

**TOWN OF NORWICH**  
**P.O. Box 376**  
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**TEL. (802) 649-0127**

**Minutes of the Selectboard Meeting of Tuesday, April 23, 2002**

Members Present: Liz Blum; Linda Cook; Neil Fulton; Douglas Hoffman, Chair; Nancy Hoggson; Secretary Tina Moses.

Also Participating: Alan Berolzheimer, Roger Berry, Ed and Joyce Childs, Phil Dechert, Andy Hodgdon, Dennis Kaufman, Cheryl Lindberg, Jeff Mathias, Alison May, Stuart Richards, Chief Soares. There were approximately 15 members in the audience at this meeting.

Hoffman opened the meeting at 6:40pm.

- 1) Approval of Agenda – Fulton **moved** to approve with changes (second Blum). **Motion passed.**
- 2) Public Comments – Blum reminded the audience that the Town Clerk has now started a program of turning in mercury thermometers in exchange for digital.
- 3) Minutes of Selectboard Meetings
  - a) March 12, 2002 – Blum **moved** to approve the minutes as revised by tape review (second Hoggson). **Motion passed.**
  - b) April 9, 2002 – Cook **moved** to approve with changes (second Hoggson). **Motion to postpone pending review of changes recommended by Hoggson.**
- 4) Finance
  - a) Purchase Orders
    - i) Cook **moved** to approve PO# 714062 to Dan Clay for plowing and sanding in the amount of \$4,395.50 (second Hoggson). **Motion passed.**
  - b) Disbursements – Hoggson **moved** to approve Accounts Payable Warrant #182 for the General Fund in the amount of \$68,173.59 and Accounts Payable Warrant #38 for the Capital Fund in the amount of \$33.60 (second Blum). **Motion passed.**
  - c) Bulk oil purchase – Lindberg said that the City of Lebanon asked if Norwich wanted to be included in the bulk purchase again this year. She saw no reason for the Town not to continue so she told Lebanon we would participate again this year. Irving Oil has presented the lowest price which is .8978 per gallon. Fulton **moved** to authorize the chair to sign whatever document is necessary to secure #2 fuel oil from Irving Oil (second Hoggson). **Motion passed.**
- 5) Roads
  - a) Conservation of the Childs Property – Hoffman asked Childs to review their plan. Childs explained that he and his wife are doing some estate planning, and he presented a map of the property for Selectboard review. He said they laid out a subdivision which sets out an 18-acre lot, which would be separate from the original 68-acre parcel. The goal of this is to permanently protect the piece of land which is closest to the Gile Mountain Trail. The Childs have met with the Upper Valley Land Trust to review all the available options. He said their proposal is to get permission from the Selectboard to move forward with an agreement between the Childs and the Town which states that when they were ready to proceed with the Conservation Easement, the Town would agree to the easement on the roadbed on the small 7-acre parcel. The Childs would be willing to end the easement before the trailhead to the Gile Mountain Trail the trail would not be disturbed. Fulton said this is an excellent idea as it would conserve 5-6 miles of property for Town use, and he hopes something can be worked out. May asked who would be managing the land when the land trust takes over. Childs said once the conservation easement is written with the UVLT, they

will then work on developing a management plan. Richards asked if the Selectboard should make a site visit to the property to see what is proposed. Hoffman said that will likely happen. Fulton **moved** to give conceptual approval to the process as described in the memo dated March 29, 2002 recognizing that details still need to be worked out (second Hoggson). **Motion passed.**

b) Road Signage

i) Road name signs – Berry said that he and Hodgdon have been working on the road sign project together. They took the town map and reviewed the signs on the most traveled roads. He said they plotted all road signs and made note of all signs. He said this project will be a four phase project with phase one being those signs which need to be replaced immediately or are missing. He said he also did an unofficial speed survey on Academy Road and found the average speed (for 79 cars) at 38 mph. He suggested dropping the speed at the town line to 25mph which is the current speed on the Thetford side. He said they hope to have a master map in place when the phases are complete which can be used if necessary in court. Hodgdon said most of the signs are not in compliance with the new regulations due to reflectivity issues. Fulton said the Town might not want to do a speed study there, as it appears the speed would need to be increased not decreased. He said a lot of the signs in Town have been grand fathered and therefore may not need to be replaced for some time. Hoffman said since the money for this project is in the budget, it does not need board approval. Fulton suggested they make sure that all the signs have a valid ordinance behind them so that they will stand up in court.

ii) Road name signs – Hodgdon reviewed his memo to the Board regarding sizes of road name signs. He is proposing we leave all of downtown with 4-inch letters on 6-inch signs. Fulton said our Highway Department has done an excellent job in getting signs put up for the emergency (911) system. He said the Uniform Manual on Traffic Control gives an exception for low volume roads. He said if we enter into a program of resigning we should take Hodgdon's advice to use the large signs on the large volume, paved roads. Cook said at night during 911 calls the larger signs would be very beneficial. Mathias said he believes the 4-inch signs are more than adequate and hopes the board will consider aesthetics when making a decision. Kaufman said the larger the sign the easier it is for some drivers during bad weather. Hoffman asked if there was money in the budget to cover this project. Hodgdon said this is planned for future budgets. Fulton **moved** to receive (second Cook). **Motion passed.** Fulton said it would be worth a call to Vtrans to see if there were any grants available to help with the costs of this.

c) Heavy Equipment Operator – Hodgdon said that they have only received one applicant to the advertisement for a Heavy Equipment Operator. Hoffman said it appears that Mr. Paige's physician was unclear about the demands on our job description of Heavy Equipment Operator. He said the Functional Capacity Evaluation was done based on a heavy capacity job not the medium capacity workload which is outlined in our job description. Fulton said that he believes our Heavy Equipment Operator also acts as a laborer and is required to lift at least 100 lbs on a regular basis and therefore it is a heavy capacity job. He believes the practitioner may have been confused from reading the Road Foreman job description as it was created with the idea of a Town Manager behind it and only reflects a limit of 50lbs. Blum said that most cumulative or job injuries occur because of repetitive activity. She believes all employees should be trained in body mechanics. Fulton **moved** to receive and authorize the job description be forwarded to Beasley's office and request that Dr. Beasley advise what we would need to do to accommodate Mr. Paige's return to work (second

Hoggson). **Motion passed.**

- d) Local Roads Grant – Fulton **moved** to approve the Vermont Local Roads Grant as outlined by the Road Foreman (second Hoggson). Hodgdon said this grant is for a portion of Happy Hill Road near the Cossingham residence where a culvert continually overflows. **Motion passed.**
- e) 5-10 Year Highway Plan – Fulton **moved** to receive the report and compliment the Road Foreman on a job well done and refer it to the Town Manager (second Cook). Fulton complimented Hodgdon on a job very well done. Hodgdon reviewed the plan for the Board. **Motion passed.**
- f) Excess Weight Permits – Cook **moved** to approve the below listed companies for Excess Weight Permits and authorize the Chair to sign (second Hoggson). Richards asked if the committee was ever established to work on impact fees. Hoffman said we have advertised and not received any applicants, but are continually looking for interested residents. **Motion passed.**

Timothy Cadwell	Mike's Trucking & Excavation	Wragg Bros of VT
Malcolm Godfrey	Sailer Construction	
- g) Letter from Peter White for work on Newton Lane – Fulton **moved** to approve the request of spring maintenance on Newton Lane as long as the work is done in conjunction with the Road Foreman and the elevation and width not be changed (second Hoggson). **Motion passed.**
- 6) Elizabeth Mine
  - a) Impact Fees – Cook is looking into the statutory regulations regarding impact fees and will have additional information at a future date. Soares said our officers can enforce the truck laws and he said we have interested staff. He said there are pros and cons to having our own scales. He said that our officers could require a truck be taken to the nearest scales if necessary. He has not had the time to review the statutes which he downloaded but is prepared to come back to the Board in the future with a report.
- 7) Norwich Energy Committee
  - a) Review of Bylaws – Berolzheimer reviewed the proposed bylaws with the Board. He explained they were taken from the Norwich Conservation Commission bylaws. Please clarify this – I don't remember what this was in reference too. He then reviewed the bylaws in detail with the Board. He will revise and bring back to the next board meeting. Hoggson questioned why a Town Committee needed bylaws. This had been a recommendation to newly formed NEC by the last Selectboard.
- 8) Town Clerk
  - a) Attendance at seminar – Fulton **moved** to approve the Town Clerk's request to attend an upcoming seminar (second Hoggson). **Motion passed.**
- 9) Planning
  - a) Review of Private Highway Specifications – Dechert said the Planning Commission has made additional revisions to the Private Highway Specifications and that is what is before the Board tonight. His intention was ask the Board to receive this document and then decide how to proceed. Fulton **moved** to receive and put on the agenda for 5/28/02 (second Hoggson). **Motion passed.** Richards referred to the memo received from the Fire Chief in January. Fulton said that the Chief was now uncomfortable with January information and had recently revised his recommendations verbally to Dechert. There is nothing in writing. .
- 10) Norwich Women's Club
  - a) Grant for Pool Reserve Fund – Hoggson said May 1<sup>st</sup> is the deadline for receipt of request for a grant for the Pool Reserve Fund if the Board wants to apply. Fulton **moved** to authorize Hoggson to write a grant for the Pool Reserve Fund with the Women's Club (second Blum).

**Motion passed.**

- b) Status of temperance fountain project – Hoggson asked what the status of the temperance fountain project was. Cook said the Twin State Monument Company will be installing a new bowl for the fountain, and she is waiting for the estimate to forward to NWC for payment. The Town of Hanover is helping to work on fixing the water supply for the fountain itself. She said the Women’s Club will have a bill for the large portion of the project by May 1<sup>st</sup>.
- 11) Op-Ed Valley News results of Norwich vote on Dresden School Project – Fulton said he and Blum are working on revisions to this article as they are both unhappy with it. He asked that all Board members forward additional comments or changes to him for inclusion.
- 12) Boards and Commissions
- a) New application form – Hoggson reviewed her proposed changes to the current Board and Commission application form. The Board agreed to accept the changes as presented, and Hoggson will incorporate the suggested changes and forward to Moses.
- 13) Appointments
- a) Agent to Prosecute – Cook **moved** to reappoint Frank Olmstead as the Agent to Prosecute and Defend (second Hoggson). **Motion passed.**
  - b) Senior Action Council – Hoggson **moved** to reappoint those members to the Senior Action Council as necessary and to reestablish terms for clarity next year (second Blum). **Motion passed.**
- 14) Correspondence
- a) Letter from Ken Greenbaum – Hoggson said she was very upset by this letter as it sends the idea that Dresden has completely dropped any plans of having a school in Norwich even though Norwich has clearly stated its feelings. Fulton said he agrees with this and Blum suggested adding a line to the Op-Ed piece expressing our feelings of anger at not being listened to.
- 15) Selectboard
- a) Sylvia Fraser Appreciation Letter – Hoggson said she has prepared a letter of appreciation for Sylvia for her years of service to the library. Hoggson **moved** to authorize the signing and sending of the letter (second Blum). **Motion passed.**
  - b) Town Manager Search
    - i) Assessment Center – Hoffman said we have a proposal from Jacques and an e-mail from VLCT re; Gallagher and Flynn about setting up an assessment center. Hoggson said she continues to question Jacques skills in this area. She also stated that if the Assessment Centers are such an integral part of hiring municipal employees, then why is it so difficult to find other companies to do this. She questioned whether or not an assessment center process is even needed. Blum said she is not impressed with what she has seen on paper regarding Jacques and feels that Norwich should be able to do its own assessment center. Hoffman agreed that the Jacques Personnel assessment center for the Police Chief was not handled the way he would have liked. He would suggest that we have Assessment Center but utilize a panel of residents instead of people from outside of town. This way Norwich will get a Town Manager who will satisfy our residents and not the officials of other towns. Fulton said the citizen input is an important part of the process. He said however the Assessment Center really works when you have evaluators who know how the actual position works, which is the reason for going with a firm like Jacques instead of doing it ourselves. He said we don’t want to find ourselves in the position where we have hired the wrong person for the position. Fulton **moved** to authorize the Chair to enter into agreement with Jacques on a proposal of an Assessment Center for the hiring of a Town Manager. **Motion died for lack of second.** Fulton **moved** to enter into an

agreement with Gallagher and Flynn regarding a proposal for an Assessment Center based on their e-mail to the Selectboard. **Motion died for lack of second.** Hoggson said we have hired VLCT for their expertise and we should listen to them and move forward with a group of citizens and do our own Assessment Center. She said she believes we should include people who worked on the Town Administrations Committee. Cook **moved** to advertise for a committee of Norwich residents to participate in the Town Manager screening process (second Blum). **Motion passed.** The deadline for applications to this committee will be May 3<sup>rd</sup>. Tuesday, May 7<sup>th</sup> is set for interviews of Town Manager candidates. Thursday, May 9<sup>th</sup> from 3-6pm is set for interviews of the resident candidates.

ii) Ethics / Conflict of Interest Policy – postponed to next meeting

iii) Act 60 data – postponed to next meeting

(1) Town-wide survey

15) Future Agenda Items – None noted at this time

Cook **moved** to adjourn at 10:40pm (second Blum). **Motion passed.**

**Next Regular Meeting – May 14, 2002 at 6:30 PM**

Approved by the Selectboard on May 14, 2002.

By, Kristina Moses  
Selectboard Secretary

Douglas Hoffman  
Chair