

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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> 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** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 11:06 pm.

Approved by the Selectboard on October 26, 2016.

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.