

Minutes of the Selectboard Meeting of Monday, July 11, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders; Dan Goulet; Mary Layton (by phone), Vice-Chair; Dave Ormiston, Interim Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 9 people in the audience.

Also participating: Abby Friedman (by phone), Steve Leinoff, Cheryl Lindberg, Bonnie Munday, Demo Sofronas, Carl Tracy, Jay White.

Cook opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda.
2. Public Comments. There were no public comments.
3. Interviews/Appointments Committee to Identify Community Pool Options (Discussion/Action Item). Tracy was present and interviewed by the Selectboard. Ormiston read parts of emails from Lilienthal and Gold and stated that Sterling had asked that his application be pulled. After discussion, Ashley **moved** (2nd Flanders) to appoint Jim Gold, Mark Lilienthal and Carl Tracy to the Committee to Identify Community Pool Options. **Motion passed.**
4. Meeting with Abby Friedman from VLCT Re: Town Manager Search Process (Discussion/Possible Action Item). Town Manager Job Description: After changing Assessor to Contract of Assessor in section 9.1, Ashley **moved** (2nd Flanders) to accept the job description as amended. **Motion passed.** Town Manager Ad: After discussion regarding salary, Layton **moved** (2nd Goulet) to approve the ad with a salary range of 24A to 24C rounded using the FY17 Grade and Step Plan. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). After combining items listed as Early and Late August and setting the date as August 24, the Selectboard by consensus approved the timeline. Advertising: After agreeing to add the “7 days Newspaper”, Ashley **moved** (2nd Flanders) to approve up to \$3,300 for advertising for the Town Manager position. **Motion passed.** Advisory Town Manager Search Committee: After discussion, the bullet “Abide by the town Committee Policy” was struck and a bullet “Meet with Selectboard for discussion as appropriate” was added. An ad for Committee membership was changed to one Department Head, one business owner in Norwich and five residents, as agreed to at the June 22nd Selectboard meeting.
5. Public Safety Facilities (Discussion/Possible Action Item). Jay White, Project Architect, was present and said he had reviewed the comments submitted by the two Department Heads and Selectboard members. White said he is looking for consensus for a plan to allow for a new future apparatus building. White passed out and reviewed new drawings he had worked on that morning dated 7/12/16. Munday spoke about the timeline for the November 8th election saying she needed the bond information approved at the Selectboard’s August 24th meeting in order to align the bond vote with the November election for ballots. White said he should have a budget for the project by mid-August if the Selectboard reaches general consensus tonight. The Selectboard then discussed the EOC/Police conference room space in the drawings. Flanders said he would like a tabulation of the programmed space vs. the designed space. Afterwards, Layton **moved** (2nd Goulet) to combine the EOC and the Police conference room in the plans. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Ashley made the point that this

motion changed the Selectboard approved program. Layton **moved** (2nd Goulet) to approve the general direction of the design with the changes made by Jay White keeping the footprint in the plans dated 7/12/16 and received July 11, 2016. **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet and Layton; no – Ashley).

6. Set FY17 Municipal Tax Rate (Discussion/Action Item). Ormiston reviewed the Town of Norwich Property Tax Rates sheet provided in the packet that included a proposed tax rate of \$0.4977, which would leave an Undesignated Fund Balance of 16% of the FY 17 budget. Flanders noted that voters affirmed the FY17 budget with its projected total town tax rate of \$0.5461 by nearly 70% and that the proposed tax rate would substantially improve upon the expectation of the voters, even considering the effects of the town-wide reassessment on an average property's value. Afterwards, Ashley **moved** (2nd Flanders) to set the Town tax rate at \$0.4926, the Local Agreement rate at \$0.0051 for a total Town tax rate of \$0.4977. **Motion passed.**

7. Interim Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.

8. Adopt Norwich Town Service Officer Job Description (Discussion/Action Item). After very little discussion, Flanders **moved** (2nd Goulet) to adopt the Norwich Town Service Officer Job Description. **Motion passed.**

9. Financial Management Questionnaire Discussion with Cheryl Lindberg (Discussion/Possible Action Item). Lindberg explained the document and some questions were asked. Afterwards, Ashley **moved** (2nd Flanders) to receive the Financial Management Questionnaire and authorize the Chair to sign. **Motion passed.**

10. Selectboard

- a) Approval of Bill from DesMeules, Olmstead & Ostler (Discussion/Action Item). Ashley **moved** (2nd Goulet) to authorize the Interim Town Manager to pay the bill of \$420.00 from the Professional Services line item. **Motion passed.**
- b) Approval of the Minutes of the 6/22/16 Selectboard Meeting (Action Item). After some discussion, Flanders **moved** (2nd Goulet) to approve the minutes of the June 22, 2016 Selectboard meeting with the changes outlined in Flanders email dated June 27, 2016. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Layton; no – Cook).
- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for August 24th will include: Public Safety Facilities, bond paperwork, Town Manager search, public input on FY18 budget and Selectboard guidelines for FY18 budget.

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:31 pm.

Approved by the Selectboard on_____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – August 24, 2016 at 6:30 PM

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