

Minutes of the Special Selectboard Meeting of
Wednesday, September 26, 2018 at 6:30 pm

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

There were about 4 people in the audience.

Also participating: Matt Swett and Jeff Goodrich.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move proceed with the agenda as written.
2. Consent Agenda (Action Item). Layton **moved** (2nd Pepper) to approve the consent agenda, subject to any individual wishing to discuss any items separately. **Motion passed unanimously.** Cook asked to discuss separately four of the correspondence items: numbers 1, 3, 4, and 6. With regard to correspondence concerning Stowell Road addresses, Cook said that the addresses will not be renumbered. Cook said that Two Rivers Ottawaquechee Regional Commission (TRORC) staff has recommended that TRORC should approve Norwich's Town Plan. Cook asked who had responded to the correspondence from Chris Katucki. Durfee, Town Manager, said that he would respond. SB members agreed to incorporate into the final 9-12-2018 SB minutes the changes that Cook suggested. Cook **moved** (2nd Pepper) to receive all correspondence items, 1 through 7. **Motion passed unanimously.**
3. Public Comments (Discussion Item). There were no public comments.
4. Fire District Report (Discussion Item). Cook said that she and Langhus attended the Fire District meeting and began discussion with them about a possible merger with the town.
5. Personnel Policies (Discussion/Action Item). Matt Swett, Assistant Fire Chief, asked about §9 of the Personnel Policies and whether SB members want to delete that section. Swett asked about the rationale behind that deletion. Town Manager (TM) said the SB member who proposed the deletion is absent tonight. Swett said that he thinks §9, which concerns the Fire Department, should not be deleted and it makes sense to keep it. SB members agreed to put the issue of personnel policies on the next SB meeting's agenda.
6. Finance Committee Charge (Discussion/Action Item). Layton **moved** (2nd Pepper) to acknowledge that the Finance Committee Charge as presented in the Board packet for signature is the charge adopted by the Selectboard on June 13, 2018. After some discussion, Layton withdrew the motion. SB members agreed to place this item on the agenda for the next meeting.
7. Fire Department Forestry 1 Truck Replacement (Discussion/Action Item). Matt Swett said that this will be a good purchase. Swett made several calls to confirm bid numbers and discuss details of the bid. This new truck should last 20 to 25 years. The new truck will allow more room for needed safety equipment for use when responding to calls. Swett said that the Fire Department will recommend putting aside money in future budgets to replenish the fund spent on the vehicle. Layton **moved** (2nd Pepper) to authorize the TM to dispose of the current Forestry 1 truck according to the proposal offered in the NFD memorandum prepared by Alex Northern and Matt Swett, and to further authorize the TM to purchase a replacement truck (F-550) through the state purchasing program in Norwich Selectboard Minutes – 9/26/2018 Mtg

an amount not to exceed \$36,742.00 and fit up the new truck as Forestry 1. **Motion approved unanimously.**

8. Transportation Alternatives Grant Program – Culverts (Discussion/Action Item). TM said that FEMA does not cover the cost of putting in larger culverts to replace those damaged in the July 2017 storm. The Town needs to install larger culverts in order to avoid the same kinds of damage that the July 2017 storm caused. TM is looking into applying for VTrans funds to cover 80% of the costs of putting in the larger culverts. The Town would be responsible for 20% of the cost. Layton **moved** (2nd Pepper) to authorize the TM to apply for an FY 2018-19 VT Transportation Alternatives Grant program to help with the funding of two large culverts affected by the July 1, 2017 storm event toward which FEMA cannot offer repair-related reimbursement. **Motion approved unanimously.**

9. Town Road & Bridge Standards (Discussion/Action Item). TM said that the July 1, 2017 storm showed the Town the need to adopt its own road and bridge standards so that the Town can get additional funding from the state when a FEMA event happens. Jeff Goodrich explained some background on how and why the new road standards were developed. Cook said that the new U-shaped ditch should not reduce the travelled portion of the road. The new road standards will hopefully allow for more reimbursement from FEMA for future events. TM thanked Goodrich for volunteering his services to draft the Road & Bridge Standards. Layton **moved** (2nd Pepper) to amend the Town Road & Bridge Standards as recommended by the Town Manager. **Motion approved unanimously.**

10. Town Manager's Report (Discussion Item). TM said that he has been working on finding new ways to communicate with the Town's public. TM received a proposal from a consultant to write news items for the Town for posting on Daily UV in order to keep the public informed. Cook said there is a part of the community who are not using computers. Cook said the information needs to be available in paper copy at the Library, Transfer Station, etc. TM asked for the SB's opinion on hiring the consultant. SB agreed to hire the consultant, Story Kitchen Creative, for three months, and then evaluate how it's going. TM said an updated energy audit is being performed for Town property to evaluate our energy usage. TM is working with the Energy Committee to write a grant for additional electric vehicle charging stations in town, possibly at the Marion Cross School employee parking lot and at Huntley Meadow. The Audit Committee charge needs to be finalized by the SB. New flashing crosswalk signs will be installed soon, because the Town got a grant for additional signs. TM is looking into the possibility of obtaining a grant to install public art in front of Tracy Hall. TM said that the Town has received VTrans's answer to the Town's question about alternative possibilities for Church Street pedestrian safety improvements. TM said his cracker barrel discussions went well and he will have more in the future.

11. Traffic Ordinance Adoption (Discussion/Action Item). Cook **moved** (2nd Layton) to adopt the Town traffic-related ordinances, as recommended by the Norwich Police Department, into a single codified ordinance, pursuant to 24 VSA §1971, et seq. **Motion approved unanimously.**

12. Review of Next Agendas (Discussion/Action Item). SB members listed the following as agenda items for the next meeting on October 10, 2018:

Personnel Policies

Enhanced Energy Working Group

Audit Committee Charge

Fraud Policy

Town Survey Results

Alcohol Waiver Request (Family Place annual Preview Party – Gingerbread Festival)

Layton **moved** (2nd Pepper) that the public body has made a specific finding that premature public knowledge would clearly place the Town of Norwich and an employee at a substantial disadvantage under 1 VSA §§ 313(a)(1)(A) and 313(a)(4). **Motion approved unanimously.** Layton **moved** (2nd Pepper) to amend the motion to invite the TM to join the SB executive session. **Motion to amend approved unanimously.** At 8:15 pm, the Selectboard moved into executive session.

Layton **moved** (2nd Pepper) to enter public session. **Motion approved unanimously.** SB moved into public session at 8:46 pm.

At 8:52 pm, Layton **moved** (2nd Pepper) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 8:53 pm.

By Miranda Bergmeier

Approved by the Selectboard on October 10, 2018

John Pepper
Selectboard Chair

Next Meetings – October 10, 2018 – Meeting at 6:30 PM

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