

**TOWN OF NORTHFIELD, VERMONT
SELECT BOARD MEETING
Minutes of April 10, 2018**

- I. ROLL CALL.** Select Board Chair Kenneth W. Goslant, Board members Lynn Doney, Julie H. Goodrich, K. David Maxwell, and Nathaniel Miller. Also present were Town Manager Jeff Schulz, Acting Clerk Kenneth McCann, Mary Nadon (Northfield Farmers Market), Charles Morse (Northfield Farmers Market), Cassie Morse (Northfield Farmers Market), Sally Davidson (Recreation Committee), Briana Howard (Northfield Promise Community), Pam Bailey (Northfield Promise Community), Rebecca Pearish (Northfield Promise Community), Bonnie Donahue (Northfield Promise Community), Mark Farley, and Elroy Hill.

Chair Goslant 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.** There were no changes to the posted agenda.

IV. PUBLIC PARTICIPATION (SCHEDULED)

- a. Mary Nadon, President, Northfield Farmers Market: Summer Market Request.** Ms. Nadon first thanked the Select Board for allowing Northfield Farmers Market to use the Common each summer at no cost. This allows current vendors to keep their prices down as well as attracting new vendors. The first outdoor market will be held on Tuesday, May 15, 2018, and the final one on September 9, 2018. Ms. Nadon added since there is little business conducted the day after or the day before a federal holiday, the markets will not be held the days after Memorial Day and Labor Day or the day before July Fourth this year. She also personally invited the Select Board members to attend the summer markets, which will be held just before their regular meetings (Tuesdays, 3:00 p.m. to 6:00 p.m.). Chair Goslant said the summer markets were great community events. He asked whether the number of vendors has increased in recent years. Cassie Morse said there were eight (8) to ten (10) vendors at each open market last year and there has been slow growth each year. Chair Goslant asked if the municipality can do anything to help improve the summer markets. Ms. Morse said the market organizers have a couple ideas but will present them to the Select Board later when they are fully developed. Charles Morse noted the outdoor winter market held in conjunction with the Christmas Tree Lighting last December went very well so it probably will be held again this year. Chair Goslant thanked Ms. Nadon, Ms. Morse, and Mr. Morse for all their good work in organizing the summer markets.
- b. Sally Davidson, Recreation Committee Chair: Committee Update.** Ms. Davidson reported Northfield Rotarians had donated \$10,000 to be used to install the new bathrooms at Memorial Park. Their proposed location will be marked off tomorrow so Utility Superintendent Patrick DeMasi can start planning the required water and sewer lines. Ms. Davidson said this year's Spring Cleanup event will be held on Saturday, April 28, 2018, with volunteers asked to meet first at Memorial Park at 10:00 a.m. The work should be done by 2:00 p.m. and lunch will be provided. Ms. Davidson then asked the Select Board members' permission to install a May Pole on the Common on Tuesday, May 1, 2018. The pole will be sited where the Christmas Tree is located each winter and it is hoped children (and adults) will take part in the traditional dance around it. The Select Board members thought this was a good idea and there was no objection.
- c. Briana Howard, Northfield Promise Community: Playground Projects.** Ms. Howard and the other Promise Community members present wanted to provide the Select Board members with updates on how the \$150,000 in state grant funds will be used to purchase playground equipment for the Northfield Falls Park and to create a small park next to the Brown Public Library (BPL). The members are pleased with the bids received for the playground equipment and Bonnie Donahue said there are plans to incorporate the existing flora in the Falls Park into the site plans. The play area will be fully enclosed by making use of both new and existing fencing. Board member Doney asked the Promise Community members to attend the aforementioned Clean Up Day in order to mark off where the new equipment will be situated. Ms. Howard said she and other members do plan to take part in the spring cleanup.

Board member Goodrich asked about the timeline for this project. Pam Bailey said the Promise Community members hope to start installing the Falls equipment this summer, start work on the new park, and exhaust all grant funds by the end of December (as required). She added there are many strict guidelines governing how these state grant funds can be spent (i.e. how project bids must be solicited, etc.) and this does cause some delays. Rebecca Pearish said soil samples were taken at the Falls Park and the proposed park site. The BPL site was found to have elevated levels of lead and although there was some concern about this, the consensus of the Promise Community members was to continue with plans to site the park at that location. Manager Schulz said he also spoke with soil testing experts and they did not feel the lead levels were dangerous. It is a grassy area so there is less worry about the preschool children eating the soil, etc. In addition, there really aren't any suitable alternate sites in the downtown area. Board member Goodrich also read the soil testing report and she did not see anything particularly alarming. Ms. Bailey wanted the Select Board's permission at this time to proceed with the plans for the new park. There was no objection from the Select Board members. Chair Goslant thanked the Promise Community for their good work and ingenuity on this project.

V. APPROVAL OF MINUTES

- a. **March 27, 2018 (Regular Meeting).** Motion by Board member Goodrich, seconded by Board member Maxwell, to approve the minutes. **Motion passed 5-0-0.**

VI. APPROVAL OF BILLS

- a. **Warrant #20-18.** Motion by Board member Maxwell, seconded by Board member Doney, to approve Warrant #20-18 in the amount of \$652,895.49. Board member Doney asked if insurance would cover the cost of the Ford truck body being installed on the Dodge truck. Manager Schulz confirmed the municipality will have to pay the installer first but will be reimbursed by the insurance company later. Board member Goodrich asked if the repairs to the 2005 Mack truck were the result of normal wear and tear. Manager Schulz said it was and the damaged springs were not covered by warranty. Board member Maxwell asked how the road salt budget was. Manager Schulz expected it to be about \$5,000 to \$6,000 over budget but did not expect any purchases in the near future. Board member Maxwell noted a \$44,000 bill to fix the grader. Manager Schulz said there was an original estimate of \$35,000 to replace the engine but once the work was started, transmission problems were found, leading to the extra expense. On the bright side, with these repairs the grader should be in service for an additional fifteen (15) years. Chair Goslant noted just under half of the warrant amount involved the purchase of power for the Northfield Electric Department (NED). **Motion passed 5-0-0.**
- b. **Approval of Biweekly Payroll through March 25, 2018.** Motion by Board member Maxwell, seconded by Board member Goodrich, to approve the biweekly payroll in the amount of \$77,278.22. **Motion passed 5-0-0.**

VII. LIQUOR CONTROL COMMISSION

a. Liquor License Renewals

1. **Convenience Plus.** Motion by Board member Maxwell, seconded by Board member Goodrich, to approve the liquor license renewal. **Motion passed 5-0-0.**
2. **The Woods at Wihakowi.** Motion by Board member Doney, seconded by Board member Maxwell, to approve the liquor license renewal. **Motion passed 5-0-0.**

b. Outside Consumption Permits

1. **Good Measure Brewing Co.** Manager Schulz has spoken to the business owner about this. Even though the sidewalk is narrow and there will be a tight fit once the tables and chairs are put in, he has been assured there would be at least three feet (3') of clearance between the tables and the curb for pedestrians. Board member Maxwell and other Select Board members had doubts regarding the amount of clearance. Board member Maxwell suggested tabling this matter until a site visit can be held at 6:30 p.m. prior to the next regular meeting (04/24/18). There was no objection.

2. **The Woods at Wihakowi.** Motion by Board member Goodrich, seconded by Board member Maxwell, to approve the outside consumption permit. Board member Goodrich noted the outdoor seating would be on the applicant's own property. **Motion passed 5-0-0.**

VIII. SELECT BOARD

- a. **Request for Outside Seating: Carrier Roasting – 17 East Street.** Since this site is adjacent to the Good Measure Brewing Co., Board member Maxwell would like to table this matter as well until after the aforementioned site visit.
- b. **Appointment of Central Vermont Regional Planning Commission (CVRPC) Transportation Advisory Committee (TAC) Representative.** Manager Schulz hasn't received a full commitment from a possible applicant so this matter will be tabled for now.
- c. **Reappointment of Northfield Fire Warden.** Manager Schulz said Brian Elwell's five-year term as Fire Warden will expire at the end of June 2018. Mr. Elwell has indicated he would like to be reappointed to another term. Motion by Board member Maxwell, seconded by Board member Goodrich, to reappoint Brian Elwell as Northfield's Fire Warden. **Motion passed 5-0-0.**
- d. **Brown Public Library Painting Project.** As reported at the last Select Board meeting (03/27/18), Manager Schulz solicited bid proposals for exterior painting of the Brown Public Library (BPL) and received two (2) bids by the deadline. The bidders were Blake Jenkins Painting (\$18,500) and Vermont Painting Company (\$7,680). Since both bids were much lower than previous estimates for this work (±\$35,000) and one was about half of the other, Manager Schulz was careful to check out references and past work projects. He found no problem with either business. Board member Maxwell said Manager Schulz will oversee the project personally so he had no problems with hiring the lower bidder. If additional costs are found once work begins, they can be negotiated at the time. Board member Doney would like at least a one (1) year guarantee for the paint work. Chair Goslant said this could be added to the work contract. Motion by Board member Maxwell, seconded by Board member Doney, to award the project bid to Vermont Painting Company for \$7,680. **Motion passed 5-0-0.**
- e. **Northfield Municipal Pool Fees.** As discussed at the last meeting, the Select Board increased the expenditures for operating the Municipal Pool this summer by raising lifeguard pay, buying new equipment, etc. The plan was to increase some of the pool use fees in order to offset some of these increases. Manager Schulz did some research and found the fees Northfield changed during the 2017 pool season were comparable to what was charged at comparable public pools last summer. Manager Schulz has contacted Pool Director Shannon Palone about possible new revenue sources (i.e. private swimming lessons, etc.) and now would like feedback from the Select Board members on which specific fees could be raised. His own suggestion is to increase the non-resident family season pass cost from \$175 to \$200 and the resident family season pass amount from \$125 to \$140. He doesn't feel this would cause too much of a burden on pool users. Board member Maxwell feels the Northfield Municipal Pool is an excellent facility with a very experienced Pool Director and exceptional lifeguards. Since this is a good product, he sees nothing wrong with charging a little more than other public pools of perhaps lower quality. Chair Goslant believes the upcoming improvements to Memorial Park (new pavilion, bathrooms, etc.) will bring more people to the park who might then check out and try the adjacent swimming pool. Board member Goodrich suggested raising the cost of swimming lessons to non-residents. Board member Maxwell would like a full proposal of suggested changes before the Select Board takes any action. Manager Schulz will work with Ms. Palone to create an updated fee schedule to be presented to the Select Board members at one of their upcoming meetings.
- f. **Norwich Commons Drainage Issue.** As this matter involves legal issues, Manager Schulz would like its discussion held in executive session. There was no objection.

IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Police Station Exterior Painting Project.** Board member Doney asked if the bid proposal forms have been sent out for this project. Manager Schulz said they would be sent out soon. The Town Buildings & Energy Subcommittee will meet first with Manager Schulz next week to discuss the process.

- b. **Northfield Falls Drainage Problems.** Board member Doney would like the ditch near the Falls Post Office cleaned out as soon as possible. Manager Schulz said this would be done. He also has contacted the Vermont Agency of Transportation (VTrans) to clear out the culvert near the Falls General Store. It now is on their schedule.
- c. **Water Street Park.** Chair Goslant said the group representing the Northfield High School Class of 1957, which has donated funds for a pavilion at the new park, met last night and decided to proceed with purchasing and installing the pavilion. The pavilion will meet FEMA conditions for the site and a formal proposal will be brought to the Select Board when it is finalized.

X. TOWN MANAGER'S REPORT

- a. **FY 2018/2018 Utility Budgets.** Manager Schulz said the Utility Commissions now are working on the water, sewer, and electric budgets for the next fiscal year. They hope to have them completed by the end of May and present them to the Select Board the following month when the water and sewer rates are presented for approval.
- b. **"Welcome to Northfield" Signs.** Manager Schulz has prepared the applications to the Development Review Board (DRB) for the new signs. Zoning Administrator Stephen Hatch recommended this even though the new signs will have the same locations as the old ones. Board member Maxwell would like written permission from the property owners before any other action is taken. Manager Schulz said this will be done.

XI. PUBLIC PARTICIPATION (UNSCHEDULED).

- a. **Mark Farley: Central Vermont Internet (CVI) Representative Applicant.** Mr. Farley saw the Select Board was advertising for someone to represent Northfield when Central Vermont Internet holds its first meetings in May 2018. Mr. Farley already has submitted a letter of interest but would like to introduce himself in person to the Select Board members. Mr. Farley has lived in Northfield for seventeen (17) years and after retiring from the US Navy, served as IT Director at the Sharon Academy. He subsequently took computer courses at Norwich University while also teaching Naval Science courses there. Now retired, Mr. Farley lives on Loop Road and has to rely on satellite internet access but would really prefer high-speed fiber optics system. Mr. Farley believes his computer background and his willingness to devote his retirement time to this makes him a good candidate to be Northfield's first CVI representative. Board member Miller asked how long it would take underserved areas of Northfield to get the upgrade to high-speed internet. Mr. Farley believes each CVI representative will advocate for his or her own community. He would make a strong push for Northfield if selected to represent the community. It was noted letters of interest will be accepted through Thursday, April 19, 2018, and the Select Board members will be making this appointment at their next regular meeting (04/24/18).

- XII. EXECUTIVE SESSION.** Motion by Board member Maxwell, seconded by Board member Miller, to go into executive session, in accordance with 1 VSA 313 (a)(1), in order to discuss a legal matter with Manager Schulz present. **Motion passed 5-0-0.**

The Board went into executive session at 9:40 p.m.

Motion by Board member Maxwell, seconded by Board member Goodrich, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 10:25 p.m. No action was taken.

- XIII. ADJOURNMENT.** Motion by Board member Maxwell, seconded by Board member Doney, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 10:25 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 April 24, 2018.