

Minutes of the Special Selectboard Meeting of
Wednesday, November 14, 2018 at 6:30 pm

Members present: Claudette Brochu, Vice Chair; Linda Cook; John Langhus (via telephone until 7:53 pm); Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.
Member absent: John Pepper, Chair.

There were about 15 people in the audience.

Also participating: Garrett Palm, Ryan Gardner, David Barlow, David Bartlett, Brian Loeb, Ernie Ciccotelli, Demo Sofronas, Jim Maguire, Lyle Favreau, Stuart Richards, Cheryl Lindberg, Roger Arnold, and Linda Gray.

1. Call to order. Claudette Brochu opened the meeting at 6:32 pm.

3. Approval of Agenda. Selectboard (SB) members agreed to defer agenda item #9 (Town Manager Salary) to the November 28, 2018 SB meeting.

2. Committees – Interviews and appointments. Note: all applicants' applications are included in the 11-14-2018 SB packet.

a. Audit Committee. There were no applications submitted for this committee.

b. Finance Committee. Garrett Palm spoke about his interest in serving on the Finance Committee and said he would look at the budget to consider what's necessary for the town and what will meet the town's expectations. Ryan Gardner talked about his interest in the Finance Committee and said that he sees the committee's role as helping the SB evaluate the proposed budget. David Barlow spoke about his interest in the Finance Committee, which he sees as a way to give back to Norwich. Barlow said that we need a variety of perspectives expressed on the budget. Emmanuel Tesone was not available to attend the SB meeting, and Demo Sofronas spoke in support of Tesone's application to the Finance Committee. Sofronas said that he has served on the library board with Tesone, and Sofronas thinks that Tesone will be a good addition to the Finance Committee. Cook **moved** (2nd Layton) to appoint Garrett Palm, Emmanuel Tesone, Ryan Gardner, and David Barlow to the Finance Committee with terms to be determined by the committee members. **Motion passed unanimously.**

c. Recreation Council. David Bartlett said that he wants to be on the Recreation Council because he has been involved in the Recreation program as a parent and coach, and would like to continue to contribute. Cook **moved** (2nd Layton) to appoint David Bartlett to the Recreation Council for a 3-year term ending in March 2021. **Motion passed unanimously.**

d. Planning Commission (PC). Brian Loeb said that he is interested in the PC, and his background is in affordable housing, in a variety of settings and sizes. Loeb said that he has expertise in working with data, he builds partnerships, brings a fresh perspective, he listens to find common ground, and he is happy to do the work. Ernie Ciccotelli said that he has lived in Norwich since 1988 and has volunteered for the town in various capacities. Ciccotelli has a background in engineering and the law, and said that he is particularly interested in affordable housing. Leah Romano, another applicant for PC, was not able to attend the meeting. Linda Cook said that she would like to appoint all the applicants to the PC and expand the number of members from 7 to 9. After some discussion, Cook **moved** (2nd Langhus) to expand the Planning Commission from 7 to 9 members and appoint all applicants; Ernie Ciccotelli and Brian Loeb to terms ending in 2022; Leah Romano to the unexpired term ending in 2019. **Motion passed unanimously.**

4. Public Comment. Demo Sofronas, Lyle Favreau, and Jim Maguire, representing American Legion, Lyman F. Pell Post #8, thanked the town and its staff for their support regarding the veterans
Norwich Selectboard Minutes – 11/14/2018 Mtg

monument, which was dedicated on November 12, 2018 and honors post-Vietnam veterans.

At 7:53 pm, John Langhus left the meeting

Stuart Richards said that he spoke with the PC to propose that they express support for Twin Pines Housing's plan for creation of 10 housing units. Richards wanted the PC to write a letter to Twin Pines and the PC said they would not. Richards asked the SB to voice its support for the project, as well. Roger Arnold said that his background in museums means that he is very interested in public engagement. Arnold read aloud from his letter regarding the town survey (the letter will be included in the next SB meeting packet as correspondence).

5. Approve Consent Agenda. Cook asked if her suggestions for edits to the draft minutes are acceptable to other SB members. SB members agreed that they were acceptable. Cook **moved** (2nd Layton) to approve the consent agenda, minus the November 7, 2018 minutes. **Motion passed unanimously.**

6. Stipulation of Drake Settlement. Layton **moved** (2nd Brochu) to authorize the Town Manager to sign the Drake Stipulation of Settlement. **Motion passed unanimously.**

7. 2018 EV Supply Equipment (EVSE) Grant Funds. Linda Gray, Energy Committee Chair, said that they are hoping to apply for a grant for 90% of the cost of an electric vehicle (EV) charging station. The cost to the town would be approximately \$1,942.00. A copy of the application form was in the SB packet. Ongoing costs to the town will be approximately \$25 to \$30, for 5 years, for a total of approximately \$1,500.00. Brochu asked about the possibility of charging the EV users to offset and cover the town's ongoing cost for the EV stations. Gray said that, at this "early adopter" stage of EVs, paying for an EV charging station is one choice the town can make to support its goal increasing energy efficiency. Brochu asked where in the budget the town would get the money for its 10% match. Durfee said that it could come under road signs, professional services, or other lines, depending on what cost is being covered. Gray was willing to use funds from the Energy Committee budget to offset the GMP monthly meter fee. Cheryl Lindberg said that the EV charging stations should not be an expense to the town. Layton **moved** (2nd Cook) to authorize the Town Manager to apply for funds to support the installation of an electric vehicle charging station at the Park & Ride lot at Huntley Meadow. **Motion passed unanimously.** Layton **moved** (2nd Cook) to pass a municipal resolution entitled, "Resolution For Electrical Vehicle Supply Equipment", regarding a grant application for the installation of an electric vehicle charging station at the Park & Ride lot at Huntley Meadow and also to authorize the Selectboard Vice Chair to sign the municipal resolution on behalf of the Selectboard. **Motion passed unanimously.**

8. Affordable Housing Fund Applications Process. Durfee asked SB members if they have any suggestions or direction they'd like to see on this topic. Brochu said she likes the idea of using the funds in a way that they would be used and then repaid with some interest. Layton also likes the idea of using the money as a revolving loan fund. Brian Loeb said that if the town does any kind of loan, which is repaid, then the net cost to the town could be zero. Cook suggested getting all involved committee members together and then deciding how to administer the fund. Durfee suggested that the SB needs to be ready when someone comes to them asking to use the funds, so SB should decide soon on the criteria. Cook suggested that 2 people from each involved group plus the Town Manager should sit down together to discuss the matter. Cook **moved** (2nd Layton) that two members of the Planning Commission, two members of the Affordable Housing Subcommittee, two members of the SB, and the Town Manager meet to develop criteria for the use of Affordable Housing funds. **Motion passed unanimously.** Cook and Layton volunteered to be the Selectboard representatives.

9. Town Manager Salary (per earlier discussion, this topic was deferred to 11-28-2018 meeting.)

10. Town Manager Report.

a. Appoint counsel for TransCanada Hydro Northeast appeal. Cook asked Durfee if he knows how much this case will cost the town. Durfee said the attorneys don't know, but he thinks the town needs legal representation in order to defend the appeal. Cheryl Lindberg asked if the Board of Listers or the contract Assessor will need to participate in the litigation, and requested that the Board of Listers be notified if their help is needed. Layton **moved** (2nd Cook) to appoint Tarrant Gillies and Richardson as counsel re: TransCanada Hydro Northeast, Inc.'s appeal of Norwich Board of Civil Authority. **Motion passed unanimously.**

b. Emerald Ash Borer Management. Durfee said that David Hubbard, the Norwich Surveyor of Wood and Lumber, is serving as the town's point person on the issue of the Emerald Ash Borer (EAB). The Conservation Commission is working on identifying ash trees in and near town rights of way. EAB is coming; the only question is how to deal with it. Hubbard recommends having an article on the Town Meeting ballot to establish a fund to deal with EAB.

11. Future Meeting Agenda Items. SB members agreed to the following as agenda items for the next meeting:

Town Manager Salary – Authorize Retroactive Step & CPI Adjustment
FY2020 Budget – Department Heads to attend
Update from Layton and Langhus re: their meeting with TRORC
Financial Policies Update

At 9:26 pm, Cook **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:26 pm.

By Miranda Bergmeier

Approved by the Selectboard on November 28, 2018

John Pepper
Selectboard Chair

Next Meeting – November 28, 2018 – Meeting at 6:30 PM

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