

Minutes of the Special Selectboard Meeting of  
Wednesday, June 13, 2018 at 6:00 pm

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

There were about 6 people in the audience.

Also participating: Kris Clement, Stuart Richards, Matt Swett, Cheryl Lindberg, Dennis Kaufman, Elaine Waterman, and Dana Ireland.

1. Call to Order. John Pepper opened the meeting at 6:04 pm.
2. Personnel (Discussion/Action Item). Cook **moved** (2<sup>nd</sup> Brochu) to enter executive session to discuss the Town Manager's evaluation, pursuant to 1 VSA §313(a)(3). **Motion passed unanimously.** The Selectboard moved into executive session at 6:05 pm. Langhus **moved** (2<sup>nd</sup> Brochu) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 6:49 pm.
3. Approval of Agenda (Action Item). Selectboard (SB) members agreed to proceed with the agenda as drafted.
4. Approval of Minutes (Action Item). Brochu **moved** (2<sup>nd</sup> Langhus) to approve the minutes of the May 23, 2018 Selectboard meeting with amendments put forward by Mary Layton. **Motion passed unanimously.**
5. Correspondence (Discussion/Action Item). Langhus **moved** (2<sup>nd</sup> Brochu) to receive correspondence Cheryl Lindberg regarding the March 2018 quarterly investment report; from Marcia Calloway regarding the Planning Commission and the Town Plan; from Kevin Geiger regarding the Town Plan; from Stuart Richards, regarding affordable housing and the Town Plan; from Pete Fellows regarding ERAF; from SEVCA regarding a thank-you; from Molly Riordan regarding the speed limit on Union Village Road; and from Frank Manasek regarding the Town Plan. **Motion passed unanimously.**
6. Public Comment (Discussion Item). Stuart Richards asked about the status of the survey concerning the Town Plan. Pepper said that the Selectboard had agreed to distribute the survey and will do so as soon as possible.
7. Sign Accounts Payable/Warrants (Discussion/Action Item). Brochu **moved** (2<sup>nd</sup> Langhus) to authorize expenditure of up to \$10,200.00 from the Fire Station Designated Fund for the purposes detailed in a June 6, 2018 memo from Matt Swett, Assistant Fire Chief, to Herb Durfee, Town Manager. **Motion passed unanimously.**
8. Board of Listers Contract Assessor Selection (Discussion/Action Item). Cheryl Lindberg said that the Board of Listers put out an RFP for assessing services. They have reviewed the responses and recommend hiring Vermont Municipal Assessor. After brief discussion, Langhus **moved** (2<sup>nd</sup> Brochu) to authorize the Board of Listers to expend budgeted funds to enter an agreement with Vermont Municipal Assessor to provide assessing services beginning July 1, 2018. **Motion passed unanimously.**
9. Unregistered Dogs (Discussion/Action Item). Cook **moved** (2<sup>nd</sup> Brochu) to direct the Town

Manager to assist the Town Clerk in efforts to license dogs as identified on the unlicensed dogs list.  
**Motion passed unanimously.**

10. Town Plan Update (Discussion/Action Item). Pepper thanked Linda Cook, Jaci Allen, Herb Durfee, and Miranda Bergmeier for their work to put together the Town Plan for the next hearing, at 7:00 PM on June 6, 2018. Durfee said that Map 11 will ultimately show the full town. Stuart Richards said that it appears that one of the revisions was left out of the Town Plan published on June 13<sup>th</sup>. Richards also suggested adding some more language to the Town Plan at a later date, if necessary, such as information about factors that limit growth. Richards said that the Town Plan is now better because of additions and changes made by the Selectboard.

11. Church Street Safe Routes to School (Discussion/Action Item). Durfee said the deadline is fast approaching for the Selectboard to decide what to do about the Church Street route to school. After some discussion about options for making the route safer for pedestrians, including general agreement that a full-scale accessible sidewalk would not be desirable, the Selectboard agreed to work on a local solution to meet the needs of safety and aesthetics. The Selectboard will work on creative solutions for safety and minimize the cost to the Town. Langhus **moved** (2<sup>nd</sup> Brochu) to direct the Town Manager to stop work on the Safe Routes to School project and make best efforts to minimize financial impact to the Town. **Motion passed unanimously.**

12. Line of Credit for July 2017 Storm Repairs (Discussion/Action Item). Durfee clarified that the intent is to borrow only what the Town needs – at a minimal level – to cover the cost of repairs while the Town awaits FEMA reimbursement. Cook **moved** (2<sup>nd</sup> Langhus) to authorize the Town Manager, pursuant to an existing vote by the Selectboard, to institute a line of credit with Mascoma Bank to temporarily cover the cost of repairs to infrastructure following the July 2017 storm, prior to FEMA reimbursement. **Motion passed unanimously.**

13. Committees: Finance Committee & Audit Committee (Discussion/Action Item). Langhus said the former Finance Committee (FC) charge was too burdensome. The current proposal limits the FC to commenting only on the Town budget, not the school's budget, as well. The School Board was concerned about this, but agreed that it hasn't been possible to fill FC spots, as it used to be comprised. The Audit Committee (AC) proposed by Langhus was then discussed. Brochu suggested adding language to the AC charge making it clear that the AC cannot direct the Town Manager's actions. Pepper asked about the process of hiring an auditor, and Langhus agreed to remove language from the AC charge involving soliciting auditors' bids, so that the process of soliciting bids will remain the responsibility of the Town Manager. Cheryl Lindberg reminded the Selectboard that the Dresden Finance Committee still exists. Langhus **moved** (2<sup>nd</sup> Pepper) that the Selectboard adopt the resolution regarding Finance and Audit committees, included in the Selectboard packet for June 13, 2018. **Motion passed 3 to 1 (no- Cook).**

14. Financial Reports (Discussion Item). Per the Selectboard's request, Durfee has provided financial reports. Durfee asked the Selectboard to please let him know if they have any suggestions concerning the reports, which will be provided on a regular basis.

15. Town Manager Report (Discussion/Action Item). Langhus **moved** (2<sup>nd</sup> Pepper) to appoint the Town Manager as Alternate Representative to the TRORC Board. **Motion passed unanimously.** Langhus **moved** (2<sup>nd</sup> Brochu) to authorize the Town Manager, on behalf of the Town, to apply for the VTrans Bike Ped Grant program to purchase 2 RRFBs and install them at the proposed crosswalk locations. **Motion passed unanimously.** Durfee reported that the Town is advertising to hire a new DPW director. Langhus commended Kyle Koehler, an Eagle Scout, for constructing new bleachers at Huntley Meadow.

16. Review of Next Agendas (Discussion/Action Item). The Selectboard agreed to include in their June 27, 2018 agenda the following items:  
Church St. Safety Alternatives  
Energy Committee  
CBD Regulations  
Land Management Council

At 9:10 pm, Langhus **moved** (2<sup>nd</sup> Cook) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:10 pm.

By Miranda Bergmeier

Approved by the Selectboard on June 27, 2018

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John Pepper

Selectboard Chair

Next Meetings – June 27, 2018 – Meeting at 6:30 PM

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