

Minutes of the Selectboard Meeting of Wednesday, June 7, 2017 at 6:30 pm

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

There were about 15 people in the audience.

Also participating: Onita Connington, Stuart Richards, Sarah McGinley-Smith, Marcia Calloway, Phil Dechert, Doug Robinson, Tracey Hayes, Dennis Kaufman, Jill Kearney-Niles, Demo Sofronas, Colin Calloway, Cheryl Lindberg, Creigh Moffatt, Frank Manasek, Dean Seibert, and Linda Gray.

Layton opened the meeting at 6:35 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to move agenda items #8 and #12b earlier in the agenda, so as to facilitate public participation in these topics. No substantive changes were made.
2. Public Comments (Discussion Item). Onita Connington requested that hardpack be considered as a surface for paving in the Public Safety Building parking lot; Sarah McGinley-Smith expressed support for constructing a pedestrian bridge from the American Legion to Huntley Meadow; Stuart Richards said that he has gathered signatures on a petition to compel a town-wide vote on the town plan; Marcia Calloway said that a group of citizens has generated a redlined version of the draft town plan and has submitted that to the Planning Commission and the Town Manager.
3. Board to sign accounts payable/warrants (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to approve Check Warrant Report #17-31 for General Fund in the amount of \$42,703.13; and for the Public Safety Facility Fund in the amount of \$1,001.30. **Motion passed unanimously.**
4. Public Safety Building Contract (Discussion/Action Item). After some discussion, the Selectboard agreed to proceed with the construction contract amounting to \$1,292,522 (including the cost of a performance bond). Flanders **moved** (2<sup>nd</sup> Pepper) to authorize the Town Manager to sign a contract with Wright Construction Company, Inc. for the construction of the Norwich Fire & Police Facility. **Motion passed unanimously.** Cook **moved** (2<sup>nd</sup> Pepper) to authorize the Town Manager and his designee to execute change orders to the Wright Construction, Co. contract. **Motion passed unanimously.**

Tracey Hayes read aloud a June 6, 2017 letter from the Board of Directors of Norwich Senior Housing to the Town Manager and Selectboard, in which the directors thanked the Town Manager and Selectboard for collaborating and listening to the seniors' concerns.

5. Tennis Court Resurfacing (Discussion/Action Item). Jill Kearney-Niles summarized the process of seeking bids and identifying a contractor to resurface the tennis courts. Flanders **moved** (2<sup>nd</sup> Pepper) to authorize the expenditure of up to \$22,460.00 from the Tennis Court Designated Fund, which may be partially offset by grant funding, in order to repair, resurface, and paint the Huntley Meadow tennis courts. **Motion passed unanimously.**

6. Property Assessment Contract Amendment (Discussion/Action Item). Herb Durfee summarized the current situation, saying that there is a possibility of amending the assessors' contract to decrease standing office hours and decrease the contract cost to the Town. Dennis Kaufman and Cheryl Lindberg expressed concerns about the current assessment contract and operations. Following brief discussion, Flanders **moved** (2<sup>nd</sup> Pepper) to authorize the Town Manager to sign the Contract for Assessing Services – Amendment with New England Municipal Consultants, Ltd. **Motion passed unanimously.**

At this point, the Selectboard took up agenda item #12b, Town Plan Schedule, as agreed while approving the evening's agenda.

12b Town Plan Schedule (Discussion Item). Marcia Calloway and Frank Manasek expressed concerns about the process being used by the Planning Commission as it works to put a new Town Plan into place. Phil Dechert gave an update on the Planning Commission's process and status. Dechert said that the Planning Department would post on the town website the written comments generated by a citizen group and submitted to the Planning Department about the draft Town Plan.

At this point, the Selectboard took up agenda item #8, Municipal Sewer Ordinance, as agreed while approving the evening's agenda.

8. Municipal Sewer Ordinance (Discussion/Action Item). After some discussion, the Selectboard agreed not to take action on this matter. No motion was made.

7. Selectboard Goals Review (Discussion/Action Item). Selectboard members have begun work on compiling and updating Town ordinances. Layton raised the issue of how the Selectboard shares information with the public.

9. Treasurer Request to Review Selectboard Investment Policy (Discussion Item). Cheryl Lindberg summarized her written comments to the Selectboard, which were included in the meeting packet. Lindberg will work with Cook and Langhus on this issue. Lindberg agreed to draft a Request for Proposals for review by the Selectboard at their 6/21/17 meeting.

10. Solar Project, Union Village Road (Discussion/Action Item). John Langhus recused himself from this discussion. Linda Gray said that the Energy Committee is asking the Selectboard to express its support for the designation of a particular location as a preferred site for a solar energy project. After some discussion, Flanders **moved** (2<sup>nd</sup> Pepper) to direct the Chair of the Selectboard to submit a letter to the Public Service Board of Vermont supporting the designation of 673 Union Village Road as a Preferred Site. **Motion passed unanimously (4-0; Langhus recused).**

11. Draft Tax Rate Calculation Process (Discussion/Action Item). The Selectboard agreed to postpone this matter to a future meeting.

12. Town Manager Report (Discussion Item). Durfee provided various updates: the list of unlicensed dogs has been compiled by the Town Clerk; the Energy Committee has received a grant; the Town's request for an extension on FEMA Alternate Projects completion is still pending; and the Casella waste management contract is in place.

a. Bridge #32 Repair Contract (Discussion Item). After brief discussion, Flanders **moved** (2<sup>nd</sup> Cook) to authorize the expenditure of up to \$41,610.00 from the Bridge Fund in order to repair Bridge #32, and to authorize the Town Manager to sign a contract with Hook Construction for the performance of said repair. **Motion passed unanimously.**

13. Flanders **moved** (2<sup>nd</sup> Pepper) to receive correspondence from Jill Kearney regarding a pedestrian bridge to Huntley Meadow; from Bonnie Munday, Town Clerk regarding unlicensed dogs; from Cornelia Waterfall regarding a thank-you; and from Elizabeth Hunt of the Vermont Department of Taxes regarding 2017 current use. **Motion passed unanimously.**

14a. Request to reschedule June 28 meeting to June 21, 2017 (Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to cancel the June 28<sup>th</sup> Selectboard meeting and substitute a special Selectboard meeting on June 21, 2017. **Motion passed unanimously.**

14b. Approval of the minutes of the 5/24/2017 Selectboard meeting (Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to approve the minutes of the May 24, 2017 Selectboard meeting. **Motion passed unanimously.**

14c. Review of Next Agendas (Discussion/Action Item). The following items were listed for the Selectboard's June 21, 2017 agenda:

- Selectboard Investment Policy
- Town Banking Relationship
- Draft Tax Rate Calculation Process
- Delinquent Dogs
- Town Committees' Relationship to Selectboard
- Town Manager Evaluation

At this point, Cook **moved** (2<sup>nd</sup> Pepper) to adjourn. **Motion passed unanimously.**

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on June 21, 2017.

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Mary Layton, Selectboard Chair

Next Meeting –June 21, 2017 at 6:30 PM

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