

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

**Minutes of the Selectboard Meeting of Tuesday, April 27, 2004 at 6:30 PM**

Members Present: Liz Blum, Chair; Jack Candon; Alison May; Suzanne Stofflet; Dennis Pavlicek, Town Manager; Tina Moses, Secretary.

Also Participating: Terry Boone, Preston Bristow, Ed Childs, Virginia Close, Adele Fulton, Peter Gregory, Nancy Hoggson, Dennis Kaufman, Bonnie Munday, Stuart Richards, Chief Soares, Stephen Wheelock

Blum called the meeting to order at 6:30pm.

- 1) Approval of Agenda – May **moved** to approve with amendments (second Candon). **Motion passed.**
- 2) Public Comments – Fulton expressed her reasons why she believes Ed Childs should be reappointed to the Planning Commission. Hoggson asked some generic questions which were answered by the board and Town Manager. Blum read aloud a couple of notices of upcoming meetings.
- 3) Town Manager’s Report – Pavlicek read his report aloud for the group.
- 4) Finance
  - a) Legal Bills – Desmeules, Olmstead and Ostler in the amount \$1,714.50 for professional services related to the Childs property easement, Fire District property work and a review of the parking ordinance. McKee, Guiliani and Cleveland in the amount of \$125.00 for work related to the bond. Wells and Haugg in the amount of \$346.50 for personnel related issues.
  - b) Orders on the General Fund - May **moved** to approve Accounts Payable Warrant #4-32 in the amount of \$55,458.95 (second Stofflet). **Motion passed.** May **moved** to approve the payroll warrant for the period ending 4/28 in the amount of \$24,667.03 including payroll taxes of \$8,505.18 (second Stofflet). **Motion passed.**
  - c) Authorization for Credit Card – Blum said staff had asked her to bring up the notion of a town credit card. Pavlicek said he had concerns about having a town credit card but would go along with it if it was secure with only one or two signers. He said the idea of a debit card had been broached but that there would be fees included and therefore he was not in favor of it. Stofflet **moved** to authorize the Town Manager to apply for a credit card for the Town of Norwich (second May). **Motion passed.**
- 5) Listers – Kaufman reviewed the status of the recent pieces of Lister legislation. Blum reviewed Pavlicek’s memo regarding Lister salaries. May said she believed this had already been addressed during the budget session. Pavlicek said the Selectboard has the authority to change the rate of pay since it was not done at Town Meeting. May **moved** to increase the Listers wages to \$12.50 per hour starting July 1, 2004 (second Candon). **Motion passed.** Kaufman explained where the Listers are to date on the reappraisal process and how they intend to proceed with a continuing reappraisal.
- 6) Waiver of Right of First Refusal, Conservation Easement, Peter & Kitty Friedman to Robert & Mary Piro – Candon recused as he is the attorney involved. Bristow reviewed the background details on this easement. May **moved** that the Selectboard waive its right of first refusal for the purchase of the Core Farm property and that the Chair be authorized to sign

(second Stofflet). 3-0-1. **Motion passed.** Candon abstained. The memo with the details on this easement shall be attached to the final hard copy of these minutes.

- 7) Cat Licenses (Bonnie Munday – Chief Soares) – Munday said she would like to have the Selectboard change the current animal ordinance to reflect that we no longer need to license cats. Stofflet **moved** to remove the licensing of cats under the current animal control ordinance (second Candon). **Motion passed.**
- 8) Two Rivers-Ottaquechee Regional Planning Commission- Peter Gregory – Blum congratulated Gregory for the award he received from the NE Assoc of Regional Planners. Gregory said he met with Pavlicek a few weeks ago to go over Norwich’s needs and he is here to take questions from the board. Candon asked a list of questions which Gregory answered for him. Dechert explained how the fee for contracted services works for the planning commission. Kaufman asked Pavlicek if he could forward a memo to department heads explaining that there are some fees involved and providing them with the fee schedule. Kathleen Kanen from Two Rivers /Ottaquechee will attend the portion of the May Selectboard where the Affordable Housing will discuss its issues.
- 9) Sewer Committee request for adoption of 2007 Septic Ordinance (Stuart Richards) – Richards explained that the committee would like the board to consider adopting the 2002 specs. He gave the background behind his letter to the board. Candon suggested the Town Manager be asked to collect the information in the 2002 ordinance and bring it back to the board for review. Pavlicek suggested this be brought back to the October board meeting for further info.

10) Correspondence

- a) Fire District e-mail – Blum and May will attend the meeting on May 6<sup>th</sup> at 1:00pm.
- b) Ed Childs letter re: Zoning Administrator. May said Dechert has a reputation as a good zoning administrator in the Upper Valley and that he should be reappointed. Candon would like to support the Planning Commissions recommendation. Blum said since she just received this letter tonight she is not prepared to vote. Close and Boone both agreed that Dechert should be reappointed as Zoning Administrator. Stofflet said she too felt she had not received enough information to vote. Stofflet **moved** to postpone this vote until the special meeting to be held on Wednesday, May 5th (second Candon). Candon left the meeting at 10:05pm.

11) Selectboard

- i) Appointments; Affordable Housing, Land Management Council, Tree Warden, Grand Juror, Agent to Prosecute, Deputy Health Officer. May **moved** to appoint Phil Singer to the Affordable Housing Committee (second Stofflet). **Motion passed.** May **moved** to appoint Clay Adams (term 2006) and John Currier (term 2007) to the Watershed Land Management Council (second Stofflet). **Motion passed.** May **moved** to appoint Robert McLaughry as Grand Juror (term 2005). May **moved** to appoint Frank Olmstead as Agent to Prosecute ( term 2005) (second Stofflet). **Motion passed.** May **moved** to appoint Bonnie Munday as Deputy Health Officer (term 2007) (second Stofflet). **Motion passed.**
- ii) Regional Planning Commission Representative – Moses said this has been advertised in the Valley News but that no deadline had been set. May will post around town and a deadline of May 14<sup>th</sup> was set for receipt of applications.
- iii) Set regular Selectboard Monthly meeting schedule – May **moved** that the regularly scheduled meetings starting in May will be the 4<sup>th</sup> Wednesday of the month with the

- second Wednesday being set as an alternate additional date if needed for hearings etc. (second Stofflet). **Motion passed.**
- iv) Minutes of 3/23 and 4/12&13 – May **moved** to approve the minutes of March 23 (second Stofflet). **Motion passed.** May **moved** to approve the minutes of 3/13 & 3/14 (second Stofflet). **Motion passed.**

Blum **moved** to adjourn at 10:21pm (second Stofflet). **Motion passed.**

**Next Regular Meeting – WEDNESDAY, May 26, 2004 at 6:30 PM**

Approved by the Selectboard on May 26, 2004

By, Kristina Moses  
Selectboard Secretary

Liz Blum  
Selectboard Chair

***PLEASE NOTE THAT CATV VIDEO TAPES ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD. FOR A MORE DETAILED TRANSCRIPTION PLEASE REFER TO THE TAPE. TAPES ARE AVAILABLE ONE WEEK AFTER THE MEETING AT THE NORWICH PUBLIC LIBRARY.***