

**TOWN OF NORTHFIELD, VERMONT**  
**BOARD OF SELECTMEN**  
**Minutes of October 25, 2016**

- I. **ROLL CALL.** Chair K. David Maxwell, Selectmen Lynn Doney, Nathan Freeman, Matthew Gadbois, and Kenneth W. Goslant. Also present were Town Manager Jeffrey Schulz, Acting Clerk Kenneth McCann, and Steve Davis.

Chair Maxwell called the meeting to order at 7:00 p.m.

- II. **PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.
- III. **SET/ADJUST AGENDA.** Finance Director Laurie Baroffio was scheduled to provide a department head report tonight but instead will be at the next regular meeting (11/08/16).
- IV. **PUBLIC PARTICIPATION (SCHEDULED):** None.

V. **APPROVAL OF MINUTES**

- a. **October 11, 2016 (Regular Meeting).** Motion by Selectman Gadbois, seconded by Selectman Doney, to approve the minutes. **Motion passed 5-0-0.**

VI. **APPROVAL OF BILLS**

- a. **Warrant #09-17.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve Warrant #09-17 in the amount of \$227,353.33. Selectman Doney asked why topsoil was put on the volleyball courts. Manager Schulz said there was erosion in the area and topsoil was put down to smooth it out. Selectman Goslant attends Recreation Committee meetings and he confirmed this had been normal wear and tear. Selectman Gadbois questioned a \$5645 payment for crushed stone/gravel. He hopes the roads it will be used on will be tracked. Selectman Goslant assumes this will be indicated in the next RSMS report. Selectman Goslant wanted it noted the warrant amount includes two (2) costly but planned expenses: the purchase of a new ambulance rescue van (\$40,783.00) and the shim paving of Union Brook Road (\$97,229.49). Chair Maxwell saw payments to Green Mountain Power (GMP) for pole replacements. He asked if this was regular maintenance or due to car accidents, etc. Manager Schulz said it was merely the replacement of old poles. Chair Maxwell asked if a new air conditioning unit was purchased for the Municipal Building this summer. Manager Schulz confirmed this was the case. The old unit broke down and the repairman recommended buying a new one rather than keep fixing the old one. In the future, Chair Maxwell would like the Select Board kept informed of such major purchases. Chair Maxwell then asked if the draining of the municipal pool bathhouse has always been outsourced. Selectman Goslant confirmed it had to be since it involves plumbing matters. **Motion passed 5-0-0.**
- b. **Approval of Biweekly Payroll through October 9, 2016.** Motion by Selectman Gadbois, seconded by Selectman Freeman, to approve the biweekly payroll in the amount of \$81,664.46. Selectman Doney noted a large amount of Northfield Police Department (NPD) overtime (\$3200). Manager Schulz said there was some vacation coverage. Selectman Doney thought this was too much for a two-week period. Selectman Goslant would like to ask Finance Director Baroffio about this at the next meeting. He wants to be sure the current year NPD budget is not getting out of hand. **Motion passed 5-0-0.**

VII. **SELECT BOARD**

- a. **Brown Public Library Roof (BPL) Replacement Bids.** At the last meeting (10/11/16), the Select Board tasked Manager Schulz with soliciting bid proposals to replace the BPL roof on the more recent two-story addition connecting the main library to the Northfield Historical Society building. The submission deadline was 4:00 p.m. this afternoon and three (3) bids were received. The bidders were Rodd Roofing (\$41,000), Burrell Roofing (\$20,658), and Dayco, Inc. (\$17,800). The RFP requires the project to be completed by December 1, 2016. Although Rodd Roofing and Burrell Roofing both agreed to this condition, there is nothing from Dayco on this in its submission.

Chair Maxwell said the Select Board should discuss whether to award the bid tonight (and to whom) as well as how to pay for the work. He also would like the Select Board to develop a long-term plan for scheduled upkeep of all its facilities. Selectman Freeman would like to first eliminate the high bidder (Rodd Roofing) from consideration. He added in his proposal, Burrell Roofing would install an entirely new roof and has done similar work on several buildings at Norwich University (NU). It was noted Burrell Roofing had installed the original roof on the library extension nearly twenty (20) years ago. Selectman Doney felt Burrell Roofing has done good work in the area and its proposal includes a fifteen (15) year warranty. Dayco's proposal has a ten (10) year guarantee with another five (5) years available for an additional \$500. Although its bid amount is slightly higher, Selectman Doney believes Burrell Roofing's good track record outweighed that. Chair Maxwell agreed as he has worked with Burrell Roofing before, received good service, and they have done a lot of good work on the NU campus.

As for financing this project, Manager Schulz's report on the bids suggested three (3) options: use some of the building improvement CIP funds designated for the Municipal Building; deficient spending in the current fiscal year; or borrow the funds. Chair Maxwell felt the first option was not viable since the Municipal Building is now in very bad shape. He would like Manager Schulz and Ms. Baroffio to provide their recommendation on how to proceed. Selectman Gadbois asked how much was in the BPL CIP account. Manager Schulz said there was about \$22,000 now but some of that is dedicated to repairs to the older part of the building. That work should be completed in a couple weeks. Selectman Goslant would like people to know that project costs may go above the submitted bid amounts should the contractor discover additional roof deterioration. Given the current low interest rates, he would prefer to borrow the needed funds. Selectman Goslant agreed with Chair Maxwell that the Municipal Building is a dump and its funding should not be taken away. Motion by Selectman Goslant, seconded by Selectman Doney, to award the project to Burrell Roofing and to authorize borrowing in the amount of \$20,658 to fix the roof. Since there may be unexpected cost overruns, Selectman Freeman thought it might be best not to have a specific dollar amount in the motion. Selectman Goslant felt there should be sufficient money on hand to cover the overages. Selectman Gadbois also would like the dollar amount specified. After additional discussion, the motion was revised to read: Motion by Selectman Goslant, seconded by Selectman Doney, to award the BPL roof replacement project to Burrell Roofing and to authorize Manager Schulz and Finance Director Baroffio to seek the best option to borrow funds not to exceed \$22,000 in order to finance the project. **Motion passed 5-0-0.**

- b. Public Nuisance Ordinance.** At the last meeting, Manager Schulz provided the Select Board members with copies of the current public nuisance ordinance adopted in 2002. As there have been several recent complaints about large parties involving college-aged residents, Manager Schulz suggested some updating may be needed. As tasked by the Select Board, he requested and received data from Police Chief James Dziobek regarding noise complaints over the past five (5) years. Over this period, there had been over 400 complaints that resulted in 69 warnings and 39 citations. Chair Maxwell felt there has been an increase in large parties near the NU campus. There was one particularly large party recently but, as Chief Dziobek informed him, by the time the Northfield Police Department (NPD) officers arrived on scene, the crowd had already disbursed. Chair Maxwell asked if Chief Dziobek had any opinion on revising the current ordinance. Manager Schulz spoke to him and Chief Dziobek does feel some changes are needed. Chair Maxwell would like to see a written recommendation from Chief Dziobek before proceeding further. Selectman Doney thought it would be useful to see how other Vermont college towns have reacted to similar problems. Selectman Goslant noted there always are problems inherent with hosting a university but this does not lessen the impact on the unfortunate neighbors. Chair Maxwell would like Chief Dziobek's input as well as any suggestions the Select Board members might have. This matter will be discussed again in a future meeting.

- c. **Computer Server System Monitoring.** Manager Schulz said this service was put out to bid with the submission deadline last week (10/18/16). New servers were installed recently and SymQuest, which had monitored the old system for \$300 a month, informed the municipality that the old plan was neither available nor suitable for the new system. Based on the bids received, we are now looking at monitoring changes of about \$1200 per month. As management is still reviewing the bid submissions, a decision does not need to be made tonight. Chair Maxwell felt this was a valuable service since it protects the municipality's computer system from being hacked, from computer viruses, etc. Manager Schulz agreed if the system went down during a crucial time, such as property tax collection, it could create major problems for the municipality. Selectman Goslant believes going from \$300 to \$1200 per month is a big jump. He asked if it was possible to have some of the proposed services brought in-house to cut the cost. Manager Schulz said we do not have sufficiently trained staff to perform these tasks. SymQuest has agreed to continue monitoring the system until a new agreement is signed but cannot continue to do this for more than a month. Selectman Freeman asked if a cloud-based storage system was looked into. Manager Schulz said it had but it was found that the cost would be prohibitive (about \$4300 per month). Chair Maxwell said since action is not needed tonight, he would like to first speak to some NU computer experts he knows and get their feedback.
- d. **Policy for Use of Town Property and Buildings.** Manager Schulz provided the Select Board members with copies of the policy former Village Manager Nanci Allard drafted and was approved by the Village Trustees in November 2011 regarding public use of the Municipal Building. The policy lists a number of actions that are prohibited, such as discourteous conduct; harassing staff; tobacco, drug, or alcohol use, etc. Manager Schulz felt it might be a good idea to expand this document to cover all municipal facilities.
- e. **Hazard Mitigation Plan Update.** Manager Schulz said the current draft plan was presented to the Select Board members about a month ago for feedback. The public comment period ended October 20, 2016 and the suggestions received will be reflected in the updated draft to be submitted for Select Board approval next month. The updated draft then will be forwarded to FEMA for its perusal and comment.

#### VIII. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Zoning Administrator Vacancy.** Selectman Freeman asked about the status of the job search. Manager Schulz reported the position had been re-advertised and letters of interest are due by this Friday (10/28/16). If there are no new applicants, he will discuss the matter further with the Planning Commission and discern what options are available. Selectman Freeman suggested if there are no new qualified applicants, perhaps earlier applicants should be reconsidered.
- b. **Northfield Police Chief.** Selectman Freeman noted Chief Dziobek has submitted a letter indicating his intention to retire no later than April 2017. He asked if there are any plans to have a replacement on hand when that time comes. Chair Maxwell would like a subcommittee formed to develop plans for the job search. Selectmen Doney and Goslant volunteered to serve on the subcommittee. Selectman Freeman asked if there could be any public involvement in the process. Manager Schulz said it was possible to advertise to see if anyone is interested in serving on the subcommittee. Selectman Doney would like to have the successful candidate required to sign a contract that includes strict guidelines regarding job performance, budget management, etc. In his opinion, the NPD has deteriorated in recent years due to lack of proper leadership.
- c. **Northfield Police Station Video System.** Selectman Doney noted the new system would be installed this week. Manager Schulz confirmed this and added the video system will continuously record. The video will be archived so any date/time can be viewed later. Selectman Doney would like safeguards put in place to prevent any deliberate or accidental erasures, etc. Manager Schulz said a policy will be developed so only the Police Chief and the Town Manager will have access to the video archives.

- d. **Town Common Trees.** Selectman Gadbois noted the dying spruce tree has been removed from the Common. He asked when the replacement tree would be put in place. Manager Schulz stated TreeWorks originally said earlier this week but had to reschedule for this Thursday (10/27/16). The new tree, which was donated by a resident, will be about twenty feet (20') tall and will be much easier to keep in shape than the old one. He added the condition of the other trees on the Common now will be looked at as well. The Conservation Commission is holding a special meeting tomorrow morning with state officials on the topic of urban trees. Manager Schulz plans to attend along with Highway Foreman Trent Tucker to learn what can and should be done. Selectman Goslant felt the Common looks a lot better with the old tree gone.
  - e. **Northfield Utility Budgets.** Selectman Gadbois understands the utility budgets are not approved by voters but he would like the FY 2016/2017 budgets made available for public review by Town Meeting Day. He also would like Utility Commissioners on hand to answer any questions. Manager Schulz has spoken to them on this matter and believes this is a good idea that can and should be realized.
  - f. **Recreation Committee Vacancy.** Selectman Goslant reported Heidi Passalacqua has resigned from the committee due to time constraints. He wanted her years of service on the committee recognized as she has been a valuable member of the team. (Selectman Goslant added there already is someone interested in the vacant position.)
  - g. **Municipal Facilities Heating Systems.** Chair Maxwell asked if the heating systems located at the various municipal facilities were subject to scheduled servicing. Manager Schulz said there was not a schedule at this time but he recently received a proposal that would provide regular maintenance. Chair Maxwell would like this followed through.
  - h. **General Election 2016.** Selectman Freeman noted the next regular Select Board meeting would fall on the same night as the general election (11/08/16). Since Select Board members also serve on the Board of Civil Authority (BCA), he asked if it were possible to reschedule the Select Board meeting in case they are needed to help with the vote count, etc. After further discussion, the consensus was to keep the meeting on the same day but to advance it an hour or two so that Select Board members are available to assist when the polls close at 7:00 p.m.
- IX. **TOWN MANAGER'S REPORT.** Selectman Gadbois asked if hard copies of the Manager's Report could be put in the Select Board meeting packets distributed Friday afternoon. Manager Schulz said it was possible provided he could still email updated information.
- X. **PUBLIC PARTICIPATION (UNSCHEDULED).** There was none.
- XI. **ADJOURNMENT.** Motion by Selectman Doney, seconded by Selectman Goslant, to adjourn.  
**Motion passed 5-0-0.**

The Board adjourned at 8:40 p.m.

Respectfully submitted,

*Kenneth L. McCann*

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular Select Board meeting of November 22, 2016.