

Minutes of the Selectboard Meeting of
Wednesday, August 22, 2018 at 6:30 pm

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

There were about 6 people in the audience.

Also participating: Stuart Richards, Cheryl Lindberg, Creigh Moffat, Jeff Lubell, and Roger Arnold.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move agenda item #11 (Errors & Omissions) to an earlier point in the meeting, just after public comments.
2. Approval of Minutes (Action Item). Layton **moved** (2nd Pepper) to approve the July 25, 2018 and August 8, 2018 minutes of the Selectboard with amendments put forward. **Motion passed unanimously.**
3. Correspondence (Action Item). Cook **moved** (2nd Layton) to receive correspondence from Jon Kaplan of VTrans regarding the 2018 VTrans Bicycle & Pedestrian Program grant; from Stuart Richards regarding the Affordable Housing Fund; from Garrett Baxter of VLCT regarding elected officers' salary; and primary election ballot results. **Motion passed unanimously.**
4. Public Comments (Discussion Item). Stuart Richards said that he would like the SB to officially recognize the passing of John Girard, who was a beloved coach and very giving person in this community. Brochu asked if the SB would like to acknowledge the valued service Mr. Girard gave to the town. Pepper said there had been emails going around, which suggested the town name August 25, 2018 as "John Girard Day". SB members agreed they would like to honor Mr. Girard, and discussed possible ways to do so. SB members agreed to have Cook and the TM draft a resolution for SB signatures.
11. Errors & Omission to 2018 Grand List (Action Item). Cheryl Lindberg explained that the Board of Listers has asked the SB to amend the acreage on the grand list for the property referenced in the Listers' report [included in the meeting packet], to reduce the acreage to the correct amount. Cook **moved** (2nd Layton) to approve the Errors and Omission report from the Norwich Board of Listers dated August 15, 2018 revising the value for parcel #11-088.000, located at 64 Bullock Road. **Motion passed unanimously.**
5. Review Accounts Payable/Warrants (Action Item).
 - a. Financial Reports. Layton asked about a charge for solar crosswalk lights. TM explained that it is a charge for the flashing beacons, paid for by a grant. Layton **moved** (2nd Pepper) to acknowledge receipt of warrants as signed off by the Selectboard chair. **Motion passed 4 yes, 0 no, and 1 abstained (Cook).**
 - b. Treasurer's Quarterly Report. Cheryl Lindberg said that she is going to be looking into whether the bank will give us a higher interest rate on our deposits. Layton **moved** (2nd Cook) to receive the Norwich town treasurer's quarterly report. **Motion passed unanimously.**
 - c. Fire Dept. Request to Purchase Fire Chief's Gear. Cook explained that the gear is sized/fitted for the individual firefighter. Langhus asked if there is any policy about choosing the most expensive option. TM said there is nothing in policy to prevent that and purchasing decisions can consider other factors in addition to cost. Brochu asked if all three options presented by the Fire Norwich Selectboard Minutes – 8/22/2018 Mtg

Chief would meet the same minimum standards. TM said he does not have sufficient information to answer that, but he has talked to the Fire Chief about being sensitive to budget concerns when making purchasing choices. Layton **moved** (2nd Pepper) to authorize the expenditure of up to \$2,589.00 from the Norwich Fire Department's designated Equipment Fund for the purchase of gear for the Fire Chief. **Motion passed unanimously.**

6. Affordable Housing Fund (Action Item). Cook said that she would prefer to see a vote about the Affordable Housing Fund in March at Town Meeting, rather than November. TM said the Affordable Housing Subcommittee said they want to establish a reserve fund for FYE 2020. Layton said she thinks this should go to vote on November 6, 2018. Cook doesn't think the proposed ballot question is specific enough. Creigh Moffatt said the reason the Affordable Housing Subcommittee proposed changing the fund amount from \$45,000 to \$50,000 is because the subcommittee thought the fund had earned interest to bring it up to \$50,000. Jeff Lubell said that the article as currently proposed would restore the money that already exists for the Affordable Housing Fund and would add oversight of the process to spend the money. The Planning Commission is currently working on the affordable housing issue pursuant to the Town Plan. Cheryl Lindberg agrees that the fund should be restored with existing funds. Stuart Richards said it is important to act on this now, rather than waiting for the March meeting. Layton **moved** (2nd Pepper) to approve the "Warning of Special Town Meeting, November 6, 2018," which will place an article on the ballot asking the voters whether to re-establish an Affordable Housing Reserve Fund. **Motion passed 4 yes, 1 no (Cook).** Langhus **moved** (2nd Layton) that the Selectboard adopt the warning language as read by TM which asks voters whether to "re-establish a revolving Affordable Housing Reserve Fund with previously appropriated fund approved by Norwich voters to be distributed and administered according to a process adopted by the Selectboard in consultation with the Town Manager, the Norwich Planning Commission, and the Affordable Housing Subcommittee." **Motion passed 4 yes, 1 no (Cook).**

7. Watershed Land Management Council Appointment (Discussion/Action Item). TM told SB members that Byron Haynes was unable to attend tonight's meeting. SB members agreed that, because some of the SB members know Mr. Haynes and can recommend him, the SB should approve Mr. Haynes's application *in absentia* and appoint him to the Land Management Council. Layton **moved** (2nd Cook) to appoint Byron Haynes to the Watershed Land Management Council for a term to expire in 2019. **Motion passed unanimously.**

8. Town Manager's Report (Discussion). TM will include updated financial reports in the next regular meeting packet. A VOSHA inspection occurred in March 2018 regarding a lighting issue in the Police/Fire (Public Safety) Building. TM requested a meeting with VOSHA, and VOSHA reduced the citation to \$900 as a result. This resolved the last outstanding issue with VOSHA regarding the Fire Department. News Channel 5 did a story about the Charles Brown Brook bridge and work is underway to fix the crossing with short-term and long-term solutions. TM showed the SB a binder containing pictures of all town vehicles. The moisture content in the DPW garage addition floor is still not low enough to install flooring; the hope is that work can be done soon. TM is researching issues regarding the maintenance of class IV roads, especially with regard to Sue Spaulding Road. TM suggested the SB take a field trip to view Norwich back roads, including class IV roads. TM said that Police Sgt. Frank helped secure a grant to improve school safety at Marion Cross School.

9. VLCA 2018 Annual Meeting – Appoint Norwich Delegate (Action). Cook **moved** (2nd Layton) to appoint Town Manager, Herb Durfee, as Norwich delegate to the VLCT 2018 Annual Meeting and authorize the Selectboard Vice Chair to sign the appointment form. **Motion passed unanimously.**

10. VT Community Leadership Summit – Designate Attendee (Action). After brief discussion, Norwich Selectboard Minutes – 8/22/2018 Mtg

Cook **moved** (2nd Layton) to designate Herb Durfee and Roger Arnold to attend the VT Community Leadership Summit. **Motion passed unanimously.**

12. Review of Next Agendas (Discussion/Action Item). Brochu suggested a special meeting at 6:30 pm on August 29, 2018 to review town policies. All SB members agreed, and listed the following as agenda items for the special meeting on August 29, 2018:

- Personnel Policies
- Fraud Prevention Policy
- Index of Town Policies

SB members listed the following possible agenda items for their next regular meeting on September 12, 2018:

- Town Clerk MOU
- Use of Consent Agenda
- Stowell Road 911 Addresses
- Building Projects – Updates

At 8:28 pm, Cook **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 8:28 pm.

By Miranda Bergmeier

Approved by the Selectboard on September 12, 2018.

John Pepper
Selectboard Chair

Next Meetings – August 29, 2018 – Special Meeting at 6:30 PM
September 12, 2018 – (Regular) Meeting at 6:30 PM

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