

**TOWN/VILLAGE OF NORTHFIELD
JOINT BOARD MEETING
BOARD OF TOWN SELECTMEN
BOARD OF VILLAGE TRUSTEES
Minutes of January 13, 2014**

- I. ROLL CALL.** Select Board Chair John Quinn III, Selectmen Chris Bradley, Brad Denny, Matthew Gadbois, and Kenneth W. Goslant. Trustee Chair Dennis Donahue, Trustees Kevin T. Beal, K. David Maxwell (6:15 p.m.), and James R. Wilson. Also present were Town Manager Robert Lewis, Acting Village Manager Stephen Fitzhugh, Acting Clerk Kenneth McCann, Laurie Baroffio (Finance Director), Michele Braun (Zoning Administrator), Michael L. Segale, CPA (Fothergill Segale & Valley), Lela McCaffrey, CPA (Fothergill Segale & Valley), David Black, Lise Ewald, Shelley Lindner, Nicole Duncan (Central Vermont Medical Center), Richard Morley (Central Vermont Medical Center), Daniel Burke, Mike Charron (DeWitt Clinton Masonic Temple), David Pierson (DeWitt Clinton Masonic Temple), Edward Langley, Gretchen Dunn, Connie Mynter, Barney Mynter, David Magida (Norwich University), Robert Lord (E.F. Wall & Associates), Louisa Reilly, Austin Gray, Nancy Lavarney, Gerard Lavarney, Craig Sullivan, MD (Green Mountain Family Practice), Stephen Hatch, Anne Donahue, and Kathleen Lott (*Northfield News*).

Prior to the regular meeting, the Town Selectmen held a Public Hearing beginning at 6:06 p.m. for the purpose of receiving written and/or oral views from the public regarding a proposed amendment to the Zoning Bylaw for the Regulation of Land Use in the Town and Village of Northfield, Vermont. The purpose of the proposed amendment is to take a step toward the discontinuation of the Recreation Zoning District by changing an area of approximately nine (9) acres from Recreation zoning to Urban Residential zoning, in order to allow for higher-density, mixed-use development consistent with the zoning, development, and existing infrastructure of the surrounding area. In addition, "public and private outdoor recreation" is added as an allowed use in the Urban Residential Zoning District. The text of the amendment to Section 6.02 Recreation is as follows: *This District is amended in 2013: a portion of the Norwich University parcel currently zoned Recreation (parcel 011-027.000, commonly known as the old ski hill) is changed from Recreation to Urban Residential. The division of the parcel is defined by drawing a line from the eastern tip of Richard Olson's property (parcel 017-030.000) north-easterly to the southeast corner of the Urban Residential zone and assigning the area to the west of that line to the Urban Residential district consistent with the zoning district of the adjacent properties, and the land to the east of that line shall remain Recreation.* This is the first of two (2) public hearings that the Town Selectmen will hold on this topic.

Select Board Chair Quinn noted that this zoning change was requested so a new medical center with parking lot could be built on Norwich University property that would supplement the nearby Green Mountain Family Practice located on Crescent Avenue. This facility already houses Norwich University's student infirmary. He then asked if anyone would like to comment on the proposed zoning bylaw amendment.

David Black stated that he is confused by this matter as he favors the addition of a larger medical facility in Northfield but does not want this to be at the expense of recreational opportunities in the Paine Mountain area. He believes both are necessary. He would like more information before the second public hearing is held on Tuesday, January 28, 2014. Selectman Denny asked if it were appropriate to discuss the proposed medical facility at this public hearing. Trustee Beal felt that the topic was germane since its construction was the reason for the requested zoning bylaw amendment. Town Manager Lewis added that the whole point of this public hearing was to provide the public with as much information as possible.

Gretchen Dunn believes that the parcel under discussion is worth a great deal to the community as a recreational area. It is more accessible to the general public than the upper parts of the Paine Mountain trail system. She has been grateful that Norwich University has allowed public access and she hopes that a solution can be found that will satisfy everyone. Ms. Dunn is concerned that this bylaw change appears to have been "fast tracked" without sufficient provision for public input. She also would like to know if this bylaw change would affect the Act 250 process regarding this potential development.

Daniel Burke is an attorney representing abutting landowner Lise Ewald in this matter. He already has appeared before the Planning Commission to oppose this bylaw amendment. He is concerned that the proposed development would adversely affect the area's residents with increased traffic, noise, etc. Mr. Burke warned that if the Town Selectmen approve this zoning bylaw amendment, they would open the Town to litigation as it is illegal to rezone for the benefit of only one party, i.e. "spot zoning." Although he currently doesn't live in Northfield, Mr. Burke did briefly and he has returned on occasion to use this recreation area. He believes that leaving this area as it is provides continuing benefits to Northfield as it draws outsiders to town who make use of the recreational opportunities while also patronizing local shops, restaurants, etc.

Shelley Lindner also is an abutting landowner and she would prefer to see open fields from her windows rather than the back of a medical office building. She is concerned that the value of her property will decrease and that she might find it more difficult to sell her house in the future. Ms. Lindner believes that there are better places in Northfield where the medical center could be built.

Craig Sullivan has been a doctor at Green Mountain Family Practice for over thirty (30) years. He stated that change is often hard but (as in medicine) it is sometimes necessary to weigh the benefits as opposed to the risks. The Green Mountain Family Practice provides a vital service to the Northfield community as well as Norwich University but it has severe space problems as well as lacks sufficient parking. Norwich University would like their new medical building to be accessible (i.e., walking distance) for its student body. Dr. Sullivan added that he also makes use of the area's recreational opportunities and he does not feel that the new building would adversely impact their usage. He acknowledged that there would be some disruption to the neighborhood but also felt that in the long run the new medical center would be beneficial to the greater community. He did not know of any other available property that would be as suitable. Trustee Wilson asked if additional staff would be hired with the new building. Dr. Sullivan felt that the staffing would remain about the same unless an additional doctor was hired.

Robert Lord is the president of E.F. Wall & Associates, which is the engineering firm that created the schematic designs for the new building. He stated that the structure would be about ten thousand (10,000) square feet and would be a very efficient building that should fit in well with its surroundings. He then showed retouched photographs indicating how the new building and parking lot would look against the current landscape. Austin Gray asked how large the footprint would be for the new building and parking lot. Mr. Lord said that it would be about one (1) acre. Mr. Gray then asked why nine (9) acres were being affected by this proposed zoning bylaw change. He felt that the remaining eight (8) acres should be left zoned for recreational purposes.

Village Manager Stephen Fitzhugh also serves as Chair of the Planning Commission (as well as being employed by Norwich University). He stated that over the past two (2) years, the Planning Commission has looked into revising Northfield's zoning districts as Town/Village merger approaches. Last spring, the commission received an application from E.F. Wall asking permission to build a new medical office building on Norwich University property at the bottom of the Paine Mountain ski area. The Planning Commission denied this request because current zoning would not permit this. Manager Fitzhugh added that the Planning Commission has been in the process of rezoning some areas currently zoned for recreation only. The plan is to eliminate these isolated islands of recreation only zones by rezoning them to match that of the surrounding area (usually is designated "urban-residential"). The goal is to create contiguous zones without these isolated zoning units. Further work on this rezoning has been postponed as the Planning Commission completes its work on the revised Municipal Plan, which is due later this spring.

Zoning Administrator Michele Braun added that along the Vermont Route 12 corridor through Northfield, the plan is to create a contiguous urban-residential zone. The Planning Commission originally planned to rezone twenty-six (26) acres in the area in question but this was later reduced to nine (9) situated directly along the road.

Ms. Ewald agrees with Ms. Dunn that this rezoning process appears to have been "fast tracked" in order to specifically benefit Norwich University. She would like the process to be slowed down so that all options can be considered.

David Magida, who is Norwich University's Facilities Operations Administrator, said that he has been discussing with Town officials the possible rezoning of this area for several years. He added that the Public Hearings that the Planning Commission held on this matter were open to the public. Mr. Magida noted that this recreational area had not been improved for over twenty (20) years until Norwich University invested over \$1,500,000 in building the Shaw Outdoor Center and improving the Paine Mountain trail system. He thought that this should demonstrate that Norwich University is fully cognizant of how much this area means to the community. However, Norwich University does need a larger medical center for its growing student population and this site is considered the optimal one given its closeness to campus. He also does not feel that the new structure would impair recreational usage of the area.

Ed Langley asked if it were possible to revise the current building plan to another location should one become available. Mr. Magida doubted this was likely given the many advantages of the proposed location. He added that the design and size of the proposed building was based on conversations with the current medical staff as to what was required.

Trustee Wilson asked if the Planning Commission looked into how the construction of this medical center would affect property values in the area. Manager Fitzhugh replied that the Planning Commission did not; the Board of Listers might be able to provide this type of information.

Stephen Hatch asked why the Planning Commission was doing this "spot zoning" at this time rather than waiting until the planned overall rezoning of similar parcels in Northfield. He also felt that the Zoning Board of Adjustment should have been included in this process. Manager Fitzhugh disputed that this process would result in "spot zoning" as the intention is to make the rezoned area consistent with the surrounding area.

Nancy Lavarney lived on the nearby Winter Street until last year. She agreed that an expanded medical facility is needed and also felt that Norwich University should be able to do what it wants with its own property. However, she felt that more information should be provided to the public before a decision is made. Ms. Lavarney would like the process slowed down in order to allow for more deliberation before any action is taken.

Ms. Dunn felt that this meeting should have been better communicated to the public. She also believes that areas currently zoned for recreation should be protected even if they are surrounded by urban-residential areas. This is an important property and any change to its status should be carefully investigated and put through full public review.

Gerard Lavarney asked if there would be a second public hearing before any action was taken. Chair Quinn repeated that the second public hearing would be held on Tuesday, January 28, 2014 at 6:00 p.m.

Mr. Black stated that it seems that those present seem to recognize the need for both an expanded medical facility and for recreational use of the area in question. He asked if Norwich University has looked into siting the new building on its own campus. Mr. Magida said that the current site was determined due to its proximity to the Green Mountain Family Practice as well as the Norwich University campus. The site also was desirable as there is room to create an adequate number of parking spaces.

Chair Quinn asked who would own the building and land once construction has been completed. Mr. Magida stated that the site would remain Norwich University property. There remains some discussion regarding the ownership of the building. The current plan is that E.F. Wall would own the building and lease it to the Central Vermont Medical Center. However, there will be no formal agreement on this until the permit process has been completed.

Mr. Lavarnway asked if there were size limits for leased property located in an urban/residential zone. Manager Fitzhugh stated that this structure would meet both size and setback requirements. Anne Donahue then asked about the status of the "Certificate of Need" process. Richard Morley, who is the Vice President of Support Services for the Central Vermont Medical Center, stated that the size of the proposed building did not require this. Mr. Black favors a new medical center but wanted to know if a smaller property became available, could the building be redesigned to accommodate it. Chair Quinn felt that this question was not germane to the current discussion.

Manager Fitzhugh stated that the Planning Commission's purpose is to serve the people of Northfield and he felt that the construction of this medical center would benefit the community. These public hearings are being held to determine the feeling of the public on this change. Selectman Bradley asked if abutting landowners were provided with notice of this public hearing. Ms. Braun stated that targeted mailings were not required for public hearings.

Selectman Denny felt that tonight's conversation indicated strong feelings for the preservation of recreational opportunities in the Paine Mountain area. He felt that it should be explored whether or not this development could be done in a way not to disturb this. Mr. Magida felt that the project as designed would not have an adverse affect on recreational use of this area given the building's relatively small footprint, etc.

There being no other questions or comments, the Public Hearing closed at 7:18 p.m. After a brief recess, the Joint Board Meeting began at 7:28 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 was no need to change the posted agenda.

IV. PUBLIC PARTICIPATION:

- a. **Fothergill, Segale, & Valley, CPAs: FY 2012/2013 Town and Village Financial Audits.** The Town Selectman and Village Trustees had been provided beforehand with copies of both the Town and Village Financial Audits. Lela McCaffrey, who is a manager at this accounting firm, stated that Fothergill, Segale & Valley performed a professional audit of the Town's financial statements for the last completed fiscal year. She stated that the Town has received an "unqualified" audit opinion, which is the highest rating available and indicates that the financial statements are in full compliance with "Generally Accepted Accounting Principles." She added that no significant issues had arisen during the conduct of the audit. There was a recommendation that the Town adopt a "Fund Balance Policy" as the Village has done. Then turning to the Village audit, Ms. McCaffrey stated that the audit opinion also was "unqualified" and that there had been no problems encountered during the process. There had been some minor adjustments to annual depreciation amounts as well as a suggestion that the VPPSA power purchase bills should be clarified in order to better show what the Northfield Electric Department actually purchases. Motion by Selectman Bradley, seconded by Selectman Denny, to accept the FY 2012/2013 Town Financial Audit. **Motion passed 5-0-0.** Motion by Trustee Beal, seconded by Trustee Wilson, to accept the 2012/2013 Village Financial Audit. **Motion passed 4-0-0.**
- b. **Dave Pierson: DeWitt Clinton Masonic Temple: Partial Property Tax Exemption.** Mr. Pierson stated that the DeWitt Clinton Masonic Temple has a petition circulating to put an article on the Town Meeting Warning that would put before the voters their request for a three-year partial tax exemption for their property located at 151 South Main Street. He asked that should the required number of signatures be collected that the article be voted upon from the floor rather than by Australian Ballot. Mr. Pierson added that the DeWitt Clinton Masonic Temple was chartered in 1849 and is a registered non-profit organization that provides numerous services to the Northfield community, such as funding scholarships for local students; providing free holiday meals for veterans; hosting the local Boy Scout troops; providing post-Irene breakfasts for disaster recovery workers; contributing and raising funds for various charitable groups, such as CARE (helping children at risk) and Operation Phone Home (providing phone cards to members of the military serving overseas); etc. Mr. Pierson stated that having the partial property tax exemption would help the membership maintain their building and continue these programs. Chair Quinn asked how much of a reduction is being sought. Mr. Pierson stated that the petition specifies a forty percent (40%) reduction; they are not looking to pay no taxes at all. Chair Quinn asked what was the current tax bill amount. Mr. Pierson said that it was about \$8100. Trustee Beal asked about the size of the temple's annual revenues. Mr. Pierson said that it was between \$14,000 and \$15,000.

Chair Quinn then asked about the number of members. Mike Charron said that there are 141 active members. He added that a large percentage of the annual revenue goes directly back to the community through the aforementioned scholarships, etc. Without the partial property tax exemption, Mr. Charron does not feel that the Masons will be able to continue operating in Northfield, meaning that the local services that they provide will cease. Selectman Bradley asked why there was a preference to have the vote taken at the open session on Town Meeting Day. Mr. Pierson said that he would like the opportunity to explain the services that the Northfield Masons provide before the vote is taken. Chair Quinn suggested that the DeWitt Clinton Masonic Temple could provide this information to be printed in the Town Report (as do other organizations seeking Town funding). Mr. Pierson will do this.

V. JOINT DISCUSSION

- a. **Approval of Minutes: December 17, 2013 (Budget Meeting).** Motion by Trustee Beal, seconded by Selectman Denny, to approve the minutes. **Motion passed 8-0-1, with Selectman Goslant abstaining.**
- b. **Approval of Minutes: December 19, 2013 (Joint Board Meeting).** Motion by Trustee Beal, seconded by Trustee Donahue, to approve the minutes. **Motion passed 9-0-0.**
- c. **Approval of Minutes: December 19, 2013 (Budget Meeting).** Motion by Trustee Beal, seconded by Trustee Wilson, to approve the minutes. **Motion passed 9-0-0.**
- d. **Approval of Minutes: January 7, 2014 (Budget Meeting).** Motion by Trustee Beal, seconded by Trustee Wilson, to approve the minutes. **Motion passed 9-0-0.**
- e. **Approval of Managers' Recommendation for Grand List Adjustment.** Manager Lewis stated that he has discussed with Manager Fitzhugh the possibility of removing approximately \$1,300,000 from the Grand List property valuation by April 2014. This amount is primarily related to Northfield Electric Department and Water Department properties. It now is their recommendation that this be done so that instead of paying property taxes on these properties (most of which would leave Northfield as state education taxes) the utility departments would provide PILOT (payment in lieu of taxes) funds directly to the Town of Northfield. Trustee Maxwell asked how much these PILOT funds would be. Manager Lewis said about \$50,000 per year. Manager Fitzhugh noted that the utility departments currently provide the Town with between \$18,000 to \$19,000 in PILOT funds and about \$30,000 in tax revenue. Motion by Selectman Denny, seconded by Trustee Donahue, to approve the Manager's recommendation for Grant List adjustment. Selectman Denny asked if the State of Vermont would accept this action. Manager Lewis stated that it was their Tax Department's Division of Property Valuation and Review that suggested this option. Selectman Gadbois would prefer to use the property tax savings used to lower the rates charged utility customers. Manager Fitzhugh stated that the intent of this action would be to keep this money in Northfield rather than forwarding it to the State. Also, there really is no need for a rate change as Northfield utility customers already pay some of the lowest rates in the state. Trustee Maxwell asked if the PILOT amount was set annually. Manager Fitzhugh said that it changes each year during the budget process. He believed that when the new Utility Commissioners are in place they would take some responsibility in helping determine the amount. After further discussion, it was the Boards' consensus to table action on this matter until the recommendation can be put in writing.
- f. **Town/Village Merger Transition Update.** Selectman Denny report that the Merger Transition Committee recently met with Abby Friedman from the Vermont League of Cities & Towns (VLCT) regarding the upcoming search for a manager for the merged municipality. VLCT is willing to assist with the search process for a maximum cost of \$5000 (not including advertising costs). A contract to this effect has been written and is ready for Board approval. Chair Quinn asked how much is in the budget for this. Selectman Bradley said that it was \$5000. Trustee Beal added that due to Manager Fitzhugh's part-time status, there is a surplus in the Village Manager salary account that could be used to offset any additional costs. Trustee Beal also thought that it might be a good idea to hire a recruiter to supplement VLCT's recruitment strategy. Manager Lewis said that this would be an additional expense but might be well worth it. Manager Fitzhugh added that the recruiter would target specific candidates who would be good matches for Northfield. Chair Quinn has no problem with Trustee Beal investigating this further and providing a specific recommendation to the Boards. Selectman Denny thought that this can be discussed at the next Joint Board Meeting (01/28/14). Motion by Selectman Denny, seconded by Selectman Gadbois, to approve and authorize Chair Quinn to sign the VLCT contract. **Motion passed 5-0-0.** Motion by Trustee Beal, seconded by Trustee Wilson, to approve and authorize Chair Donahue to sign the VLCT contract. **Motion passed 4-0-0.** Chair Quinn suggested that the Merger Transition Committee members also serve as the Manager Search Committee. There was no objection.

Another issue that the committee has been discussing is the election of the new Utility Commissioners. Whereas Selectman Denny originally had thought it possible that the commissioners could be elected on Town Meeting Day (03/04/14), Town Clerk Kim Pedley had assumed that the election would take place in June in conjunction with the final Village Meeting (06/03/14). Given remaining uncertainties regarding voter checklists for this election as well as the fast approaching deadline for candidate petitions for Town Meeting Day, Selectman Denny now agrees with Ms. Pedley that this election would best be handled at a Special Town Meeting in June. Chair Quinn added that the commissioners wouldn't have any responsibilities until after the effective date of merger (07/01/14) so an earlier election is not necessary.

- g. Budget Meeting: Tuesday, January 14, 2014, 7:00 p.m.** The next budget meeting will be held tomorrow night here in the Community Room.
- h. Public Hearing & Joint Board Meeting: Tuesday, January 28, 2014, 6:00 p.m.** As indicated earlier, the next Joint Board Meeting will be preceded by the second public hearing on the proposed amendment to the Zoning Bylaw.

VI. BOARD OF TOWN SELECTMEN

- a. Validation of Warrant #13-14.** Motion by Selectman Bradley, seconded by Selectman Denny, to validate the approval by signature of Warrant #13-14 in the amount of \$223,030.91. **Motion passed 5-0-0.**
- b. Approval of Warrant #14-14.** Motion by Selectman Bradley, seconded by Selectman Denny, to approve Warrant #14-14 in the amount of \$166,345.98. Chair Quinn noted another \$600 payment to the company that inspected the Brown Public Library's elevator. Manager Lewis stated that he is working with the company to modify their contract to perform this service. Selectman Gadbois noted a payment for legal services for a matter he thought had been resolved. Chair Quinn said that Manager Lewis had sent out an email explaining that this payment was for an old bill that had been held. Manager Lewis added that he instructed the legal firm not to incur any additional expenses without his prior approval. **Motion passed 5-0-0.**
- c. Approval of Bi-Weekly Payroll through December 8, 2013.** Motion by Selectman Denny, seconded by Selectman Bradley, to approve the bi-weekly payroll in the amount of \$56,125.97. Selectman Gadbois asked why the amount for police officer pay seemed to vary so much during the three (3) pay periods subject to approval tonight. Manager Lewis is unsure; it might be related to holiday coverage but he will check. **Motion passed 5-0-0.**
- d. Approval of Bi-Weekly Payroll through December 22, 2013.** Motion by Selectman Denny, seconded by Selectman Bradley, to approve the bi-weekly payroll in the amount of \$56,876.36. **Motion passed 5-0-0.**
- e. Approval of Bi-Weekly Payroll through January 5, 2014.** Motion by Selectman Denny, seconded by Selectman Bradley, to approve the bi-weekly payroll in the amount of \$56,442.81. **Motion passed 5-0-0.**
- f. Approval of Highway Equipment Note (Western Star Dump Truck).** Motion by Selectman Bradley, seconded by Selectman Denny, to approve and sign the Highway Equipment Note in the amount of \$68,191 at 1.54% interest; to approve and sign the Highway Equipment Borrowing Resolution; and to approve and sign the Highway Equipment Borrowing Tax Certificate. **Motion passed 5-0-0.**
- g. Approval of Bond Anticipation Note (Fire Pumper Truck).** Motion by Selectman Bradley, seconded by Selectman Denny, to approve and sign the Bond Anticipation Note for \$45,000 at 1.54% interest; to approve and sign the Bond Anticipation Borrowing Resolution; and to approve and sign the Bond Anticipation Borrowing Tax Certificate. **Motion passed 5-0-0.**
- h. Approval of 2013 Town Highway Mileage Certificate.** Motion by Selectman Bradley, seconded by Selectman Denny, to approve and sign the mileage certificate. There were no changes to the amount of Town Highway mileage in 2013. **Motion passed 5-0-0.**
- i. Status Report: Various Projects**
 - 1. Town Highway Subcommittee.** Selectman Gadbois has been researching information about trackless vehicles. He stated that Montpelier uses a trackless because it has wide sidewalks. He added that Bobcats appear to have much lower horsepower. He would like a subcommittee meeting to discuss this and other issues in the near future. Manager Lewis suggested a meeting this coming Friday (01/17/14).
 - 2. Economic Development Committee.** Selectman Bradley said that he had been in contact with Mr. Bean and Mr. Flood regarding items discussed previously. The committee's next meeting has not yet been scheduled.

VII. BOARD OF VILLAGE TRUSTEES

- a. **Validation of Warrant #13-14.** Motion by Trustee Beal, seconded by Trustee Wilson, to validate the approval by signature of Warrant #13-14 in the amount of \$101,917.55. **Motion passed 4-0-0.**
- b. **Approval of Warrant #14-14.** Motion by Trustee Maxwell, seconded by Trustee Beal, to approve Warrant #14-14 in the amount of \$413,740.62. **Motion passed 4-0-0.**
- c. **Approval of Sewer Pipe Lining Contract.** Manager Fitzhugh stated that Utility Superintendent Patrick DeMasi had sought sealed bids for a contractor to line approximately 5200' of sewer pipe located on Vine Street, Slate Avenue, and South Main Street. Three (3) bids were received and the low bidder was Layne Inliner, LLC (Fairfield, Maine) who will perform this work for a total amount of \$137,500. Motion by Trustee Maxwell, seconded by Trustee Wilson, to approve and authorize Manager Fitzhugh to sign a contract with Layne Inliner, LLC. **Motion passed 4-0-0.**
- d. **Approval of 2013 Village Highway Mileage Certificate.** Motion by Trustee Wilson, seconded by Trustee Maxwell, to approve and sign the mileage certificate. There were no changes to the amount of Village Highway mileage in 2013. **Motion passed 4-0-0.**
- e. **Status Reports: Various Projects.** The Village Trustees had nothing to add.

VIII. MANAGERS' REPORTS

- a. **Village Manager Fitzhugh.**
 1. **Central Street Retaining Wall.** Manager Fitzhugh reported that he finally heard back from New England Central Railroad (NECRR) regarding the crumbling wall near the north end of Central Street that overlooks the railroad tracks. NECRR representatives will be coming to Northfield soon to inspect the wall themselves.
 2. **Village Common Rehabilitation Project.** Manager Fitzhugh had nothing new to report.
 3. **Proposed Sale of Former Police Station (52 East Street).** Manager Fitzhugh said that he has an attorney working on the proper wording for bid documents. Also, appraisers had looked at the property and the valuations they provided varied widely (i.e., \$90,000 and \$30,000). About eight (8) or nine (9) parties have expressed interest in the property. The bid documents would have a number of requirements that the successful bidder would have to follow. Selectman Goslant asked if there was any thought to selling the property through an auction. Manager Fitzhugh said that this had been considered but the Village would have much less control of a property auction than it would in a bid process. He would like to see the property improved and put on the Grand List.
 4. **LED Streetlight Replacement Project.** Manager Fitzhugh stated that the project is moving forward and there should be a substantial rebate coming from Efficiency Vermont when it is completed. Due to the forecasted winter weather, Green Mountain Power probably won't begin the actual streetlight replacement until mid-April or later.
- b. **Town Manager Lewis.**
 1. **Sand Usage Update.** Manager Lewis reported that usage is up significantly this winter. Another one thousand (1000) yards were ordered from the Roxbury pit today. Due to its proximity to Northfield, the Town crew will pick up some of it themselves if they have the time.
 2. **Road and Bridge Standards.** Manager Lewis stated that approval of new standards will be on the agenda of the next meeting. This is necessary in order to receive grant money.
 3. **Brown Public Library Repairs.** Manager Lewis stated that Roux Electric has the lights working on the front porch; new LED lights have been installed. The unsafe railing by the front door will be replaced by Bruce Wright and the first step extended. Manager Lewis also will have someone look at the window draft.

IX. PUBLIC PARTICIPATION: Non-agenda items. There was nothing additional.

X. ADJOURNMENT. Motion by Selectman Bradley, seconded by Trustee Beal, to adjourn. **Motion passed 9-0-0.**

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes were approved at the Joint Board Meeting of January 28, 2014.
An audio recording of this meeting is available in the Town Manager's Office.