **moved** (2nd Goulet) to return to Public Session. **Motion passed.** The Selectboard returned to public session at 8:47 pm. No action was taken.

Ashley recused himself from the Board's deliberations concerning The Family Place's request for waiver of the town's Alcohol Policy, stating that Ashley works at The Family Place.

6. Correspondence (Discussion/Action Item). Robin Rice-Voigt, Board Member of The Family Place, asked the Selectboard to approve The Family Center's request to waive the Alcohol Policy so that The Family Place can serve alcohol at their December fundraiser in Tracy Hall. After discussion, Layton **moved** (2nd Goulet) to receive correspondence from The Family Place requesting a waiver of the Alcohol Policy. **Motion passed.** Layton **moved** (2nd Goulet) to waive the Town ordinance regulating the possession and consumption of alcohol, so that The Family Place may serve alcohol in Tracy Hall on the evening of December 2, 2016, during its Gingerbread Festival Preview Party. **Motion passed.**

Ashley returned to the Selectboard panel at 8:51 pm.

7. Town Manager Search Process (Discussion/Action Item). The Board discussed what questions to ask applicants during the first round of interviews. Ashley **moved** (2nd Goulet) to select question #1 from the question sheet used during the search for an Interim Town Manager; questions #7, #8 and #11 from the questions forwarded to the Selectboard by the Advisory Town Manager Search Committee; and a final question asking candidates if they have any questions and if there is anything they'd like the Board to know. **Motion passed.**

7. Interim Town Manager's Report (Discussion Item). David Ormiston, Interim Town Manager, offered his monthly written report. The report included information about the Norwich Pool Dam FEMA Alternate Project, the electric vehicle charging station, the Town's FY2018 budget development process, Workers' Compensation issues related to independent contractors hired by the Town, and the C&D (Construction and Demolition) program at the Norwich Transfer Station. The Board asked about how the C&D program would be paid for, and Ormiston reported that the plan is to have the users of the C&D dumping pay the cost.

8. Public Safety Building (Discussion/Action Item). The Board agreed that the presentation, to be made by the Fire Department and Police Department chiefs, Jay White (architect), and Stephen Flanders should be limited to approximately 30 minutes in length. The Board agreed that the PowerPoint presentation shown to the Board looked good.

9. Agenda-Setting: How Agenda Items Are Received and Set (Discussion/Action Item). The Selectboard agreed that the Town Manager's office will transmit to Selectboard members the proposed agenda during the week before the next meeting. They further agreed that all Selectboard members will share with all other Board members any suggestions concerning the agenda. Board members will share with each other and the Town Manager's office any items they would like changed on the agenda, together with an explanation of their rationale for the changes. If a Board member cannot email all other Selectboard members, that Board member

can call Ormiston or give him a note with the change(s) and rationale. Ormiston will then relay that information via email to all other members of the Selectboard.

10. Selectboard

a) Approval of the Minutes of the 9/28/16 Selectboard Meeting (Action Item). The Board agreed to defer action on this item until a later meeting.

b) Review of Next Agendas (Discussion/Possible Action Item). The board agreed to include three items on the agenda for the next Selectboard meeting on October 26, 2016:

1. Public Safety Committee
2. Consideration of Conservation Commission application(s)
3. Approval of 9/28/2016 minutes

At this point, Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 10:10 pm.

Approved by the Selectboard on _____.

By Miranda Bergmeier
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – October 26, 2016 at 6:00 PM

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

Draft Minutes of the Special Selectboard Meeting of Wednesday, October 18, 2016 at 6:30 pm

People present: Linda Cook, Dan Goulet, Chris Ashley, Mary Layton, Ann Goodrich, Anne Shriver Sargent, Michael Goodrich, John Langhus, Bonnie Munday, Elizabeth McKinstry.

Meeting opened at 6:30pm

Ashley moved to "adopt question #1 for the first round Town Manager interview process".
Second by Layton. Motion passed.

Goulet moved to find that interviewing applicants for the position of Town Manager and discussing their application materials and status in public session would violate the candidates' rights to confidentiality. Ashley seconded. Motion passed.

Goulet moved to enter executive session to consider applicants for the position of Town Manager, pursuant to Title 1 VSA § 313(a)(3) of the Vermont Statutes, and also to invite the candidates to be interviewed and members of the Advisory Town Manager Search Committee into said executive session; Ashley seconded. Motion passed.

At 6:36pm, the Selectboard moved into executive session.

Ashley moved to enter public session; Layton seconded. Motion passed. At 9:06pm, The SB moved into public session.

Goulet moved to adjourn; Ashley seconded. Motion passed. Meeting adjourned at 9:07pm.

Submitted by Mary Layton