

Minutes of the Selectboard Meeting of Wednesday, January 4, 2017 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 3 people in the audience.

Also participating: Jay White

Cook opened the meeting at 6:33 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as drafted.
2. Public Comments (Discussion Item). There were no public comments offered.
3. Jay White contract (Discussion/Action Item). Interim Town Manager, David Ormiston, summarized progress on the negotiations for a contract with Jay White for architectural services on the Public Safety building project. An American Institute of Architects (AIA) contract is being used with several modifications, as outlined for the Board by Ormiston. The current draft has been posted online with the Selectboard packet. Jay White answered the Board's questions about provisions in the contract draft. White explained that not all of the schematics are completed, so there will be a \$7,000 charge for that work. This will not increase the cost of the building over the bond amount, however. After the Board's questions had been answered, Flanders **moved** (2<sup>nd</sup> Ashley) to approve Jay White's architectural and engineering fee structure, dated 11-16-2016 and amended by \$7,000 on 12-20-2016, for the amount of \$56,454. **Motion passed unanimously.** Flanders **moved** (2<sup>nd</sup> Goulet) to authorize the town manager to sign a contract based on the version received on January 4, 2017 with Jay White, architect, for professional services regarding the Norwich Public Safety Building. **Motion passed unanimously.**

Ormiston told the Board the Vermont Bond Bank (VBB) has set a bond sale in February 2017 with favorable rates. Ormiston recommended that Norwich pursue a VBB bond, as it will allow the town to proceed more quickly with the building project than financing through USDA Rural Development. After discussion, Flanders **moved** (2<sup>nd</sup> Layton) to direct the Interim Town Manager to prepare paperwork for the February bond sale by the Vermont Municipal Bond Bank. **Motion passed unanimously.**

4. Interim financing bond anticipation note (Discussion/Action Item). Ormiston reported that interim financing bid requests have been put out and we should receive two to three quotes from banks. Because we now have the option of the February VBB sale, we will not need as much money as we originally thought. Therefore, we may not need an interim line of credit at all; we may have what we need temporarily in the unassigned fund. Ashley asked Ormiston to find out if a February bond will require any payment or allocation for the FY18 budget.
5. FEMA Alternative Projects update (Discussion/Action Item). Ormiston notified the Board that the FEMA Alternative Projects have been approved for a November 2017 completion date.
6. Correspondence – Stuart Richards (Discussion/Action Item). Ashley **moved** (2<sup>nd</sup> Flanders)

to receive correspondence from Stuart Richards concerning the Planning Commission and Development Review Board. **Motion passed unanimously.**

7. Selectboard

a. Finance – Board to sign accounts payable/warrants (Discussion/Action Item). Ashley **moved** (2<sup>nd</sup> Flanders) to approve Check Warrant Report #17-16 for General Fund in the amount of \$84,961.25. **Motion passed unanimously.**

b. Approval of the Minutes of the 12/14/2016 Selectboard meeting (Action Item). Flanders **moved** (2<sup>nd</sup> Ashley) to approve the minutes of the December 14, 2016 Selectboard meeting with revisions put forward. **Motion passed (yes- 4; no- Cook).**

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

1. Budget Hearing
2. Budget discussion and action
3. Town Manager search update
4. Town Manager contract
5. Town Manager evaluation process
6. Correspondence

At this point, Goulet **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed unanimously.** Meeting adjourned at 9:08 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on January 25, 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.