

Minutes of the Selectboard Meeting of Wednesday, March 23, 2005 at 5:30 PM

Members present: Alison May, Chair; Jack Candon; Ben Ptashnik; Ed Childs; Gerard Chapdelaine; Stephen Soares, Town Manager; Nancy Kramer, Administrative Assistant

Also participating: Terry Boone, Ernie Ciccotelli, Phil Dechert, John Faye, Adele Fulton, Ralph Hybels, Dennis Kaufman, Craig Layne, Cheryl Lindberg, Jeff Mathias, Fred Moody, Jaye Pershing Johnson, Roberta Robinson, Henry Scheier. There were about 13 people in the audience.

May opened the meeting at 5:32 pm.

1. Approval of the agenda. Candon **moved** to approve (2nd Ptashnik). **Motion passed.**
2. Interviews 5:35 pm (Action Item). One applicant, Craig Layne, was interviewed for the Conservation Commission. Four applicants (Ernie Ciccotelli, Adele Fulton, Jaye Pershing Johnson and Ralph Hybels) were interviewed for the three open Planning Commission seats. Also, one applicant, Ralph Hybels was interviewed as an alternate TRORC Representative.
3. Public Comments (Discussion). Scheier inquired whether the Selectboard thought it a good idea to have a public forum on the tax rate and how it is set. After a brief discussion, May suggested the Finance Committee should go forward with setting up this discussion.
4. Appointments (Action Item). After dropping The Emergency Management Coordinator, which is a Town Manager appointment, and adding Mary Ann Hankel, at her request, as an Affordable Housing Committee applicant; Ptashnik **moved** (2nd Chapdelaine) to pass a single Ballot for uncontested seats. **Motion passed. Appointments made were Mary Ann Hankel to the Affordable Housing Committee with no set term; Frank Olmstead as the Agent to Prosecute for a 1-year term ending March, 2006; Martha Drake and Paula Harris as Bugbee Senior Center Representatives with no set terms; Douglas Kennedy and John Trautlein to the Recreation Council for 3-year terms ending March, 2008; Linda Cook as Town Service Officer for a 1-year term ending March, 2006; and Jake Blum as Tree Warden to serve until a successor is named.**

On the Ballot for contested seats, the Selectboard voted unanimously to appoint Ralph Hybels and Jaye Pershing Johnson to the Planning Commission for 4-year terms, beginning May 1, 2005. The Board also unanimously appointed Adele Fulton to the Planning Commission, beginning June 1, to fill the balance of Jack Harned's term, expiring April 30, 2008. The Board also voted unanimously to appoint Nancy Hoggson as the TRORC **voting** Representative and Ralph Hybels as the Alternate, **both for 1-year terms**. The Selectboard voted to appoint Frank Olmstead, Craig Layne and Liz Blum to the Conservation Commission **for 4-year terms**.

5. Town Manager's Report (Discussion). Soares announced that the Town has received notice of Simpson Development Corp.'s **intention** to appeal the decision by the DRB denying their application. On March 17th, Soares had his first Staff Meeting since being appointed Town Manager. Some of the topics of discussion were healthcare, direct deposit banking, employee incentive pay and development of a staff lunch/break area. Soares

indicated that it has been determined that no land easements will be required to correct the “hairpin turn” at Hawk Pine road. Soares has put together a Steering Committee for the Corridor Enhancement Project. Their first meeting will be March 25th at 10:30 am. A meeting has also been set on March 25th at 8:30 am for interested parties to look at the Agway property in relation to possible future uses. It was determined that this meeting should be warned. A Health Advisory Committee will be set up soon.

6. Finance – Board to Sign Accounts Payable/Warrants (Action Item). May briefly discussed the process of approval. Ptashnik asked Robinson if a column could be added to the Expenditure Report to indicate by department what percentage for the year **is remaining**. Soares indicated the Board would shortly be receiving a report from the Highway Department Administrator indicating what steps were being taken due to budget overages. Candon **moved** (2nd Childs) to approve the Check Warrant Report # 05-35 in the amount of \$158,446.35 for unpaid invoices from 03/03/2005 to 03/23/2005. **Motion passed.**

7. Listers. Kaufman once again reminded people that the Declaration of Vermont Homestead needs to be filed with the Vermont Department of Taxes by April 15th and needs to be done every year.

8. Meet with **Greater Upper Valley Solid Waste District** (GUVSWD) Representative at 7:30 pm (Appointment). GUVSWD’s Executive Director (Fred Moody) and the Program Director (John Fay) were in attendance. Moody stated GUVSWD’s commitment to help communities deal with solid waste disposal issues. Moody also discussed the status of the North Hartland landfill and what may be happening over the next year on that front. Moody indicated that, while we are now enjoying the services of the Lebanon Landfill, the Lebanon Landfill might be at full capacity in ten to twelve years. The Act 250 permit on the Hartland landfill permit runs out in July of 2007, at which time, “substantial progress needs to be demonstrated on the landfill”, key components of which are a new access road and a bridge across the interstate. Discussion ensued about costs, tipping fees and who pays for what during this process. Faye discussed GUVSWD’s special events and technical assistance, including but not limited to the development of a contract with North East Waste and Household Hazardous Waste events.

9. Highway Department (Safety Policy Mission Statement) (Action Item). The Selectboard authorized the Town Manager to sign this policy.

10. Selectboard to Approve/Adopt Town of Norwich, Vermont Capital Assets Accounting Policy. Robinson stated that the approval of this policy is the first step to start the process of compliance with Governmental Accounting Standards Board Statement No. 34 (GASB 34). Scheier indicated that the policy is based in part of what other communities are doing. Candon wishes to have clarification on the language used in the document. He and Robinson will meet to go over these issues. The policy will come back to the Selectboard after revisions. Scheier reminded the Selectboard that the Town would not have a clean opinion until a system is implemented for the management of the Town’s capital and infrastructure assets in compliance with GASB 34.

11. Correspondence

- a) Jack Harned Letter of Resignation from the Planning Commission. At the request of the Public present, Soares read the letter.

- b) TRORC February 23, 2005 Minutes. Candon noted that with only five Towns represented a quorum was not available to conduct business. Candon would like to know exactly what represents a quorum according to the bylaws.
- c) Copy of Letter to Attorney Olmstead Re: Milton Frye Nature Area. May reported that the property is under contract and the new owner will leave things as is.
- d) Letter from Chair to David T. Johnson (Action Item). May gave the background of why the letter is being sent.

- e) Letter from Jay Whitehair. May has put off discussion of this letter until the April 13th Selectboard meeting where pursuant to Title 1 VSA § 313 (a) (3) the Board will go into executive session for the purpose of discussion of personnel matters.

Ptashnik **moved** (2nd Childs) to receive all correspondence. **Motion passed.**

12. Selectboard

- a) Thank you letters
- b) Approval of the Minutes, with amendments, of the 3/9/05 meeting (Action Item). Childs **moved** (2nd Candon) to approve. **Motion passed.**

Candon **moved** (2nd Chapdelaine) to adjourn. **Motion passed.** Meeting adjourned at 7:55 pm.

Approved by the Selectboard on April 13, 2005.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – April 13, 2005 at 6:30 pm

Pending Items:

- 1) Selectboard/Town Manager Goal Setting (April 27)
- 2) Final report of the Sewer Committee
- 3) Ordinance Regulating Solid Waste “Junkyard Ordinance” (**April 13**)
- 4) Tracy Hall Rental Policy (Revised) (April 13)
- 5) Sewage Ordinance (April 13)

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