

Minutes of the Selectboard Meeting of Wednesday, May 24, 2017 at 6:30 pm

Members present: Mary Layton, Chair; Linda Cook; Stephen Flanders; Herb Durfee, Town Manager; and Miranda Bergmeier, Assistant to the Town Manager. John Pepper, Vice Chair, and John Langhus participated electronically from remote locations.

There were about 9 people in the audience.

Also participating: Marcia Calloway, Emily Dixon, Onita Connington, Tracey Hayes, Cheryl Lindberg, Dennis Kaufman, Linda Gray, and Kris Clement.

Layton opened the meeting at 6:45 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as written.
2. Public Comments (Discussion Item). Emily Dixon and Onita Connington thanked Town officials for listening to the Senior Housing residents' concerns about the Public Safety Building and for saving the shade trees in particular; Cheryl Lindberg said that her quarterly investment report is included in this evening's correspondence and she is available to answer any questions.
3. Open Positions – Alternate to GUVSWD (Discussion/Action Item). After brief discussion, Cook **moved** (2nd Flanders) to appoint Herb Durfee as Alternate Representative to the Upper Valley Solid Waste District for a two-year term ending in March 2019. **Motion passed unanimously.**
4. Board to sign accounts payable/warrants (Discussion/Action Item). Flanders **moved** (2nd Pepper) to approve Check Warrant Report #17-30 for General Fund in the amount of \$468,488.10; for the Fire Equipment Fund in the amount of \$1,335.72; and for the Public Safety Facility Fund in the amount of \$19,318.94. **Motion passed unanimously.**
5. Property Assessment Contract (Discussion/Action Item). Durfee gave a summary of the contract situation with NEMC, the Town's contracted assessors. NEMC is interested in amending their current contract to reduce their office hours and lower NEMC's charges to the Town accordingly. Durfee recommended pursuing this approach. Dennis Kaufman and Cheryl Lindberg offered comments.
6. Selectboard Goals Review (Discussion/Action Item).
 - a. Team Process & Communication, including Open Meeting Law. Selectboard members discussed ways to conduct business efficiently within the boundaries of the Open Meeting Law. The Selectboard discussed the possibility of holding periodic "open topic" meetings to allow for more opportunities for discussion.
 - b. From 5/10: Vision Statement Adoption. After brief discussion, Flanders **moved** (2nd Pepper) to adopt the Vision Statement as amended by removing the word "draft". **Motion passed unanimously.**
 - c. From 5/10: Town Plan – Growth. The board briefly discussed the process for approving the Town Plan.
 - d. Personnel Policies. Durfee and Cook are starting work on this topic, and copies of the current personnel policies and union contract are included in the meeting packet.
 - e. Selectboard Policies. Cook and Langhus are working on gathering all policies into one

place as a starting point on this topic.

f. Town Pool Review Status. The Selectboard discussed options for approaching this topic and its feasibility. After some discussion, Flanders **moved** (2nd Pepper) that the Selectboard adopt the charge for the committee to develop a community pool, as discussed, and to advertise positions on the committee, subject to an exploration of feasibility by the town manager. Cook moved to divide the motion, which became the following:

1. Moved that the town manager explore the feasibility of developing a community pool, as discussed. **Motion passed unanimously.**

2. Moved that, subject to the exploration of feasibility, the Selectboard adopt the charge for the committee to develop a community pool, as discussed, and to advertise positions on the committee. **Motion passed 4 to 1 (no-Cook).**

g. Other – Milestone/Gantt Chart Discussion. Flanders summarized the approach and use of the Gantt chart.

7. Regulation of Connection to a Municipal Sewage Disposal System (Discussion/Action Item). Flanders said that he proposed this agenda item in order to allay some fears about town development. The Selectboard discussed liability concerns.

8. Solar Project, Union Village Road. (Discussion/Action Item). Langhus disclosed that he has an interest in Norwich Solar and, therefore, he recused himself from this agenda item. Durfee summarized the issue and options for the Selectboard concerning the proposed solar project. The Selectboard discussed options for their level of involvement in the Vermont Public Service Board process.

9. Casella Waste Contract (Discussion/Action Item). After brief discussion, Flanders **moved** (2nd Pepper) to authorize the Town Manager to sign a service agreement with Casella Waste Management. **Motion passed unanimously.**

10. Town Manager Report (Discussion Item). Durfee offered a verbal report, including updates on the Public Safety Building Project. Flanders **moved** (2nd Pepper) to authorize the town manager to sign a letter of intent [to contract with Wright Construction] and to return to the board with a contract that is part of a plan to contain costs for the Public Safety Building within the limits authorized by the voters. **Motion passed 4 to 1 (no-Langhus).** Durfee also provided updates about possible grant funding for blinking pedestrian crossing signs, Bridge 32 repair work, tax rate calculation, ambulance charges, workers compensation, and town employee dental insurance. The Selectboard agreed by consensus that Durfee should proceed to apply for grant funding through the Bike Ped grant. After brief discussion about the Selectboard meeting schedule, Flanders **moved** (2nd Cook) to cancel the June 14, 2017 Selectboard meeting and substitute a special Selectboard meeting on June 7, 2017. **Motion passed unanimously.**

11. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Pepper) to receive correspondence from Paula Howes regarding the Public Safety Building; from Cheryl Herrmann regarding a thank-you; from Windsor County Partners regarding a thank-you; from AnnMarie Smith (2 items) regarding the Public Safety Building; from Tracey Hayes (3 items) regarding the Public Safety Building; from Onita Connington regarding the Public Safety Building; from Mary Fowler regarding the Public Safety Building; from the Vermont Transportation Board regarding the Kendall Station RR Crossing; from Cheryl Lindberg regarding the Quarterly Investment Report; from TRORC regarding the Bike Ped Grant; and from Stephanie Briggs & Michael Lyons regarding the Public Safety Building. **Motion passed unanimously.**

12a. Approval of the minutes of the 5/3/2017 & 5/10/2017 Selectboard meetings (Action Item). Langhus **moved** (2nd Flanders) to approve the minutes of the May 3, 2017 and May 10, 2017 Selectboard meetings. **Motion passed unanimously.**

12b. Review of Next Agendas (Discussion/Action Item). The following items were listed for the Selectboard's June 7, 2017 agenda:

- Property Assessment Contract
- Municipal Sewer Connection
- Town Plan Schedule
- Treasurer / Investment Policy
- Public Safety Building Contract

At this point, Cook **moved** (2nd Flanders) to adjourn. **Motion passed unanimously.**

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on June 7, 2017.

Mary Layton, Selectboard Chair

Next Meeting –June 7, 2017 at 6:30 PM

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