

Minutes of the Selectboard Meeting of Wednesday, October 11, 2017 at 6:30 pm

Members present: Mary Layton, Chair; John Pepper, Vice Chair (present via teleconference until 7:30 pm); Linda Cook; Stephen Flanders; John Langhus; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager. Member absent: John Pepper (absent after 7:30 pm)

There were about 13 people in the audience.

Also participating: Stuart Richards, Susan Hardy, Jonathan Teller-Elsberg, Brie Swenson, Lynnwood Andrews, Dana Ireland, Elaine Waterman, Kristin Brown-Close, Ernie Ciccotelli, Claudette Brochu, and Gerry Tolman.

Layton opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as drafted.
2. Public Comments (Discussion Item). Stuart Richards asked about uncashed checks he has written to the town transfer station, and asked the Town Manager about an email he had sent yesterday. Richards also stated that he believes that the town should pay for the upkeep of the sidewalks because everyone uses them, not just Fire District payers.
3. Energy Committee Vacancies (Discussion/Action Item). Susan Hardy and Jonathan Teller-Elsberg appeared before the board and explained their respective interests in joining the Energy Committee. After brief discussion, Flanders **moved** (2nd Pepper) to appoint Susan Hardy and Jonathan Teller-Elsberg to the Norwich Energy Committee for three-year terms ending March 2020. **Motion passed unanimously.**
4. Conservation Commission Vacancy (Discussion/Action Item). Brie Swenson and Lynnwood Andrews appeared before the board and explained their respective interests in joining the Conservation Commission. Swenson said that she has been active on the Trails Committee and plans to continue that work. Andrews said that she is new in town and has worked on conservation issues where she has lived previously. Because there was only one opening on the Conservation Commission, the board discussed how to choose between the two applicants. In discussion, the board agreed that Swenson would continue on the Trails Committee and that Andrews would be a good addition to the town's conservation efforts. The board felt that, by appointing Andrews, the town would gain Andrews's involvement without losing Swenson's. Cook **moved** (2nd Langhus) to appoint Lynnwood Andrews to the Conservation Commission for a four-year term ending March 2021. **Motion passed unanimously.**
5. Board to Sign Accounts Payable/Warrants (Discussion/Action Item). Flanders **moved** (2nd Langhus) to approve Check Warrant Report #18-9 for General Fund in the amount of \$328,282.28; and for the Public Safety Facility Fund in the amount of \$135,439.99. **Motion passed unanimously.**
6. Selectboard Vision/Goals (Discussion/Action Item).
 - a. Codification of Ordinances – Adoption Pursuant to 24 VSA §1971 et seq.. Cook questioned the addition of some stop signs in town. Flanders suggested that all the questionable

signs can be discussed in public forum to get public input. Cook said that the Selectboard should not vote to approve the codification yet, without first working through what things are controversial, as she outlined in a memo she had shared with the Selectboard. Flanders asked Cook to confirm her memo topics. The Selectboard agreed to move the codification topic to a later meeting.

b. Personnel Policies. Selectboard members agreed to move this topic to a later meeting.

c. Financial Policies - Update. Langhus suggested that he offer the Selectboard a synopsis of the proposed policy changes and the board can put off taking action to a later time when all members are present. The Selectboard agreed. Pepper exited the meeting at 7:30 pm, after Langhus concluded this discussion/summary.

d. Sidewalk Follow-up. The Selectboard agreed to put off discussion about possibly acquiring the Fired District sidewalks to a later meeting. Durfee gave a quick update that the Prudential Committee has voted that they want to turn over the sidewalks to the Town "as is". It is up to the Town at this point to decide how to proceed.

Safe Routes to School sidewalk – Durfee told the board about VTrans's responses to town questions about the terms of the Safe Routes to School grant. VTrans said the town can have an extension of time to finish the project, can alter plans, can hire additional consultants (at town expense), and can decide to stop the project now. If the town halts the project, it will be responsible for reimbursing VTrans the amount of \$66,000.00. Durfee suggested to the board that they could schedule a special meeting to learn the details about the project from the personnel involved in putting it together, and then the Selectboard could ask questions and gather information. During this meeting, the property owners and general public could also ask questions and offer input. Dana Ireland said that she and other neighbors met last night and are not in favor of the sidewalk project as proposed; she hopes that the neighborhood concerns will be met. Elaine Waterman said that the neighbors at that meeting discussed alternatives, including ways to control the traffic to make walking safer.

7. Review Norwich Interim Energy Strategic Plan (Discussion Item). Flanders briefly summarized the energy plan, as included in the Selectboard packet for this meeting. Ernie Ciccotelli stated that he noticed there a section in the plan about sustainability, and said that the town needs to "mean it" when it talks about sustainability. Linda Gray told the board about an upcoming meeting regarding energy, and asked if one or two Selectboard members would like to participate.

8. Review Selectboard Rules of Conduct / Rules & Procedures (Discussion/Action Item). The board agreed to table further discussion of this item to a future meeting.

9. Town Manager Report (Discussion/Action Item). Durfee said that the town was awarded a grant for installing flashing pedestrian crossing signs at Tracy Hall and Church Street by the school; the grant pays for half the cost of purchasing and installing the signs. FEMA is doing more site visits/inspections tomorrow; all roads are out to bid except Beaver Meadow, and the bids are due this Friday. Durfee said that he has initiated a project to identify streambed debris fields for possible FEMA work. Durfee reported that there was a trench cave-in that injured a town employee. VOSHA is doing an investigation, and Durfee is scheduling safety trainings for staff. Durfee said that he has posted pictures in Tracy Hall multipurpose room of the ongoing construction of the Public Safety Building and at the DPW garage. Durfee pointed out that town DPW staff have been doing all their usual work plus getting ready for construction. Work on the FYE 2019 budget has begun, and Durfee is working with the Grange members to remediate

driveway issues adjacent to the Public Safety Building construction. Durfee said that he attended the most recent Listers meeting, and when the assessors return, he will meet with them. The Safety Committee met recently and discussed various measures to enhance safety. Durfee is working on revisions to the town employee personnel policies and will submit a draft to the Selectboard as soon as possible. Gerry Tolman asked a question about whether Norwich Technologies would be using hazardous materials at their solar site on Fire District land; Durfee will ask Phil Dechert to look into the matter.

10. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Langhus) to receive correspondence from Eydie Pines & John Leigh regarding sidewalks; from Lisa Cadow regarding sidewalks; from Courtney Dobyms regarding sidewalks; from Kathryn Doherty regarding sidewalks; from James Wilson & Margaret Parsons regarding sidewalks; from Sandy Bailey regarding sidewalks; from Norwich Technologies regarding a Norwich Fire District Solar Project; from Sandy Bailey regarding transfer station passes; from Dana Ireland regarding sidewalks; from TRORC regarding Determination of Energy Compliance; and from Ernie Ciccotelli regarding sustainable development. **Motion passed unanimously (4-0; Pepper absent as of 7:30 pm).**

11. a. Approval of the minutes of the 9/27/2017 Selectboard meeting (Action Item). Flanders **moved** (2nd Langhus) to approve the minutes of the September 13, 2017 Selectboard meeting, with revisions put forward. **Motion passed unanimously (4-0; Pepper absent as of 7:30 pm).**

b. Review of Next Agendas. After brief discussion, Flanders **moved** (2nd Langhus) to schedule Selectboard meeting for November on 11/8, 11/15, and 11/29. **Motion passed unanimously (4-0; Pepper absent as of 7:30 pm).** The Selectboard agreed on the following items for upcoming meeting agendas:

10/25/2017 Workplace Safety
Status of Roadwork Bids
VOSHA Update
Town Plan Process
Personnel Policies

11/8/2017 Selectboard Rules of Conduct
Financial Policies
FYE 2019 Budget

11/15/2017 Codification of Ordinances
Fire District Sidewalks

At 9:45 pm, Langhus **moved** (2nd Flanders) to adjourn. **Motion passed unanimously (4-0; Pepper absent as of 7:30 pm).**

Meeting adjourned at 9:45 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on October 25, 2017

Mary Layton, Selectboard Chair

Next Meeting –October 25, 2017 at 6:30 PM

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