

Minutes of the Selectboard Meeting of Wednesday, August 24, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders (via phone); Dan Goulet; Mary Layton, Vice-Chair; Dave Ormiston, Interim Town Manager; Jonathan Bynum, Clerk/Scribe to the Town Manager.

There were about 15 people in the audience.

Also participating: Claudette Brochu, Dan Dupras (Engineering Services of Vermont, LLC), Jeff Goodrich (Pathways Consulting), Steve Leinoff, Cheryl Lindberg, Suzanne Lupien, Bonnie Munday, Lynn Patyk, Patrick Redden (Upland Construction), Stuart Richards, Doug Robinson, Fran Walz, Jay White (Project Architect)

Cook opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). After discussion of 11(b), the Selectboard approved the agenda by consensus.
2. Public Comments (Discussion). Lynn Patyk elaborated on the petition signed by 17 residents of Hopson Road requesting that the Town take traffic calming measures. Suzanne Lupien spoke to the Hopson Road issue. Fran Walz requested lining on the new Turnpike Road paving. Cheryl Lindberg wished to transfer Town funds to achieve a higher interest rate. This issue is already on the next agenda.
3. Public Input on FY18 Budget (Discussion). Claudette Brochu and Cheryl Lindberg gave suggestions.
4. Interim Town Manager's Report (Discussion). Ormiston updated the Board about the search for a new Town Manager Assistant and Bridge 42. He then gave an overview of the thought process and plan to install 3 speed tables on Hopson Road in response to the residents' petition. There is no definitive schedule for the installation as of yet.
5. Finance – Board to Sign Accounts Payable Warrants. There were no new warrants to sign. Previously signed warrants were included in the packet.
6. Fire Department Request to expend up to \$1,077.40 for 3 lengths of new suction hose-- withdrawal from designated fund for equipment (Action Item). After explanation from Chief Leinoff and brief discussion, Ashley **moved** (2nd Layton) to approve the Fire Department's Request to spend up to \$1,077.40 from the Fire Equipment Designated Fund to purchase 3 lengths of new suction hose. **Motion Passed.**
7. Town Manager's Request to expend up to \$1,174.00 for a new Lenovo E560 laptop computer from the general administration fund (Action Item). After explanation from Ormiston of the uses for this laptop and brief discussion, Ashley **moved** (2nd Layton) to approve the Town Manager's request to expend up to \$1,174.00 for a new Lenovo E560 laptop computer from the appropriate designated fund, Ormiston to inform the Board which fund to be paid out of before funds are expended. **Motion Passed.**
8. Appoint Thad Goodwin as Tree Warden (Discussion/Action Item). After brief discussion, Goulet **moved** (2nd Ashley) to reappoint Thad Goodwin as Tree Warden. **Motion passed.**

9. Error & Omission—Andrew Pache Confirmation for Veterans' Exemption (Discussion/Action Item). After explanation from Lindberg, Ashley **moved** (2nd Goulet) to approve the Norwich Board of Listers' Error & Omission change confirming eligibility for the Veterans' Exemption of Andrew Pache and allow the \$40,000 Veterans' exemption to be applied to the Paches' tax bill at 296 Dutton Hill Road, so reducing the taxable assessed value by \$40,000. **Motion passed.**

10. Public Safety Facilities Drawings (Discussion/Action Item)

a) Finalize Cost Estimates

b) Finalize Options

Jay White, Project Architect, and Dan Dupras of Engineering Services of Vermont, LLC were present and gave an outline of the documents White submitted to the Selectboard on August 19, 2016. After the presentation, there were questions and discussion on the cost-benefit of reducing the parking capacity from 41 to 30, the cost-benefit of the net-zero options, the potential cost of removing the underground oil tank, the need for 600 Amp service, the potential for future expansion of square footage and building systems, the design of the sprinkler system, and whether existing furniture could be reused.

After detailed discussion of the numbers submitted by White, the proper amount for the contingency, and the need to include \$20,000 to cover temporary relocation of the Police Department, Flanders proposed a "not to exceed" figure for the bond language of \$1,410,000. White was satisfied with that figure. Ashley warned the Selectboard that the total bond cost was closer to \$1,500,000. Flanders then **moved** (2nd Goulet) \$1,410,000 as the total project cost of the Public Safety building project as presented by Jay White. **Motion passed 4 to 1** (yes—Cook, Flanders, Goulet, Layton; no—Ashley).

c) Finalize Language for Bond Documents

Bonnie Munday then walked the Selectboard through the Declaration of Official Intent and the Resolution from the packet including the bond warning language with the adopted number included. This is to be submitted to the Secretary of State for inclusion on the ballot.

It was agreed that there was to be a public meeting on the public safety facility on Thursday, 3 November 2016 at 6:00 pm.

At this point, Goulet **moved** (2nd Flanders) to adopt the resolution with one article as presented for the construction of a new Public Safety Building and improvements to the existing fire station. This motion approves the Declaration of Official Intent of the Town of Norwich to reimburse certain expenditures from proceeds of Indebtedness for the construction of a new Public Safety Building and improvements to the existing fire station. **Motion passed.**

The Selectboard then signed the Declaration of Official Intent of the Town of Norwich to Reimburse Certain Expenditures from Proceeds of Indebtedness, the Resolution Certificate and the Warning in the presence of the Town Clerk.

11. Town Manager Search (Discussion/Possible Action Item)

a) Review Town Manager Search Timeline. After discussion of whether the Selectboard would have input into the first round of candidate interviews, Layton **moved** (2nd Goulet) to approve the Town Manager Search Timeline from the VLCT as of 7/18/16. **Motion passed.**

b) Review and Finalize Interview Questions. It was agreed to table this item until the meeting of 9/14.

c) Review Charge and Advertisement for Town Manager Search Committee. After discussion, Ashley **moved** (2nd Goulet) to approve the Town Manager Search Committee Charge and Advertisement. **Motion passed.**

12. Selectboard Guidelines for FY18 Budget (Discussion/Possible Action Item). Ashley and Flanders favored maintaining current levels of services. Goulet and Layton favored level-funding of the FY18 budget. Cook favored a 5% cut. It was agreed that Selectboard members could if they wished submit potential cuts in the areas of labor, equipment/materials, and services at the next meeting.

13. Correspondence (Discussion/Possible Action Item) No correspondence.

14. Selectboard

a) Approval of the Minutes of the 7/11/16 Selectboard Meeting (Action Item). There was discussion of the proposed changes to the draft minutes made in Flanders' email of 7/15/16. It was agreed to postpone this discussion until the next meeting.

b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for September 14th will include:

- American Legion--update on new monument
- Hugh and Cheryl Rostad re: Water District (open and close hearing)
- Treasurer's Quarterly Investments Report and Discussion of New Account
- Selectboard Liaison to Committees (e.g. the Pool Committee)
- Traffic calming
- Town Manager Search (Interview Potential Committee Members, Appoint Committee, Interview Questions, Review Process)
- FY18 Budget Guidelines from Selectboard Members

At this point, Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:04 pm.

Approved by the Selectboard on September 14, 2016

By Jonathan Bynum
Scribe

Linda Cook
Selectboard Chair

Next Regular Meeting – September 14, 2016 at 6:30 PM

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