

TOWN OF NORWICH
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Minutes of the Selectboard Meeting of Wednesday, December 8, 2004 at 6:30pm

Members present: Liz Blum, Chair; Jack Candon; Alison May; Ben Ptashnik; Suzanne Stofflet; Stephen Soares, Town Manager.

Also participating: Gerard Chapdelaine, Van Chesnut, Sharon Racusin, Police Chief Doug Robinson, Henry Scheier, Warren Thayer, Cheryl Lindberg, David Sargent, Jane Sargent, Nelson Kasfir, Terry Boone, George Clark

Blum opened the meeting at 6:30pm.

1) Approval of the agenda. Stofflet **moved** to approve as amended, (second Ptashnik.) **Motion passed.**

13a) Appointment of Selectboard member as Clerk to take minutes of meetings. Stofflet **moved** (second Candon) to appoint Alison May as Clerk. **Motion passed.**

2) Public comments. Blum noted that Peter and Keenie Richardson left Norwich today and that Peter had been a valuable asset to the Fire Department and the Conservation Commission, and Keenie had been a valuable member of the Selectboard. May **moved** (second Candon) that the Chair write a letter to the Richardsons, thanking them on behalf of the Selectboard and the Town for their many years of service. **Motion passed.**

Blum noted three upcoming meetings.

Stofflet reported that the Valley News was asking for our Christmas wishes. The Board agreed that we all wish Jeff Goodrich and his fellow soldiers a safe tour of duty and a speedy return home.

3) Town Manager's report. Soares reported that three applications have been received so far for the position of Administrative Assistant. The ads will run until December 12, December 20 is the deadline for applications. Nine applications have been received so far for the position of Police Sergeant. Soares will be the Town's representative to The Greater Upper Valley Waste Management District. Ames Byrd wants to do an energy survey of the Town's municipal buildings with assistance from Vermont Efficiency.

Soares noted that he's met with the Finance Committee, Two Rivers Ottaquechee and attended the most recent meeting of the Development Review Board (DRB.) The bid for the replacement of the failed furnace at the Highway Garage was just under \$16,000, which was \$3,000 less than anticipated. He has appointed Dennis Kaufman and Brian Livingston to the Dresden Athletic Fields Committee. He has appointed Henry Scheier, Karen Kayen and Roberta Robinson to the GASB 34 committee. May **moved** (second Stofflet) that Steve Soares be appointed to represent the interests of the Town regarding Simpson's proposed development on south Main Street. **Motion passed.**

4) Finance. Payroll and payables warrants were signed yesterday in the Finance Office

5) Lister's

a) Errors and Omissions. Stofflet **moved** (second Candon) to approve the errors & omissions as presented by the Lister's dated December 8, 2004, regarding Parcels 09-010.200 and 10-147.000. **Motion passed.**

6) Upper Valley Land Trust request for signature of Norwich Nature Area monitoring report. The Town Manager will sign.

7) Public Hearing to consider reclassification of a portion of Waterman Hill Road from Class 4 to Class 3 pursuant to 19 VSA §708 - 7pm. The Board noted that a procedural error had occurred, as the Planning Commission had not been notified by certified mail, as required by law. Candon **moved** (second Ptashnik) to table. **Motion passed.** Candon **moved** (second Stofflet) to initiate reclassification of a portion of Waterman Hill Road from Class 4 to Class 3 pursuant to 19 VSA §708; to properly notify all persons or entities as required by Statutes; to set a site visit at 9:30am, Saturday, January 8, 2005 and a public hearing at 7pm on Wednesday, January 12, 2005. **Motion passed.**

8) Advance Transit - postponed until later in meeting

9) Transportation Committee update with Lucy Gibson. Gibson was not present; later in the meeting the Board agreed that it would be satisfied with a written presentation from Gibson.

10) Discussion of draft junkyard ordinance with Chief Robinson. Robinson has researched this matter. Hartford uses essentially the same ordinance, it has held up in court. The Board raised various questions, which the Chief answered or will respond to later. David Sargent feels this is a great start. The Town Manager recommends Town counsel review the ordinance.

13b) Approval of the Minutes of the 11/10/04 meeting. Candon **moved** (second Stofflet) that the Board approve the minutes as corrected. **Motion passed.**

11) First draft budget review. Soares gave an overview, and noted that he has met with departments, the Finance department, and the Finance Committee. The Board broke off from this item at this point in order to meet with Van Chesnut, Advance Transit.

8) Advance Transit. Van Chesnut and Sharon Racusin, Norwich appointed representative to Advance Transit presented an overview of the expenses and revenues of Advance Transit. Board members asked questions, which were answered. Since Advance Transit is asking for \$7,311 vs \$4,891 last year, they are acquiring signatures for the required petition. The Board then returned to the budget discussion.

11) *Continued.* Soares led the Board through the draft budget, and Board members raised questions, which will be considered by him. The Board requested results of the current budget as of December 31, 2004. May requested that there be, at some point in the budget discussions, an executive session regarding salaries. She requested that grant expenses be shown in the expenditure report. The Board asked for long-term projections for capital expenditures. Blum asked where the revenues were for ambulance services, and that Soares get quotes from Hartford and Upper Valley Ambulance. Soares indicated the Board may want to revisit the COLA, which is presently proposed at 3%. The Board and Henry Scheier suggested that the Manager present, for inclusion in the Town Report, an explanation of the major increases. Concerns were raised by the Board regarding the percentage increase in the proposed budget. It was noted that the Town is constrained because of the school budgets. The Board set an extra meeting, for budget purposes only, for January 5, 2005 at 6:30pm. The first public hearing on the proposed budget was set for January 12, 2005, and the final hearing for January 26, 2005.

The Board asked the Town Manager to set up a meeting with the Norwich School Board to discuss budget issues.

12) Correspondence.

- a) Twin Pines Housing Trust - Source protection plan. Candon **moved** (second Ptashnik) to receive. **Motion passed.**
- b) VLCT board sets FY 06 dues. Candon **moved** (second Ptashnik) to receive. **Motion passed.**
- c) Adele Fulton. May **moved** (second Candon) to receive, and to discuss December 22. **Motion passed.**

Ptashnik **moved** (second Candon) to adjourn. **Motion passed.** Meeting adjourned at 9:15pm.

Next regular meeting - December 22, 2004 at 6:30pm.

Approved by the Selectboard on _____

By Alison May

Selectboard Clerk

Liz Blum

Selectboard Chair