

Minutes of the Special Selectboard Meeting of  
Wednesday, September 12, 2018 at 6:30 pm

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

There were about 12 people in the audience.

Also participating: Michael Goodrich, Cheryl Lindberg, Ken Bauer, Alex Northern, Ian Mahon, Katherine Mahon, and Demo Sofronas.

1. Flagpole Dedication. The Norwich Lions Club held a ceremony to dedicate the flagpole in front of the Public Safety Building to the memory of Jim Southworth. The Selectboard meeting was held in the Public Safety Building immediately following the ceremony, in order to facilitate attendance at both events.

2. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move agenda item #16 (Police Dept. Traffic Ordinance) to an earlier point in the meeting. SB members also agreed to postpone agenda item #15 (Update on Internal Financial Controls) to a future meeting.

3. Approval of Minutes (Action Item). Layton **moved** (2<sup>nd</sup> Brochu) to approve the August 22, 2018 and August 29, 2018 minutes of the Selectboard. **Motion passed unanimously.**

4. Correspondence (Action Item). Cook **moved** (2<sup>nd</sup> Brochu) to receive correspondence from Stuart Richards regarding the Affordable Housing Fund. **Motion passed unanimously.**

5. Public Comments (Discussion Item). Michael Goodrich spoke on behalf of the Norwich Fire District Prudential Committee and invited the Selectboard to attend the Fire District meeting on either 9-17-2018 or 10-22-2018 to discuss a possible merger with the town. Cook and Langhus said they would like to attend the 9-17-2018 meeting. Cheryl Lindberg asked about what formal arrangements have been made for the John Girard Fund, including setting forth the details of what the fund will be used for and how it will be administered. Durfee said that the finance office has taken care of all of the accounting details; further details regarding use of the funds will be discussed with the Girard family after more time has elapsed following Mr. Girard's passing. Cook announced that the TRORC is having a hearing on September 26, 2018 regarding the Norwich Town Plan.

6. Use of Consent Agenda (Discussion/Action Item). Layton said that using a consent agenda could help move SB meetings along. Cook thought it would be good to put approval of minutes, correspondence, and accounts payable on the consent agenda. Layton **moved** (2<sup>nd</sup> Brochu) to authorize the Selectboard chair to use the consent agenda format when setting the agenda for Selectboard approval. **Motion passed unanimously.**

16. Police Department Traffic Ordinance Update (Discussion/Action Item). Police Sargeant Frank introduced the topic and said that PD has gone through traffic ordinances to delete outdated references. At their 9-26-2018 meeting, the SB will take up the issue of ordinances in order to begin the process of updating and finalizing the codification of ordinances.

7. Review Accounts Payable/Warrants (Action Item).

a. Accounts Payable/Warrants. Layton **moved** (2<sup>nd</sup> Brochu) to approve check warrant report #19-06 for Conservation Commission Fund in the amount of \$481.20; for Recreation Facility

Fund in the amount of \$4,600.00; for Highway Equipment Fund in the amount of \$ 6,800.00; for Highway Garage Fund in the amount of \$2,302.86; and for General Fund in the amount of \$2,062,863.06. **Motion passed unanimously.**

b. Town Clerk Request to Use Record Restoration Designated Fund. Bonnie Munday (Town Clerk) explained that the company she proposes to do the restoration work is very well thought of, and does work for many towns in Vermont. Munday explained that it is not possible to digitize the land records at the same time the books are conserved, because a different company does the digitizing work. Layton **moved** (2<sup>nd</sup> Cook) to authorize the Town Clerk to spend up to \$34,097.00 from the Record Restoration Designated Fund for the conservation of nine books in the vault. **Motion passed unanimously.**

c. Town Manager Authorization to Use Sidewalk Designated Fund for Partial State Payment re: Church Street. SB members agreed to wait on this decision until after the town has heard from the state about having to pay back grant funds.

d. Public Safety Building - VMBB Certificate of Project Completion. Layton **moved** (2<sup>nd</sup> Brochu) to approve the Vermont Municipal Bond Bank Certificate of Project Completion regarding the Public Safety Building. **Motion passed 3 yes, 2 no (Cook & Langhus).**

8. Fraud Prevention Policy (Action Item). Brochu said she wants to be sure the Fraud Policy is displayed prominently for town employees. Brochu wants language added to the policy saying that it will be posted in public areas. Layton **moved** (2<sup>nd</sup> Pepper) to adopt the Fraud Prevention Policy, as amended and included in the meeting packet for September 12, 2018. **Motion failed 2 yes, 3 no (Cook, Pepper & Langhus).** Layton asked if the “no” votes on the SB think there should be a policy. Langhus said that yes, we should have a policy, but he doesn’t agree with removing the Treasurer. Cook said that she does want a policy, as well. SB members agreed to have Layton and Cook revise the policy and bring it back to the SB for review and vote.

9. Town Clerk Memorandum of Understanding (Discussion/Action Item). Durfee explained that VLCT recommends doing an MOU to formalize the working relationship and terms of employment for the Town Clerk. Munday said she has reviewed the MOU and is comfortable with it. Layton **moved** (2<sup>nd</sup> Brochu) to approve the Memorandum of Understanding between the Norwich Selectboard and the Norwich Town Clerk. **Motion passed unanimously.**

10. Selectboard Rules and Procedures (Discussion/Action). Cook expressed concern that the process of distribution of information from Herb and the chair to all Selectboard members needs to be clear. All Selectboard members are equal and act as one, with the exception of statutory requirements of the chair. John Pepper asked Herb if that was fine with him. Herb said yes.

11. Stowell Road 911 Addressing (Discussion/Action). TM said the Vermont Enhanced 911 Board contacted Norwich asking the town to change the Stowell Road street numbers in order to avoid confusion for emergency first responders. Ken Bauer, a Stowell Road resident, said that he thinks we should stay with the existing numbers because the costs and effort to change the numbers will be onerous for the residents. Alex Northern, Norwich Fire Chief, said the Fire Department (FD) has not had trouble finding addresses, but the Thetford FD would like to the numbers to be changed. Ian Mahon and Katherine Mahon, Stowell Road residents, both said they would like the numbers to stay as they are. They are concerned that changing the address will not be picked up by various GPS companies, resulting in people getting lost. Demo Sofronas, former Norwich Postmaster, recommended sticking with the existing numbers, because they seem to be working fine and a change is not necessary. SB members agreed to arrange for a waiver, so that the address numbers can stay as they are.

12. Personnel Policies (Discussion/Action). Durfee said that the SB had looked at the policies  
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through section 21 at the 8-29-2018 SB meeting. Pepper asked if all towns' SBs review their personnel policies in detail. Durfee said that yes, when policies are updated, they are reviewed in detail. SB members agreed to put this topic on the agenda for a future meeting.

13. Town Manager's Report (Discussion). Durfee announced that he has hired Larry Wiggins as Public Works Director. Wiggins will start on October 1, 2018. Durfee announced this to the DPW crew earlier today. SB members said they thought this was a good choice for the town.

17. Review of Next Agendas (Discussion/Action Item). SB members listed the following as agenda items for the next meeting on September 26, 2018:

- Personnel Policies
- Traffic Ordinance Adoption
- Fire District Report
- Finance Committee & Audit Committee Charges
- Transportation Alternatives Grant Program – Culverts
- Internal Financial Controls Update
- Town Road & Bridge Standards

At 9:27 pm, Cook **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:28 pm.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_.

\_\_\_\_\_  
John Pepper  
Selectboard Chair

Next Meetings – September 26, 2018 – Meeting at 6:30 PM

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