

TOWN OF NORWICH
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Minutes of the Selectboard Meeting of Tuesday, December 9, 2003 at 6:30 PM

Members Present: Liz Blum, Chair; Jack Candon; Linda Cook; Nancy Hoggson; Suzanne Stofflet; Dennis Pavlicek, Town Manager; Tina Moses, Secretary

Also Participating: Brooke Adler, Tara Bamford, Terry Boone, Nancy Dean, Neil Fulton, Lucy Gibson, Dennis Kaufman, Jeff Mathias, Alison May, Sarah Reeves, Henry Scheier, Chief Soares
There were approximately 30 members in the audience at this meeting

Blum opened the meeting at 6:30pm.

- 1) Approval of Agenda – Hoggson **moved** to approve the agenda with changes (second Stofflet). **Motion passed.**
- 2) Public Comments - none
- 3) Town Manager's Report – Pavlicek read his report aloud for the group.
- 4) Finance
 - a) Legal Bills - None
 - b) Orders on the General Fund – Hoggson **moved** to approve the Accounts Payable Warrant #04-17 in the amount of \$51,458.53 and the Payroll Warrant for the period ending 12/6/03 in the amount of \$35,002.42 with corresponding taxes in the amount of \$11,609.77 (second Stofflet). **Motion passed.**
 - c) Reserve Fund / Capital Budgeting (Linda Cook) – Cook said she thinks a policy or procedure should be set up for designating where funds should go as stated in the VLCT handbook. She asked if funds are restricted to be used for only what they are designated for and can they be carried over from year to year. Fulton said he met with the auditors some time ago on this because there was confusion on the issue. He said their advice was that they be called designated funds and be carried over from year to year but needed to be used for the expenditure for which they are designated. Pavlicek said the long-term plan needs to be updated and he will be discussing this with department heads in the near future. He will make sure the line items in the budget are understandable to residents and remain somewhat uniform. Cook said she would like it to be further firmed up so that funds are always used for what they are designated.
- 5) Discussion regarding new non-profit groups requesting town funds – Are they going to have to petition an article? Pavlicek said a discussion took place during a finance committee meeting about whether or not non-profits who have never requested an allocation before would need to petition an article before any funds could be placed on the budget by the Selectboard. Hoggson said some changes have already been made this year requiring that non-profits complete a new form. She feels it is a large undertaking for a non-profit to get 155 signatures. Pavlicek named the four groups asking for a “new” allocation this year. Fulton said if an organization requested more than the COLA amount or if they were asking for “new” money the past procedure has always been that they be required to petition, the reason for that being that there is a tendency in Norwich for people to vote “yes” on every article on the warning. He said this is how the Selectboard determines whether there is support in town for a particular group. May agreed with Fulton. Blum said she is of two minds on this. She doesn't think the Historical Society should need a petition. Candon **moved** that the current practice and procedure be continued stating that no requests over COLA (3%) will be added or non-profits asking for “new” money without a

- petition (second Cook). Mathias said he realizes it should be petitioned so that the residents can get a feeling of what they are voting on. Hoggson said she still has some concerns about the process itself. She wondered if the board should set a limit dollar wise on how much should be spent total for all non-profits. **Motion passed.** (4-0-1). Stofflet- recused.
- 6) Norwich Parking Ordinance (Linda Cook) – Chief Soares explained the reason why the parking ordinance is necessary. Fulton said the Fire Department and the Norwich Business Council should have a chance to give input on this. Pavlicek will forward to the above two groups and will bring a recommendation back to the board. Candon also asked that the Town Manager determine the operating costs and expenditures involved in adopting this ordinance and advise the board.
 - 7) Public Hearing with Commissioner Hall or his designee (7:30PM) – Cook **moved** to adjourn the Selectboard meeting and convene the public hearing and subsequently reconvene the Selectboard meeting (second Stofflet). **Motion passed.** Hall said he was here to review the report prepared by Yellowwood Associates and take comments on the report itself. Many comments were provided by residents of Norwich on the report. For full details, please refer to the tape of the meeting.
 - 8) Correspondence
 - a) Letter from Margaret Cheney McNally regarding Affordable Housing on Route 5 – Cook **moved** to accept (second Candon). **Motion passed.**
 - b) Peg Elmer letter – Hoggson said there will be a meeting on December 19th at 3:30 in Montpelier about the RPC issue. Stofflet said she was willing to attend on behalf of the Selectboard as the committee member. Hoggson **moved** to accept the e-mail (second Cook). **Motion passed.** Cook asked what the purpose of the meeting is. Stofflet said she is unsure. Candon said he is concerned that the e-mail asks for a representative to give the view of Norwich on the report. Discussion was held relative to the need to have representation at this meeting. Stofflet will attend and anyone else is invited to attend if they so desire with the understanding that the meeting was not to include substantive decisions being made.
 - 9) Selectboard
 - a) Minutes of Selectboard Meeting
 - i) November 25, 2003 – Candon **moved** to adopt as presented (second Hoggson). **Motion passed.**
 - b) Schedule of future meetings in December and January – Blum and Hoggson said they would like to cancel the meeting on the 23rd but meet on the 13th and 20th of January. Candon would like to meet on the 23rd, 13th and 20th. Hoggson **moved** to have budget hearings on the 6th and 20th of January, with a regular meeting on the 13th and the elimination of the 23rd of December and 27th of January meetings (second Stofflet). **Motion passed.**
 - 10) Candon **moved** to adjourn at 9:19pm (second Cook). **Motion passed.**

Next Regular Meeting – January 6, 2004 (budget hearing). Next regular meeting 1/13/03.

Approved by the Selectboard on January 13, 2004

By, Kristina Moses
Selectboard Secretary

Liz Blum
Selectboard Chair