

Minutes of the Special Selectboard Meeting of  
Wednesday, December 13, 2017 at 6:00 pm

Members present: Mary Layton, Chair; Linda Cook; Stephen Flanders; John Langhus (via teleconference beginning at 6:07 pm); John Pepper; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 9 people in the audience.

Also participating: Stuart Richards, Ernie Ciccotelli, Susan Brink, Frank Manasek, Claudette Brochu, Tim Cronan, Colin Calloway, Marcia Calloway, Pam Smith, and Will Smith.

Mary Layton opened the meeting at 6:04 pm.

1. Call to order – Layton opened the meeting at 6:04 pm.
2. Approval of Agenda (Action Item). The Selectboard agreed to proceed with the agenda as drafted.
3. Flanders **moved** (2<sup>nd</sup> Pepper) to find that premature public knowledge would clearly place the public body at a substantial disadvantage. **Motion passed 4-0 (Langhus not yet present)**. Landers **moved** (2<sup>nd</sup> Pepper) to enter executive session to discuss the Drake mediation, pursuant to 1 VSA §313(a)(1)(B) and to include the Town Manager, town's attorney, and town's contract assessor. **Motion passed 4-0 yes (Langhus not yet present)**. The Selectboard, including Langhus, moved into executive session at 6:07 pm.

Flanders **moved** (2<sup>nd</sup> Pepper) to enter public session. **Motion passed unanimously**. The Selectboard moved into public session at 6:49 pm.

4. Public Comments (Discussion Item). Stuart Richards suggested that the first public hearing on the proposed Town Plan be scheduled no earlier than 60 days from the Selectboard's receipt of the plan to give the public time to read the Town Plan. Ernie Ciccotelli commented on sustainability and smart growth relative to the Town Plan. Susan Brink said that there is a red-lined version of the proposed Town Plan posted on the town website, showing where any changes were made in the Town Plan. Frank Manasek commented on the need to examine existing Town Plan language to make sure it is still appropriate. Stuart Richards expressed concerns about the proposed Town Plan, especially with regard to development and sewage issues.
5. Possible Reclassification of Route 10A (Discussion Item). Herb Durfee, Town Manager, said that the Town would like to explore the option of taking over a portion of the state road; Durfee plans to approach VTrans to open discussions. Layton and Cook said the town should choose any new plantings carefully, so as to minimize maintenance. Flanders expressed support for building a relationship with VTrans and cautioned against taking on additional responsibilities, such as plowing, etc., and would want strong justification before taking over a state road.
6. FYE 2019 Budget (Discussion/Action Item). Flanders distributed to Selectboard members his written suggestions for reductions to the budget. Claudette Brochu asked about the number of pick-up trucks owned by the town. Durfee said that he is looking into that, and is gathering answers to Brochu's other questions she presented to the Selectboard. Pepper agreed that Brochu's concerns should be addressed and thanked Brochu for participating in the budget

process. Cook made suggestions for line item reductions totaling approximately \$12,000. Durfee said that he would compile all of the Selectboard members' suggestions for review and action during the January 10, 2018 Selectboard meeting. After soliciting feedback from other Selectboard members about various proposed budget revisions, Flanders suggested that the 1/10/2018 budget version for meeting discussion include all proposed reductions except DPW overtime and gravel & stone. Cook and Flanders said that they would attend the next Fire District Prudential Committee meeting to discuss hydrant charges. Tim Cronan said that the Fire District has invited Selectboard members to attend the meeting to obtain answers to the Selectboard's questions. Claudette Brochu asked if there is duplicative funding for town generators. Flanders thanked Brochu for bringing her concerns and questions to the Selectboard.

At this point – 8:55 pm – the Selectboard took a short break, and restarted the meeting at 9:01 pm.

7. Errors & Omissions regarding Grand List (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Cook) to revise the Grand List as requested by the Board of Listers in its Errors and Omissions memo to the Selectboard, dated December 13, 2017. **Motion passed unanimously.**

8. Board to Sign Accounts Payable/Warrants (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to approve check warrant #18-13 for General Fund in the amount of \$6,080.00; and for Public Safety Facility Fund in the amount of \$281,367.30. **Motion passed unanimously.**

9. Town Plan Process (Discussion/Action Item). Selectboard members discussed possible dates for the first public hearing on the proposed Town Plan. Colin Calloway read aloud from a written statement, which will be included in the next Selectboard packet as correspondence. Pepper said that he wants to hear from the public, and the Selectboard should identify its own issues with the Town Plan, as well. Flanders said that the Town Plan was receiving a *de novo* review, going forward. Marcia Calloway expressed objections to the way the Town Plan was developed, and said that the Selectboard should examine it closely. Pam Smith presented to the Selectboard a list of written questions that she previously submitted to the Planning Commission, and which she said have not yet been answered. Will Smith wants to know what development impact studies have been conducted regarding traffic, soils, and water. After further discussion, the Selectboard identified the following hearing dates: January 23, 2018 (Tuesday) at 7:00 pm; and January 20, 2018 (Saturday) at 3:00 pm.

10. Correspondence (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to receive correspondence from Tim Briglin regarding clean water town roads; from Charlotte Metcalf regarding the 2017 Town Plan; from Barbara Currier regarding Norwich Fire District fire hydrant rental fees; from Cheryl Lindberg regarding the statewide parcel mapping project; from Marcia Calloway regarding the 2017 Town Plan; from the Board of Listers regarding listers' compensation; from Pam Smith regarding town employee compensation; from Claudette Brochu regarding the FYE 2019 town budget; from The Child Care Center in Norwich regarding their water system; and from Herb Durfee regarding draft policies. **Motion passed unanimously.**

11. Selectboard

a) Approval of the minutes of the 11/29/2017 and 12/3/2017 Selectboard meetings (Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to approve the minutes of the November 29, 2017 and December 3, 2017 Selectboard meetings. **Motion passed unanimously.**

b) Review of Next Agendas (Discussion/Action Item). The Selectboard agreed on the following items for the agenda of the Selectboard meeting on January 10, 2018:

Review Draft Policies from Town Manager  
FYE 2019 Budget  
Town Manager Evaluation  
Church Street Cracker Barrel Discussion Report  
Illsley Road Bridge  
Town Warrant Articles  
Communications Study Designated Fund  
July 1 Storm Short-Term Borrowing  
Conservation Commission Minutes Posting  
Town Plan Survey  
Town Auditor

12. Union Contract – executive session may be needed (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Layton) to find that premature public knowledge would clearly place the public body at a substantial disadvantage. **Motion passed unanimously.** Flanders **moved** (2<sup>nd</sup> Layton) to enter executive session to discuss the union contract, pursuant to 1 VSA §313(a)(1)(B). **Motion passed unanimously.** The Selectboard moved into executive session at 9:53 pm.

Flanders **moved** (2<sup>nd</sup> Pepper) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 10:10 pm.

Flanders **moved** (2<sup>nd</sup> Pepper) to endorse the approach to union negotiations discussed in executive session, to designate the town manager as the town's representative in those negotiations and to authorize the town manager to employ such assistance as he may require to negotiate an agreement that is mutually beneficial to the town and its bargaining unit. **Motion passed 4-1 (no: Cook).**

At 10:18 pm, Cook **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:18 pm.

By Miranda Bergmeier

Approved by the Selectboard on February 14, 2018

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Mary Layton  
Selectboard Chair

Next Meeting – January 10, 2018 at 6:30 PM

Other upcoming meetings – Jan. 20 and Jan. 23, 2018 Public Hearing on the Town Plan

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