

Minutes of the Selectboard Meeting of Wednesday, June 21, 2017 at 6:30 pm

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

There were about 9 people in the audience.

Also participating: Irv Thomae, Stuart Richards, Marcia Calloway, Phil Dechert, Dennis Kaufman, and Cheryl Lindberg.

Layton opened the meeting at 6:33 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to approve the agenda as drafted.
2. Public Comments (Discussion Item). Irv Thomae, in his role as town representative to ECFiber, reported that ECFiber currently has approximately 1,772 members, with around 289 of them in Norwich. Construction is happening this summer to expand ECFiber coverage and customers can continue to sign up; more information is available at ECFiber.net. Stuart Richards said that a group of citizens has generated a redlined version of the draft town plan and has submitted that to the Planning Commission. Marcia Calloway said that people should look at the TRORC documents posted online. Linda Cook said that there will be a Planning Commission public forum discussion on July 13th at 7:00 pm.
3. Board to sign accounts payable/warrants (Discussion/Action Item). Flanders **moved** (2nd Langhus) to approve Check Warrant Report #17-32 for General Fund in the amount of \$242,995.79; and for the Public Safety Facility Fund in the amount of \$12,932.89. **Motion passed unanimously.**
4. a. Town Manager Goals (Discussion/Action Item). Pepper and Layton have worked with Durfee to develop the Town Manager goals, which are grouped into major categories. After some discussion, Flanders **moved** (2nd Pepper) to approve the list of Town Manager goals as presented to the Selectboard in a memorandum from Mary Layton, dated June 12, 2017. **Motion passed unanimously.**

b. Town Manager Evaluation Process (Discussion/Action Item). Langhus and Pepper worked on this project, and propose to use the last adopted method. They also discussed an online evaluation tool that could be tried. After some discussion, Cook **moved** (2nd Pepper) to proceed with the Town Manager evaluation process as previously approved by the Selectboard on January 25, 2017. **Motion passed 4 to 1 (No- Flanders)**

c. Property Assessor Functions (Discussion/Action Item). Flanders and Langhus worked on this topic. They are looking into how Vermont towns similar to Norwich handle their assessments in order to compare results and costs, and to assist the Selectboard in deciding how best to proceed.

d.1. Conflict of Interest Policy (Discussion/Action Item). Cook and Langhus have worked on this item, and have submitted to the Selectboard a first draft for discussion.

d.2. Investment Policy (Discussion/Action Item). Cook and Langhus have worked with the

Treasurer, Cheryl Lindberg, on this policy. The Selectboard asked Lindberg if she agreed with the policy as drafted and she indicated that yes, she did. The Selectboard Chair and the Treasurer will be signatories to the final policy. After brief discussion, Flanders **moved** (2nd Pepper) that the Selectboard adopt the revised Investment Policy as presented by Cook and Langhus. **Motion passed unanimously.**

5. RFP for Banking Services (Discussion/Action Item). Lindberg put together a draft for the RFP for banking services. After some discussion, Flanders **moved** (2nd Langhus) that an RFP for banking services is warranted. **Motion passed unanimously.** Flanders **moved** (2nd Langhus) to authorize the Treasurer to draft an RFP for banking and cash management services that has updated data and a signature block that includes the Selectboard and Treasurer. **Motion passed unanimously.**

6. Tax Rate Calculation Method (Discussion Item). Flanders presented an overview of the tax rate calculation method.

7. Unregistered Dogs (Discussion/Action Item). After brief discussion, Cook **moved** (2nd Pepper) to direct the Town Manager to assist the Town Clerk in efforts to license dogs as identified on the Delinquent Dog List. **Motion passed unanimously.**

8. Town Committees' Relationship to Selectboard (Discussion/Action Item). After brief discussion, the Selectboard agreed to ask the Town Manager to set up a rotation schedule for town committees and boards to attend Selectboard meetings and provide update reports about their respective activities.

9. Town Manager Report (Discussion/Action Item). Durfee reported that the Public Safety Building water line easement is being finished, and construction will start with demolition next Monday. Langhus stated thanks and commendations to Durfee for his progress on the easement. Durfee reported that a groundbreaking ceremony will be held soon to commemorate the start of construction. After brief discussion, Flanders **moved** (2nd Cook) to authorize the Selectboard chair to sign the Culvert Inventory – 2017 Better Back Roads Planning Services Agreement with TRORC. **Motion passed unanimously.** In order to complete a grant application, Flanders **moved** (2nd Cook) to authorize the Selectboard chair to sign the draft of a letter in support of Norwich's Small Scale application to install two crosswalk beacons. **Motion passed unanimously.** After brief discussion, Flanders **moved** (2nd Langhus) to authorize the Town Manager to accept and sign the Bid Proposal for 2017 Paving Program from BlakTop and to authorize expenditure of up to \$275,000.00 from Designated Fund – Paving and up to \$60,000.00 from the Paving Fund; and to authorize the expenditure of up to \$30,997.00 from the Crack Sealing Fund; and to authorize the expenditure of up to \$61,600.00 from the Sand Fund. **Motion passed unanimously.**

10. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Pepper) to receive correspondence from Judy Phillips regarding the Route 5 parcel; from the Norwich Senior Housing Board of Directors regarding a thank-you; and from Todd Menees of the Vermont Department of Environmental Conservation regarding the Norwich Pool Dam site. **Motion passed unanimously.**

11a. Approval of Minutes: 6/7/2017 Selectboard Meeting (Action Item). Flanders **moved** (2nd Pepper) to approve the minutes of the June 7, 2017 Selectboard meeting. **Motion passed**

unanimously.

11b. Review of Next Agendas (Discussion/Action Item). The following items were listed for the Selectboard's July 12, 2017 agenda:

- Set Tax Rate
- Special Meeting for Town Plan Vote
- RFP for Banking Services
- Conflict of Interest Policy
- Auditor's Contract

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

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on July 12, 2017.

Mary Layton, Selectboard Chair

Next Meeting –July 12, 2017 at 6:30 PM

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