

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of June 9, 2009**

- I. **ROLL CALL:** Trustees Samantha Baraw, Libby Hambleton, Doug Lawson, and Thomas McCarney. Also present were Village Manager Nanci Allard, Superintendent of Public Works William Lyon, and Kathleen Lott (*Northfield News*).

The meeting was called to order at 7:00 p.m.

II. **ORGANIZATIONAL MEETING OF THE BOARD**

- a. **Election of Chair.** Motion by Trustee McCarney, seconded by Trustee Hambleton, to nominate Samantha Baraw as Chair. **Motion passed 3-0-1, with Trustee Baraw abstaining.** The meeting was then turned over to Chair Baraw.
- b. **Election of Vice-Chair.** Motion by Trustee Hambleton, seconded by Trustee McCarney, to nominate Doug Lawson as Vice-Chair. **Motion passed 3-0-1, with Trustee Lawson abstaining.**
- c. **Committee Appointments.** The Committee appointments were as follows: **Common Project:** Trustee Hambleton; **Ethics Committee:** Trustee Baraw; **Highway Standards (Paving):** Trustee McCarney; **Inter-Local Agreement:** Trustees Lawson and McCarney; **Joint Management:** Trustees Baraw and Hambleton; **Labor Agreement and Bargaining:** Trustee McCarney; **VPPSA Representatives:** Manager Allard and Richard Suitor; and **VSPC Representatives:** Manager Allard, Trustee Hambleton, and Richard Suitor. This will be revisited when a new Trustee is appointed to fill the current vacancy.
- d. **Regular Meeting Schedule.** The Board will continue to meet the 2nd and 4th Tuesday of the month (with the exception of September 2009 and December 2009, when the Board will meet on the 3rd and 5th Tuesdays).
- e. **Designation of Official Newspaper(s).** The official newspapers will remain the *Northfield News* and the *Times Argus*. In addition, some advertisements may be placed in the *Washington World* when deemed appropriate.
- f. **Miscellaneous.** Agendas, warnings, and other official notices will be posted in five (5) locations: the *Northfield News* office, Kenyon's Hardware Store, the Common Café, and inside and outside of the Municipal Building. Motion by Trustee McCarney, seconded by Trustee Hambleton, to designate the official newspapers and posting locations. **Motion passed 4-0-0.** In addition, the Board's meetings will function under Robert's Rules and draft meeting minutes will be reviewed by Chair Baraw and Trustee McCarney. Motion by Trustee McCarney, seconded by Trustee Hambleton, to allow three (3) or more members to call a special meeting. **Motion passed 4-0-0.**

III. **PUBLIC PARTICIPATION (Scheduled):** None.

IV. **ACTION ITEMS**

- a. **Approval of Minutes**
 1. **May 26, 2009 (Regular Meeting).** Motion by Trustee McCarney, seconded by Trustee Lawson, to approve the minutes. **Motion passed 4-0-0.**
- b. **Approval of Bills**
 1. **Warrant #24-09.** Motion by Trustee McCarney, seconded by Trustee Hambleton, to approve Warrant #24-09 in the amount of \$418,124.69. Trustee McCarney felt that some of the charges for the Special Village Meeting (Water Project Bond) should be charged to the Water Project itself. Manager Allard will inform the Accounting Department. **Motion passed 4-0-0.**
 2. **Warrant #24-09A.** Motion by Trustee Lawson, seconded by Trustee Hambleton, to approve Warrant #24-09A in the amount of \$153,680. **Motion passed 4-0-0.**

- c. **NED Tariff Terms and Conditions.** Manager Allard stated that a draft of this document would be in the next packet. She would like the Board to approve the final document at their second regular meeting in July (07/28/09).
- d. **Water Use Regulations Ordinance.** Manager Allard had distributed a revised draft to the Board, which reviewed it and made many several suggestions. Manager Allard will edit the current draft and return a finalized version to the Board for approval.
- e. **Water System Priority for Improvements.** Stantec Consulting Services had provided a proposal for various services for the Village Water Department. Motion by Trustee McCarney, seconded by Trustee Lawson, to approve the Stantec proposal for an amount up to \$5000. **Motion passed 4-0-0.**
- f. **Executive Summary: Annual Village Highway Plan.** Motion by Trustee Hambleton, seconded by Trustee Lawson, to approve and sign the Annual Village Highway Plan. **Motion passed 4-0-0.**
- g. **Municipal Plan Approval Process (Public Hearings).** There will be two (2) Public Hearings for the revised Municipal Plan conducted by the Town Selectmen and Village Trustees. The first will be before the regular Selectboard meeting on Monday, July 27, 2009 and the second before the regular Trustees meeting on Tuesday, August 11, 2008. It is anticipated that the finalized plan will be approved by both Boards immediately after the second public hearing.
- h. **Norwich University Armory Stairs (Village Common).** Superintendent Lyon stated that Norwich University is looking to replace the damaged steps in front of the Armory on the Village Common. To do so will require an easement from the Village for about four inches (4") of sidewalk. Motion by Trustee Lawson, seconded by Trustee Hambleton, to sign an agreement to award an easement as indicated above provided that Norwich University is responsible for all legal fees and there is no cost to the Village. **Motion passed 4-0-0.**

V. REPORTS

a. Village Manager

- 1. **Water Transmission Upgrade Project (West Phase).** Manager Allard reported that the project's legal and financial requirements are being worked upon.
- 2. **Joint Board Meeting.** The Trustees will hold a Joint Board Meeting with the Selectboard on Tuesday, June 23, 2009. The purpose is to discuss the Road Service management Software (RSMS) program.
- 3. **Central Street Culvert.** There is a Federal Emergency Management Agency (FEMA) environmental study taking place. At this point, it looks that we will pay 25% and FEMA will pick up the remaining balance.
- 4. **Safe Routes 2 School.** Manager Allard stated that the contract will be awarded soon regarding improved signage around the Northfield schools area.

b. Committee Reports.

There were none.

VI. PUBLIC PARTICIPATION (Unscheduled)

VII. ADJOURNMENT.

Motion by Trustee McCarney, seconded by Trustee Hambleton, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 9:12 p.m.

Respectfully submitted,

Nanci Allard

Nanci Allard, Acting Clerk

These minutes are subject to approval at the next regular meeting.