

TOWN OF NORWICH
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Minutes of the Selectboard Meeting of Wednesday, October 13, 2004 at 6:15 PM

Members Present: Liz Blum, Chair; Jack Candon; Alison May; Suzanne Stofflet; Stephen Soares, Town Manager; Tina Moses, Administrative Assistant.

Also Participating: Alan Berolzheimer, Joe Cassidy, Phil Dechert, Dennis Kaufman, Jeff Mathias, Irv Thomae.

Blum opened the meeting at 6:15pm

- 1) Approval of Agenda – May **moved** to approve with changes (second Candon). **Motion passed.**
- 2) Interview for Planning Commission Applicant – The board asked a round of questions to Dean Seibert related to his application for the Planning Commission.
- 3) Public Comments – Kaufman said the Listers in Norwich, Thetford and Strafford met and found a monument that might be the town corner marker. They are now working with Vtrans on this and hope soon to have a dollar figure for a survey of the area.
- 4) Finance
 - a) Legal Bills - None
 - b) Orders on the General Fund – Processed earlier in the week.
 - c) Discussion of pay dates – Soares explained the difficulty with the current system and a Wednesday pay date. May said she believed having three board members come in works best. The board decided the current system works well and should not be changed. The pay date and meeting date will remain as Wednesday. Roberta Robinson will print the pay schedules through December so that the board can mark their calendars appropriately.
- 5) Town Manager’s Report – Soares read his report aloud for the board.
- 6) Listers
 - a) Errors and Omissions – Kaufman explained the reason for the errors and omission presented tonight. May **moved** to approve the errors and omissions as presented by the Listers in the memo dated 10/13/04 (second Candon). **Motion passed.**
- 7) Energy Committee Update – Berolzheimer gave a brief update on the activities of the Energy Committee over the last six months. The board had a lengthy discussion of the use of biodiesel fuels, which are now being tested in the highway equipment and possibly a school bus, as well as other forms of renewable energy.
- 8) Waterman Hill Road – Cassidy request for extension of the Class 3 portion – Cassidy explained that he would like to extend the Class 3 portion of Waterman Hill Road near his house by 1800 ft. He will bring the road up to state code. Soares said that the Planning Coordinator and Highway Administrator support the improvement, but the Planning Coordinator pointed out the need to follow the statute regarding the process. Candon asked if the abutters were aware of the plan. Cassidy said he has checked with most abutters but will check with all. Blum said she feels it is quite serious to change from a Class 4 to a Class 3. She would like a site visit before she can vote for it. Ptashnik said he would like to be sure that all abutters are on board with the plan and also wants to be sure we are not setting a

precedent. Ptashnik **moved** that the board inquire with Frank Olmstead as to what a decision by the board would effect future decisions and if there is no major liability, how should the motion be framed (second Stofflet). Substitute motion - May **moved** to approve the request of Joe and Emily Cassidy to improve 1807ft of the existing Class 4 road portion of Waterman hill to Class 3 paid for by the residents and in compliance with any regulations the Highway Administrator deems necessary regarding this, contingent upon the Town Manager determining that no other public hearings are necessary (second Candon). Dechert reminded that public hearing notice is required when changing the classification of a road. Candon said that he believed the motion was made in support of the issue and that this would begin the process. He said the statute related to upgrade of a road states a process and it must be followed. Ptashnik said he is not going to vote for this as he is unwilling to until he is sure that all the residents are aware. Both motions were withdrawn and the board will take up this issue again at the next board meeting on 10/27. Two River Ottaquechee Regional Planning Commission update – Nancy Hoggson - postponed

- 9) Formation of a committee to create a process for review and acceptance of annual Town appropriation requests – Blum said she put this on the agenda because several residents came to her with concerns about inconsistencies in the current process. She said she would be delighted to have the Finance Committee take over this project. Thomae said the Finance Committee feels it is within their responsibilities and they should create the process and recommend a policy. They see their job as examining the balance between public finance and resident needs. The Finance Committee will bring a recommendation to the board in the spring of 05' as per the proposed charge. Stofflet strongly urged the Finance Committee to actively pursue input and assistance from citizens.
- 10) Legislative Priorities – update with Liz Blum – Blum updated the group on the events at Town Fair. She said there was a proposal from VLCT to put a high priority for lobbying for a single payer health care plan. She said the motion was replaced by an alternate requesting a survey be done. She said at least this put VLCT on record with this issue.
- 11) Correspondence
 - a) SEVCA letter of thanks – May **moved** to receive (second Ptashnik). **Motion passed.**
 - b) Conservation Commission upcoming events – May **moved** to receive (second Ptashnik). **Motion passed.**
 - c) Buck Carlton letter re: Beaver Meadow Road. May **moved** to receive (second Ptashnik). **Motion passed.**
- 12) Selectboard
 - a) Appointments to Planning Commission – Blum thanked all five candidates for interviewing. The board chose McRee, Loomis and Seibert as new members. Loomis and Seibert were appointed to terms ending in 2005 and McRee for 2006.
 - b) Minutes of Selectboard Meeting
 - i) August 25, 2004 – May **moved** to approve (second Candon). **Motion passed.**
 - ii) September 22, 2004 – May **moved** to approve with changes (second Candon). **Motion passed.**
 - iii) September 29, 2004 – May **moved** to approve with changes (second Stofflet). **Motion passed.**
 - c) Executive Session for personnel – May **moved** to enter Executive Session for the purpose of contract discussion and invite the Acting Town Manager to join (second Candon). **Motion passed.** May **moved** to enter back into public session (second Ptashnik). **Motion**

passed.

- d) Town Manager contract – May **moved** to approve a three-year contract with Stephen J. Soares effective 10/1/04 to be Town Manager of Norwich, VT at a starting salary of \$65,000 (second Candon). **Motion passed.** Candon **moved** to utilize the accumulated Town Manager budgeted funds to expend \$10,000 from FY 2005 Town Manager appropriated budget to recognize and compensate the Town Manager for benefits accumulated during his good service as Police Chief (second May). **Motion passed.**
- e) May **moved** to adjourn at 8:36pm (second Candon). **Motion passed**

Next Regular Meeting – October 27, 2004 at 6:30 PM

Approved by the Selectboard on October 27, 2004

By, Kristina Moses
Selectboard Secretary

Liz Blum
Selectboard Chair

PLEASE NOTE THAT THIS WAS NOT TAPED BY CATV AS IS USUAL PRACTICE FOR REGULARLY SCHEDULED MEETINGS.