

Minutes of the Selectboard Meeting of Wednesday, December 14, 2016 at 6:30 pm

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

There were about 4 people in the audience.

Also participating: Abby Friedman, of Vermont League of Cities and Towns (VLCT) – via speakerphone; Claudette Brochu; Cheryl Lindberg

Cook opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as drafted.
2. Public Comments (Discussion Item). Claudette Brochu handed out a paper showing her summary of town health insurance costs.
3. Town Manager Search (Discussion/Action Item). The Selectboard telephoned Abby Friedman, of VLCT, to ask her about VLCT's job candidate reference-checking questions and method. Friedman explained that, for those candidates identified by the Selectboard, Friedman will ask questions of former employers, colleagues, and named references submitted by the candidates. Friedman normally speaks to at least four people to get references. Friedman then gives the Selectboard a verbal and written summary, and is willing to attend a Selectboard meeting to report in person. The Selectboard agreed they were comfortable with the process as Friedman described. Ashley **moved** (2nd Flanders) to authorize the VLCT to move forward on reference checks and background checks on their two final candidates. **Motion passed.**
4. Budget Presentation (Discussion/Action Item). Based upon the motion from last meeting, the Selectboard confirmed that the Norwich Public Library, Advance Transit, and the Green Mountain Economic Development Corporation have been added to the warning for the 2017 Norwich town meeting. Selectboard members commented on the proposed budget. Goulet expressed concern that the Buildings and Grounds employees may be taking on more work than is necessary, such as mowing the athletic fields too often or preparing firewood for the town wood supply. Flanders explained that those activities reflect a question of managing the existing staff productively and are not a budgetary issue; a budgetary matter would be to consider whether a department was overstaffed. Cook expressed concern about the construction & demolition waste program. Selectboard members discussed the importance of minimizing cost increases, balanced with providing the services desired by town residents. Selectboard members agreed that, if any of them have specific recommendations for the budget, they will submit those to Ormiston no later than January 4, 2017.
5. Errors & Omissions - ownership information for 722 Tigertown Road and current use calculations for 111 Bradley Hill Road, 157 Union Village Road, Parcel 10-078-000 Turnpike Road, and Parcel 10-078-300 Turnpike Road (Discussion/Action Item). Flanders **moved** (2nd Ashley) to approve the Errors and Omissions report from the Norwich Board of Listers dated December 8, 2016 revising the owner of record for 722 Tigertown Road, and revising the taxable values of 111 Bradley Hill Road, 157 Union Village Road, Parcel 10-078-000 on Turnpike Road, and Parcel 10-078-300 on Turnpike Road. **Motion passed.**

6. Public Safety Building Update (Discussion/Action Item). Ormiston reported that he has begun professional services contract discussions with Jay White (architect), per the Selectboard's direction, and they are using the American Institute of Architects (AIA) contract as a base. If the town uses the United States Department of Agriculture's Rural Development (USDA RD) loan program, then USDA would require the AIA contract with certain additions. Ormiston has sent a contract draft to White. When White returns a response, Ormiston will submit that to legal counsel for review. The Selectboard agreed that they would like to meet prior to January 11, 2017 in order to review the contract before it is signed.

7. Interim Town Manager's Report (Discussion Item). Ormiston reported that the Electric Vehicle Charging Station located in front of Dan & Whit's had its official ribbon cutting on December 10th, which went very well. Tracy Hall staff is working with the Farmers Market to minimize open doors during events in cold weather, in order to conserve energy. The town outdoor skating rink was set up this week and will be ready to go after a few days of freezing weather.

8. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Goulet) to receive correspondence from Claudette Brochu concerning the proposed town budget. **Motion passed.** Flanders **moved** (2nd Ashley) to receive correspondence from Douglas Farnham concerning the reappraisal evaluation for 2016. **Motion passed.**

9. Selectboard

a. Approval of the Minutes of the 11/16/2016 and 11/21/2016, 11/22/2016, and 11/28/2016 Selectboard meetings (Action Item). Flanders **moved** (2nd Ashley) to approve the minutes of the November 16, 2016, November 21, 2016, November 22, 2016, and November 28, 2016 Selectboard meetings. **Motion passed.**

b. Review of Next Agendas (Discussion/Possible Action Item). The board agreed to include items on the agenda for the next Selectboard meetings on January 4, 2017 and January 11, 2017:

January 4, 2017 –

1. Interim financing bond anticipation note
2. Jay White contract

January 11, 2017

1. Town Manager search
2. Budget Hearing
3. Town Manager contract
4. Warrant for 2017 town meeting
5. Pool Committee (possible item)

10. Town Manager Search (Discussion/Action Item).

a. Draft provisions of Town Manager contract (Discussion/Action Item). The Selectboard wants to include language in the Town Manager contract to address the St. Johnsbury court case. The board agreed to review sample contracts sent by Friedman of VLCT and also have an attorney review any possible contract.

Ashley **moved** (2nd Layton) to find that discussing the application materials and status of applicants for the position of Town Manager in public session would violate the applicants' rights to confidentiality. **Motion passed.**

Flanders **moved** (2nd Ashley) to enter executive session to discuss applicants for the position of Town Manager, pursuant to Title 1 VSA § 313(a)(3) of the Vermont Statutes. **Motion passed.**

The Selectboard entered executive session at 9:18 pm.

Flanders **moved** (2nd Ashley) to enter public session. Motion passed. The Selectboard moved into public session at 9:30 pm.

At this point, Flanders **moved** (2nd Goulet) to adjourn. Motion passed. Meeting adjourned at 9:31 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on January 4, 2017

Linda Cook, Selectboard Chair

Next Meeting – January 11, 2017 at 6:30 PM

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