

Minutes of the Selectboard Meeting of Wednesday, February 8, 2017 at 6:30 pm

Members present: Linda Cook, Chair; Christopher Ashley; Dan Goulet; Mary Layton, Vice-Chair; Stephen Flanders (arrived at approx. 8:15 pm); Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 10 people in the audience.

Also participating: John Farrell, Elisabeth Gordon, Anne Goodrich, Bonnie Munday, Claudette Brochu, Doug Robinson, and Steve Leinoff.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to move agenda item #8 to occur between items #9 and #10.
2. Public Comments (Discussion Item). John Farrell asked about a question concerning a building permit near his property. He was told that a permit was issued and there is an approved septic plan; the State of Vermont has jurisdiction over septic plans. Farrell said that he is concerned that the septic system could endanger a nearby stream.
3. Request to stage a 10-minute play during Town Meeting or Informational Meeting – Elisabeth Gordon (Discussion/Action Item). Elisabeth Gordon presented her proposal to stage her brief play at the Informational Meeting. After some discussion, Ashley **moved** (2nd Goulet) to allow the performance of “The Dogwalker,” by Elisabeth Gordon at 6:45 p.m., prior to the Informational Meeting, provided that the Superintendent of Schools agrees. **Motion passed unanimously.**
4. a. Short-term Line of Credit Documents (Discussion/Action Item). David Ormiston told the Selectboard that the Line of Credit is for FEMA Alternate projects. The Selectboard reviewed the loan documents and after some discussion, Ashley **moved** (2nd Goulet) to authorize the Finance Director to correspond with Merchants Bank for the Town of Norwich regarding the Resolution for Grant Anticipation Borrowing. **Motion passed 3 to 1** (yes-Ashley, Goulet, Layton; no-Cook). Ashley **moved** (2nd Goulet) to adopt the Resolution for Grant Anticipation Borrowing, which is a short-term line of credit for the purposes of financing the FEMA Alternate projects. **Motion passed 3 to 1** (yes- Ashley, Goulet, Layton; abstain-Cook).

b. Vermont Municipal Bond Bank Certificate of Completion (Action/Discussion Item). David Ormiston said that, because the Selectboard is using remaining tower bond money to pay down current debt, and since the project has been completed, it makes sense to approve a Certificate of Completion for the Vermont Municipal Bond Bank. Ashley **moved** (2nd Goulet) to approve the Vermont Municipal Bond Bank Loan Certificate of Completion. **Motion passed unanimously.**

c. Vermont Municipal Bond Bank Term Sheets for Public Safety Building (Discussion/Action Item). After brief discussion, Ashley **moved** (2nd Goulet) to authorize the Town Manager to sign the Vermont Municipal Loan Commitment Memo. **Motion passed unanimously.**
5. Town Service Officer Clarification (Discussion/Action Item). Members of the Selectboard

questioned whether the job description had yet been formally approved. The Selectboard agreed to take up the matter during its February 22, 2017 meeting.

6. Interim Town Manager Report (Discussion Item). Ormiston reported that the Town Report was submitted to the printer today, and acknowledged the help of Carol Edwards, Jamie Teague, and Jean Lawe. The auditors have submitted an electronic copy of their report and a hard copy will follow. Steve Leinoff and Doug Robinson have been working on Emergency Operations Center (EOC) issues. Ormiston has submitted the request for FEMA extension, per the Selectboard's direction. Ormiston will meet with Wright Construction to discuss rights and responsibilities regarding the DPW Garage addition. Ormiston met recently with the American Legion regarding relocation of monuments. The railway company has closed the railroad crossing at Kendall Station Road Extension.

7. Correspondence (Discussion/Action Item). Ashley **moved** (2nd Goulet) to receive correspondence from Nancy McNulty regarding the Norwich Town Pool, from John Farrell regarding the Norwich Town Pool, and from the Policy Research Shop at Dartmouth regarding a study they are conducting. **Motion passed unanimously.**

8. Pool Committee Charge (Discussion/Action Item). Goulet expressed concern that the Pool Committee should meet with Vermont Agency of Natural Resources (ANR) and Fish and Wildlife Department before they do anything else, because he doesn't want any work to be done before knowing if it would be approved by the State. Layton and Cook agreed that the Pool Committee should meet with regulators to have questions answered before moving forward. Anne Goodrich said that after reviewing Flanders's draft of the charge for the continuing Pool Committee, she has come up with an alternate draft of the charge for the Selectboard's consideration. The Selectboard agreed to address this issue further in their next meeting on February 22nd.

9. EOC Equipment Discussion (Discussion/Action Item). Police Chief Doug Robinson and Fire Chief Steve Leinoff reviewed their written report submitted to the Selectboard. Robinson said that the existing system works; we need only to duplicate the existing equipment and move it into the new EOC. Leinoff explained the various experts consulted in preparing their report. After some discussion, Ashley **moved** (2nd Goulet) to authorize the Town Manager to continue to pursue the recommendations for EOC equipment as outlined by the Fire and Police Chiefs. **Motion passed unanimously.**

10. Town Meeting Presentation Discussion (Discussion/Action Item). The Selectboard discussed the draft presentation and made suggestions as to edits.

11. Selectboard

a. Finance – Board to sign accounts payable/warrants (Discussion/Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #17-19 for General Fund in the amount of \$1,087,922 and for Recreation Facility and IMP Fund in the amount of \$2,500. **Motion passed unanimously.**

b. Approval of the Minutes of the 1/25/2017 Selectboard meeting (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the January 25, 2017 Selectboard meeting, including the change suggested by Linda Cook. **Motion passed unanimously.**

c. Review of Next Agendas (Discussion/Possible Action Item). For the February 22, 2017 meeting, agenda items will include:

1. Town Service Officer
2. List of Open Positions

3. Pool Committee Charge
4. Town Meeting Presentation
5. Town Manager Search Update
6. Liquor Licenses
7. Evaluation of Interim Town Manager – executive session may be needed

12. Town Manager Search Update & Town Manager's Contract – executive session may be needed (Discussion/Action Item). Flanders **moved** (2nd Ashley) to find that discussing the status of applicants for the position of Town Manager in public session would violate the applicants' rights to confidentiality. **Motion passed unanimously.** Flanders **moved** (2nd Ashley) to enter executive session to discuss applicants for the apposition of Town Manager, pursuant to Title 1 VSA §313(a)(3). **Motion passed unanimously.** Ashley **moved** (2nd Flanders) to find that a clear substantial disadvantage to the Town would exist by discussing the proposed Town Manager's contract in public session. **Motion passed unanimously.** Ashley **moved** (2nd Flanders) to enter executive session to discuss the proposed Town Manager contract, pursuant to Title 1 VSA §313(a)(2)(1). **Motion passed unanimously.**

The Selectboard moved into executive session at 9:32 pm.

Flanders **moved** (2nd Ashley) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 9:57 pm.

Layton **moved** (2nd Flanders) to schedule a Special Selectboard meeting for Wednesday, February 15, 2017 at 6:30 pm with possible executive session in order to discuss candidates for the Town Manager position. **Motion passed unanimously.**

At this point, Goulet **moved** (2nd Ashley) to adjourn. **Motion passed unanimously.** Meeting adjourned at 10:00 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on 2/22/2017

Linda Cook, Selectboard Chair

Next Meeting –February 22, 2017 at 6:30 PM

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