

Minutes of the Special Selectboard Meeting of  
Wednesday, June 27, 2018 at 6:30 pm

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

There were about 7 people in the audience.

Also participating: Cheryl Lindberg, Nathan Margolis, Norm Levy, Robert Gere, and Dennis Kaufman.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to proceed with the agenda as drafted.
2. Approval of Minutes (Action Item). Layton **moved** (2<sup>nd</sup> Langhus) to approve the minutes of the June 10, 2018 and June 13, 2018 Selectboard meetings with amendments put forward by Mary Layton. **Motion passed unanimously.**
3. Correspondence (Discussion/Action Item). Langhus **moved** (2<sup>nd</sup> Layton) to receive correspondence from Chris Katucki regarding the Finance Committee. **Motion passed unanimously.**
4. Public Comment (Discussion Item). Cheryl Lindberg said that the Board of Listers has signed a contract for assessing services.
5. Review Accounts Payable/Warrants (Discussion/Action Item). No action necessary.
6. Town Treasurer Fiscal Checklist (Discussion/Action Item). Durfee explained that this checklist was completed by the town treasurer, per annual requirement. The checklist may be helpful for Selectboard as they review financial/fiscal functions. Cook asked about three items on the checklist that were answered, "don't know". Explanations provided by Durfee. Lindberg said that she answered the checklist according to her knowledge. Langhus **moved** (2<sup>nd</sup> Layton) to receive the treasurer's financial checklist and to authorize Brochu to sign the checklist on behalf of the Selectboard. **Motion passed unanimously.**
7. Funds for Reappraisal (Discussion/Action Item). Durfee said that the status of the fund is that the State of Vermont money for reappraisal had been going into the general fund; starting this last budget process, \$6,400 was put aside for the next year in a reappraisal fund. Cook asked about money from the state and how it is used. Kaufman said that the state is still sending that money annually and Lindberg said that the money has traditionally gone into the general fund to offset the assessing contract expense because the Town was on a 3-year reappraisal cycle. Starting in the next fiscal year, money is being put into a reappraisal fund. Lindberg said that the new assessor contract will provide for the new assessor to maintain the grand list, and the listers will put out a new request for bids when it is time to conduct a reappraisal. Lindberg asked if the Selectboard would agree to assign unspent Lister funds from the FY 2018 Town surplus, assuming there is a net surplus for the year. Assigned funds would be a part of the undesignated fund balance at year-end, like other assigned funds currently shown in the Town's financial report. Selectboard members agreed they would revisit the listers funding issue after receiving updated budget/spending information from fiscal year 2018.
8. Church Street Safety Alternatives (Discussion/Action Item). Durfee said that he is in the

process of finding out from the state whether the state funds for “safe routes to school” can be used for traffic calming measures. Durfee has spoken to state officials and they are looking into the question. Durfee will report on what he learns.

9. Marijuana Regulations (Discussion/Action Item). Tracey Hayes spoke on the issue of marijuana, and presented information as included in materials she had provided to the Selectboard, which are included in the packet for this meeting. Selectboard members discussed ways to approach the issue. Langhus suggested that a SB member volunteer to put together resources and personnel to consult with the SB. Durfee said that he is looking at ways to address the issue as it relates to town personnel and town facilities/property and would want to include experts and interested parties. Hayes said that she would like to work with town officials on this issue; Durfee agreed to follow up with Hayes.

10. Energy Committee (Discussion/Action Item). Brochu explained that there is interest in discussing the Energy Committee charge and also energy policy in general. Langhus reviewed past SB discussions about Energy Committee issues. Langhus consulted with Linda Gray and Norm Levy, and Linda Cook about the charge and produced a draft for SB consideration. SB members discussed some suggested changes to the charge language. Langhus **moved** (2<sup>nd</sup> Layton) to approve the Charge for the Energy Committee, as amended. **Motion passed unanimously.** Langhus discussed Charlotte Metcalf’s questions about the Energy Committee and Langhus’s draft answers. Selectboard members acknowledged Langhus’s efforts in answering Metcalf’s questions. Selectboard members would be interested in getting quantitative data on where we as a town stand in relation to meeting state renewable energy goals, as well on what cost savings the town has realized with the work that has already been accomplished (r/t renewables). Levy reported that the data has recently been received by the Energy Committee, so the work has started. Langhus presented a first draft on Energy Policy. Selectboard discussed if this was the role of the Energy Committee, versus the Selectboard. Selectboard decided to defer discussion to allow the Energy Committee time to do this work and present proposed Energy Policy to the Selectboard. Norm Levy said that the Energy Committee has been working on both of these issues, and they hope to have drafted documents to share with the Selectboard sometime this coming fall. Selectboard members agreed to revisit these issues in the fall.

11. Land Management Council (Discussion/Action Item). Selectboard members agreed to defer this discussion for a later meeting. Durfee said that the Council does currently exist and it has three members. He does not yet know what their terms are and when they might expire. Durfee will continue to investigate the matter and report back to the Selectboard.

12. Draft of SB Memo to Appointed Boards & Commissions (Discussion/Action Item). Brochu said she drafted a memo to send it out to boards and commissions. Durfee to distribute memo to all committee/commissions/appointed officials, etc. Langhus **moved** (2<sup>nd</sup> Layton) to approve the memo to appointed boards, committees, and commissions, dated May 28, 2018 and distribute said memo, as applicable. **Motion passed unanimously.**

13. Town Manager Report (Discussion/Action Item). Brochu said that the Selectboard members were provided a written report. Brochu suggested that the Selectboard ask any questions about the report. Durfee said that he will not purchase a used 550 Ford truck, because the vendor has said the truck needs too much work. Durfee asked the Selectboard to authorize him to purchase a wing to install on the new Freightliner truck that has been ordered. The cost of the wing would be \$16,755. Durfee said he is working on reducing the DPW fleet to what vehicles are necessary. Layton **moved** (2<sup>nd</sup> Langhus) to authorize the expenditure of an amount not to exceed \$16,755 for the purchase and installation of an Everest wing system installed on the Freightliner that the town is in the middle of purchasing. **Motion passed unanimously.** Durfee will provide documentation for Selectboard about Norwich Selectboard Minutes – 6/27/2018 Mtg

this purchase.

- a. Durfee said that Rod Francis will start on July 9, 2018 and the Selectboard should officially appoint him as zoning administrator. Layton **moved** (2<sup>nd</sup> Langhus) to appoint Roderick Francis as Zoning Administrator, effective July 9, 2018. **Motion passed unanimously.**
- b. Selectboard members asked Durfee to insist that the auditor must present to the Selectboard at a meeting at no extra charge. Langhus **moved** (2<sup>nd</sup> Layton) to authorize the Town Manager to enter into a contract with Batchelder to provide auditing services to the Town of Norwich for FYE 2018, 2019 and 2020, according to the terms/deliverables required of the RFP. **Motion passed 3 to 1 (no-Cook).**

14. Review of Next Agendas (Discussion/Action Item). The Selectboard agreed to include in their June 27, 2018 agenda the following items:

Clarification of Finance Committee MOU Dissolution  
Town Plan Adoption  
Set Tax Rate

At 9:15 pm, Cook **moved** (2<sup>nd</sup> Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:15 pm.

By Miranda Bergmeier

Approved by the Selectboard on July 11, 2018

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John Pepper  
Selectboard Chair

Next Meetings – June 28, 2018 – Meeting at 7:00 PM

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