

Minutes of the Selectboard Meeting of
Wednesday, August 8, 2018 at 6:30 pm

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

There were about 5 people in the audience.

Also participating: Stuart Richards, Tim Briglin, Cheryl Lindberg, and Michael Bean.

1. Approval of Agenda (Action Item). Cook asked that all of the consent agenda items be considered separately, due to the SB not having any discussion on this method. Selectboard (SB) members agreed to proceed accordingly.
2. Public Comments (Discussion Item). Stuart Richards said that he supports the Town Clerk receiving a salary step increase. Richards asked the SB to put a question on the next possible ballot for town-wide vote to reinstate a \$45,000 Affordable Housing fund. Richards said there is no conflict of interest on his part in trying to have the fund renewed. Layton supports putting the Affordable Housing question on the ballot and would like to develop criteria for use of the fund, in collaboration with the Planning Commission. Langhus said he'd like the Planning Commission's committee on Affordable Housing to draft a ballot measure and submit that to the Selectboard no later than August 17, 2018 for consideration at the SB's next meeting. SB members agreed to ask the affordable housing subcommittee to submit a draft ballot measure to the Town Manager's office by August 17, 2018. Tim Briglin said there was a recent change in Vermont state law regarding income sensitivity to lower the allowable value of a home to \$400,000.
3. Glen Ridge Road Speed Table Request (Action Item). Durfee said that a resident on Glen Ridge Road requested that speed table be added to that road, because motorists were speeding there. The Town Manager (TM), DPW staff and Police Dept. staff looked at the road, monitored speeds, and concluded that speed tables are not appropriate for that location. Durfee said the resident had asked him to bring the issue to the SB. If the SB wants speed tables installed, the TM will abide by that decision. Cook said she doesn't think it makes sense to put in speed tables there, due to the steep grade onto Beaver Meadow Road. Pepper said there are other areas in town where speed tables would be more appropriate. The SB overall agreed with the TM's judgment that speed tables should not be installed on Glen Ridge Rd.
4. Personnel Policies – Plan/Schedule Work Session (Action Item). Brochu said the SB had talked about scheduling a meeting to work on the personnel policies. Brochu, Cook, and TM will meet to work on policies and then bring them to the rest of the SB. SB members agreed to set up a work session meeting by the end of August.
5. Town Budget FYE 2020 – General Direction (Discussion). Brochu said she thinks we can reduce the town budget without affecting services or employees. Brochu wants to know balances of designated funds and wants an updated town vehicle list. She also wants explanations of what each designated fund is for. Brochu wants to see each department propose a 10% reduced budget, as they did last year. Also, Brochu said she wants to fund employee healthcare differently, and explore the issue of whether the SB wants to ask employees to cover some of their healthcare costs in order to reduce town costs. Langhus said it was a good exercise last year to have town department heads

draft budgets with 10% reductions. He thinks the SB should ask the TM to look at the overall budget, as well, to come up a 10% reduction overall. Cook hopes that the SB will look at various programs to make sure that they still make sense and that town money is being spent effectively. Pepper said that the SB should consider pooling some purchases with other nearby communities. Langhus suggested the new Finance Committee should take this on. Brochu said we should look at increasing revenues, such as Tracy Hall rent. SB members agreed to ask town department heads to put together a 10% reduced department budget and also ask the TM to look at the overall budget to propose areas for reduction.

6. Authorize Town Clerk Salary Step Increase (Action Item). Cook said that the SB should consider doing a Memorandum of Understanding (MOU) with a term that coincides with the Town Clerk's term of office. The MOU would stipulate matters including timely salary step increases for the Town Clerk. Brochu **moved** (2nd Langhus) to increase the annual salary for the Town Clerk from step 18K to step 18L effective immediately and to include any retroactive pay owed. **Motion passed 4 yes, 0 no, and 1 abstained (Cook).**

7. Update Regarding Watershed Land Management Council (Discussion/Action Item). Langhus suggested the SB put off any decision on appointing new Land Management Council members, and ask the most recent council member to attend a future SB meeting. SB members agreed.

8. Night Depository Service for Transfer Station (Action Item). Cheryl Lindberg explained that the Transfer Station funds will be put into a night deposit box at the bank for safekeeping, and then Tracy Hall staff will retrieve the bag from the bank to prepare the funds for deposit. This will be a safer way to handle the Transfer Station money. Cook **moved** (2nd Langhus) to adopt the Mascoma Bank Night Depository Service Resolution as signed by the Town Treasurer on July 24, 2018. **Motion passed unanimously.**

9. Bridges Repair Bids – Rte. 132 and Bridge #43 (Action Item). TM explained that no bids were submitted for Bridge #43 (Elm Street) and two bids were submitted for the unnumbered Rte. 132 bridge. Winterset, Inc. bid \$221,940.00 and M.A. Bean Associates bid \$176,000.00 for repair or \$239,000.00 to replace the bridge. Both bids were for more than the budgeted amount, and one bid recommended replacing the bridge altogether. TM said that he is not comfortable going forward with the bridge project at this time, and wants to consider having the bridges inspected to determine exactly what work should be done on each bridge. Michael Bean, of M.A. Bean Associates, spoke to the SB and said the Elm Street bridge is in OK shape, so he didn't bid on that work. Bean suggested replacing the Rte. 132 bridge and said that is why he put options for repair and replacement into his bid.

10.

a. Correspondence. Langhus **moved** (2nd Brochu) to receive all seven items of correspondence as listed on the agenda. **Motion passed unanimously.**

b. Approval of Minutes: 6/9/2018 & 7/11/2018 Selectboard meetings. Pepper **moved** (2nd Langhus) to approve the minutes from June 9 and July 11, 2018. **Motion passed unanimously.**

c. Review Accounts Payable/Warrants. SB members did not have questions about the warrants.

d. Town Manager Report. SB members discussed with TM the matter of closing out the 2017-2018 fiscal year. Langhus asked that each month the SB continue to receive a monthly financial report, whether it is complete or not. TM agreed to continue to provide those reports.

e. Committee Reports. Brochu said the SB appreciated receiving the committee reports thus far submitted, and look forward to receiving the rest of the committees' reports, as well.

11. Trail Improvement Proposal for Ballard Trail (Discussion/Action Item). Cook **moved** (2nd Langhus) to authorize the expenditure of up to \$4,100 from the Land Management Council designated fund for the purpose of rebuilding stone stairs on the lower portion of the Ballard Trail. **Motion passed unanimously.**

12. Review of Next Agendas (Discussion/Action Item). The Selectboard listed the following as possible agenda items for their next meeting on August 22, 2018:

- Town Clerk MOU
- Vermont Community Leadership Summit – designate attendee
- Personnel Policies
- Town Budget FYE 2020 – Planning
- Consent Agenda
- Affordable Housing Fund
- Watershed Land Management Council Appointment
- SB Vision/Goals
- Fraud Prevention Policy
- Stowell Road 911 Addresses
- Building Projects – Update & Contracting Policy

At 9:28 pm, Cook **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:28 pm.

By Miranda Bergmeier

Approved by the Selectboard on August 22, 2018

John Pepper
Selectboard Chair

Next Meeting – August 22, 2018 – Meeting at 6:30 PM

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