

*Town of Norwich
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Minutes of the Selectboard Meeting – Tuesday, October 9, 2001

Members Present: Linda Cook; Neil Fulton, Chair; Morgan Goodrich, Douglas Hoffman; Alison May; Secretary Tina Moses.

Also Participating: Linda Addante, Steve Bachman, Elizabeth Barbiero, Van Chestnut, Ernie Ciccotelli, Phil Dechert, Ed Janeway, Dennis Kaufman, Rusty Keith, Cheryl Lindberg, LizAnn Peyton, Stuart Richards, Chief Stephen Soares, Gordon Thomas, Cynthia Webster. There were approximately 25 members in the audience at this meeting.

Neil Fulton opened the meeting at 6:15 PM.

- 1) Executive Session – May **moved** to enter into Executive Session for purposes of personnel discussion (second Cook). **Motion passed.**
- 2) Approval of Agenda - May **moved** to approve the agenda as amended (second Goodrich). **Motion passed.**
- 3) Public Comments - None
- 4) Minutes of Selectboard Meetings
 - a) September 20, 2001 – Cook **moved** to approve the minutes of the joint Hanover/Norwich Selectboard meeting of September 20, 2001 (second May). Cook **moved** to approve the minutes of the Special Selectboard Meeting related to Kensington Investments of September 20, 2001 (second Hoffman). **Motion passed.**
 - b) September 25, 2001 – Hoffman **moved** to approve the minutes with Cook’s changes with the exception that the phrase “He said if Fulton wants to continue with his project he should be allowed to” will not be excluded (second May). Hoffman **moved** to add Ellen Kitchel’s additions to the minutes. **Motion died** for lack of second. Original **Motion** to approve the minutes **passed.**
- 5) Finance
 - a) Disbursements – May **moved** to approve Accounts Payable Warrant #168 in the amount of \$119,015.42 (second Goodrich). **Motion passed.**
 - b) Purchase Orders
 - 1) Goodrich **moved** to approve PO# 425142 to Keith’s 2 Sporting Goods in the amount of \$3,200 (second Hoffman). **Motion passed.**
 - 2) Goodrich moved to approve PO# 504153 to the Windsor County Sheriff’s Department in the amount of \$2538.00 (second Cook). **Motion passed.**
 - 3) Cook moved to approve PO# 7140583 to Hill-Martin in the amount of \$33,508 from the Capital Account (second Goodrich). **Motion passed.**
 - i) Cook moved to approve PO# 601068 to Atlantic Leasing in the amount of \$13,795.00 (second Hoffman). **Motion passed.**
 - c) VMERS – May introduced Cynthia Webster from VMERS and explained Ms. Webster was here to discuss making Defined Benefit Plan changes from B to C. May told the

group that Webster met with some of the Town's employees regarding this issue and answered their questions. May said if the Board were to vote to go to Plan C, it would be mandatory that every new employee become part of Plan C. Existing employees would have the choice to go to plan C, but would have to pay 4 ½% more to make the change. Webster said the goal is to get the most out of your retirement benefits and have sufficient income to live from after you retire. She said one disadvantage is that you do max out of your benefit at twenty years. Hoffman asked why is Plan C structured in this manner. Webster said it was originally developed to meet the need of Public Safety groups (ie: Fire, Police). She said it was set up to mirror State Police Benefits, which are now exclusively covered under Plan D. Webster said most Towns are now using Plan B. May **moved** the Board continue to offer Defined Benefit plan B to Town employees (second Goodrich). Cook read aloud a memo from the Highway Department voicing their opinion of possible change to Plan C. She said they would like to have the option of Plan C left open until they received additional information. She said based on this memo she would vote "no" on the motion. May noted that Webster met with three of the Highway employees this afternoon. (4-1) Cook-No. **Motion passed.**

- d) Encumbrance Policy – Thomas explained the Finance Committee forwarded a memo to the Board asking for changes to the current policy (see attached). Cook questioned the need to have the Finance Committee review purchase orders over \$500 in the new policy. She explained that the Highway Department continually has PO's over this amount as they purchase in bulk. Thomas said this policy would only pertain to year-end encumbrances. Cook said she wouldn't want to ham string any department at year-end. Cook asked if Department Heads had seen this memo yet. Thomas said this would give a better control over the budgeting process. May **moved** to distribute the memo to Department Heads requesting feedback and put back on the agenda in November (second Hoffman). **Motion passed.**
- 6) Advance Transit: Ed Janeway and Van Chestnut - Ed Janeway introduced Van Chestnut and reviewed the current schedule. Chestnut said the new schedule is set up to meet the main demand to get back and forth to Hanover. He explained the "Free Zone" service. He then reviewed his memo to the Board (see attached). He said the good news is that the ridership has tripled. He encouraged the Board to look at a park and ride facility, as they would be happy to service it. Fulton said the Corridor Committee is looking at this now. Hoffman asked if the Corridor plans to change the traffic design on Main Street would affect the schedule of Advance Transit. Chestnut said it wouldn't, at this time, be a problem. Cook said another consideration is possibly altering a route so the children who skateboard could get to the park in Hartford. Chestnut said they currently do not allow skateboards on the busses due to safety, but they are looking at that policy now. May asked if a trial run could be set up to run on Saturdays. Chestnut said they do not feel they have enough ridership to set up an additional run and Saturdays have never been profitable. Peyton asked if they have any age restrictions for children riding the buses without an adult. Chestnut said there is no age limit. Cook said the only problem with the current location at the Inn is that people coming off Beaver Meadow Road have a difficult time seeing around the bus. She said the Corridor Committee is looking at new placement to avoid this problem.
- 7) After School Programs – Linda Addante – Addante asked for use of the old Selectboard room for a fifth and sixth graders after school program. Fulton asked what the charge to parents would be. Addante said \$12, but that they are looking to set up scholarships so they

can satisfy the needs of the residents in the community. Fulton asked why this couldn't be done at the school. Fretwell said due to all of the programs being run, it was difficult to find a place that could be used on a constant basis and not disrupt the current programs. He said they also wanted to try to find a way to give the children a slight disconnection from school. He said they wanted the children to believe they were not having a continuation of their school day. May **moved** to approve the request from the Coniston YMCA for use of the Tracy Hall Conference Room each afternoon from 3-6pm as outlined (second Cook). **Motion passed.** Lindberg expressed her concerns about the lack of space currently in Tracy Hall and wondered where special meetings could be held if this room is eliminated. Goodrich expressed his concerns about the problems with the septic system in Tracy Hall and its lack of capacity. Addante said they are still looking for alternate facilities. **Motion passed.**

8) Police

- a) Approval of Revised Sergeant Job Description – Fulton introduced Chief Soares to the crowd. Cook **moved** to approve the revised job description (see attached) (second May). Soares said he amended the job description to reflect the current policing needs. **Motion passed.**
- b) Approval to Advertise for Patrol Officer and Sergeant – May **moved** to approve the advertisement of the patrol officer and sergeant positions (second Goodrich). **Motion passed.** Cook asked the Chief if the Explorer had been traded in. Soares said he hadn't traded it as he was hoping to keep it as a four wheel vehicle. He said he would come back to the Board with future plans.
- c) Approval to Hire Part Time Officer – Soares said he has applications for part-time and full-time officers already in hand. He plans to review these applications in detail and come back to the board with recommendations.
- d) Transfer of Surplus Vehicle Title to Thetford – Goodrich **moved** to authorize the chair to sign the title over to Thetford for the surplus vehicle (second May). **Motion passed.**

9) Listers

- a) Lister Clerk Attendance at Educational Seminar – May **moved** to allow the Lister Clerk to attend an Educational Seminar (second Hoffman). Cook said the policy should be looked at to allow all employees, regardless of scheduled hours to attend this type of educational seminar. **Motion passed.**
- b) Goodrich **moved** to allow Carolyn Greer to attend the seminar as proposed by Bonnie Munday (second May). **Motion passed.**

10) Roads

- a) Stanley Teeter request to improve a portion of the Class 4 part of Turnpike Road – postponed.
- b) Ladeau Road Bridge – Cook said that Bragg has given three different options for fixing this bridge (see attached). Cook said Bragg's memo simply allows the Board to start discussions on this issue. Fulton asked Cook to come back to the Board with more defined costs. Barbiero asked if any pictures would be available of what the bridge would look like when finished. Cook will provide pictures for residents. Bachman asked how many lanes will be on the bridge. Cook said this is an answer the Board needs to provide. Bachman asked why the bridge needs to be replaced. Cook said the bridge has some dry rot. Fulton said the Fire Department has shown some concern about Fire Trucks being able to cross. Hoffman said the Board is bound by the conditions of the stipulation for Ladeau Road but that they definitely want to hear the ideas of the residents. Bachman

said there is a sign that says this is a Class 4 Road and not a through way. He asked if the Board is considering making any changes to the classification or making it a through way. Fulton said he doesn't believe it is the Board's intention to make any changes. Richards asked if all the residents involved in this project are aware of the proposed changes. Cook said she is speaking with as many residents as she can about this project to get input. May asked if all residents could be notified prior to it being put on the agenda again. Keith said he discussed this whole issue with the Road Foreman in early July and he questions the slow timeframe, as this is an item that comes from litigation.

- c) Route 132 Bridge Alignment and Design – Fulton said we received a communication from the State regarding this issue. He said it is clear that they want to close the road for three months to do this project. Cook will check into and report back to the Board.
- d) Calendar Year 2000 Bridge Inspection Reports - postponed

11) Correspondence

- a) Paul Specter re: Podunk Road - postponed
- b) Jim and Jane Hunt letter re plowing of Spring Pond Road – The Hunts have asked for this item to be removed from the agenda.
- c) Ernie Ciccotelli re: Delinquent Taxes – Ciccotelli said he is trying to find a way to discharge his past due tax debt to the Town. He said he is trying to avoid the abatement process. He said he has made a proposal to the Town (see attached). May asked if Ciccotelli is on a payment plan with the Delinquent Tax Collector. Ciccotelli said he is on a plan now. Goodrich asked how far behind he is. Ciccotelli said he is \$2,200 behind for the year of 2000 – 2001. Kaufman said there might be a possibility to use Ciccotelli's assistance in the Lister's Office on a part-time basis. Hoffman asked what the time constraints of the Delinquent Tax Collector are. Ciccotelli said he believes the Delinquent Tax Collector will give him until December to pay the entire balance off. Fulton said the Department Heads should be hiring staff not the Selectboard. Hoffman asked if the Department Heads could be made aware of the situation. Ciccotelli will present his resume to Department Heads for consideration.

The board took a five-minute break and reconvened at 8:54pm.

12) Solid Waste

- a) Coordinator Evaluation – Cook **moved** to increase the Coordinator's Step and Grade from a 4/4 to a 4/6 for the next pay period (second Hoffman). **Motion passed.**

13) Conservation Commission

- a) Williams/Sullivan/White Property Trails – Hoffman **moved** to ask the Conservation Commission to continue their discussion with the Williams/Sullivan/Whites about trails (second May). **Motion passed.**

14) Fire

- a) FAST Squad Application – Goodrich **moved** to authorize the chair to sign and send the application (second Hoffman). **Motion passed.**

15) Policies and Ordinances

- a) Amendment to Trail Ordinance – Hoffman said he would like to see the original amendment to the Trail Ordinance come forward again. Hoffman **moved** to amend the Trail Ordinance (see attached) (second May). Fulton read the proposed amendment aloud. Cook noted that the subdivision request was made before the amendment was

created. Therefore she cannot support the amendment as it would appear to be a way to block the proposed subdivision. Hoffman said he thought the intent of the Selectboard was clear. Unfortunately, it was not clear to all and this helps to clarify what he intended originally. Keith said he thinks this does not apply to his situation as he submitted his application prior to the creation of the amendment. He said once again the Board will cost the Town money and it is their fiscal responsibility to not create lawsuits. Richards said it would be a good purpose to include something in what is being drafted by way of implementing the Town Plan. Fulton said the Ordinance does reference the Town Plan. (3-2) Cook, Goodrich-No. Fulton, Hoffman, May-Yes. **Motion passed.**

- b) Class 4 Road Committee Report Review – Fulton said the Board needs to look closely at several issues that have come out of the Class 4 Road Committee Report.
- c) Review of the draft of the Class 4 road policy – Fulton reviewed the proposed Class 4 Road policy page by page (see attached). Fulton will take the Board’s recommendations of changes in the proposed Class 4 Road Policy and create a draft ordinance.
- d) Waste Disposal Ordinance or Junkyard Ordinance – Fulton said the Board is considering looking at creating waste disposal or junk ordinances due to complaints from residents. Hoffman will research further with Hartford and Wallingford to see how these ordinances are enforced and come back to the Board with a recommendation at the next meeting.
- e) Internet and Telephone Use Policy – Hoffman said the only problem he sees is in the enforcement. He said it still makes sense to limit the uses to Town business on Town computers only. Dechert said the original policy was too tight and difficult to enforce. May suggested using the verbiage from Phil Dechert’s memo (see attached). Hoffman **moved** to forward Dechert’s memo to Department Heads for consideration (second May). **Motion passed.**

16) Planning

- a) Request from Planning Commission re: Bradley Hill Trail – Fulton read aloud the conclusion as forwarded by McKee, Giuliani and Cleveland. May **moved** to forward the document to the Planning Commission (second Hoffman). **Motion passed.** Fulton said with regard to the second question about the reclassification – the end portion of Bradley Hill Road was reclassified to a Trail. The document will be sent to the Planning Commission stating the portion of the road is a trail. Cook, Goodrich-no. Fulton, Hoffman, May-Yes. **Motion passed.**

17) Selectboard

- a) Road Foreman Retirement /Road Foreman Job Description - Cook said the new job description has been shortened to create a working job description. Bragg will stay on until June to handle the paperwork and administrative functions. Cook will meet with Bragg when he returns from vacation to review this in further detail.
- b) Conflict Policy – Cook distributed an outline of possible conflict policy options. May **moved** to authorize Cook to draft a charge for a possible committee (second Hoffman). **Motion passed.**
- c) VLCT Proposal on Education Funding – Cook said no vote was taken at the Town Fair because not enough information was provided to make a decision. A vote will be taken the last Thursday of November on this issue. Hoffman has more information to provide to members on this issue as he received a 7-page fax on this today. The Board asked the Secretary to provide the VLCT information to the past committee which was working on the ACT 60 situation and ask for input.

- d) Affordable Housing-Discussions with Hanover – Hoffman said that Moses was invited to act as a representative for Norwich on Affordable Housing Discussions. Moses explained she had declined the invitation because Norwich still does not have enough participation to create a committee. Dechert said that a seminar is to be held at the end of the month in West Lebanon to address this issue. Hoffman asked Moses to contact the people who have expressed interest and ask them to attend the meeting.

May moved to adjourn at 10:10pm (second Cook). Motion passed.

Next Regular Meeting – October 23, 2001 at 6:30 PM

Approved by the Selectboard on October 23, 2001

By, Kristina Moses
Selectboard Secretary

Douglas W. Hoffman
Clerk, Norwich Selectboard