

Minutes of the Selectboard Meeting of Wednesday, August 24, 2005 at 6:00 PM

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

There were about 10 people in the audience.

Also participating: Virginia Close, Wesley and Yvonne Cook, Dennis Kaufman, Cheryl Lindberg, Brian Livingston, Jeff Mathias, Lynn McGrew, Stuart Richards, Chief Doug Robinson, Henry Scheier, Dean Seibert, Robert White

May opened the meeting at 6:05 pm.

1. Litigation (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1) and (3), Childs **moved** (2nd Chapdelaine) to move into Executive Session for the purpose of discussing litigation and personnel issues and to invite Steve Soares and Frank Olmstead to join the session. **Motion passed**. Candon recused himself from this session. No action was taken.

At 6:35 pm the Selectboard moved into public session.

2. Approval of Agenda (Action Item). Childs **moved** to approve with one additional item (2nd Chapdelaine). **Motion passed**.

3. Public Comments (Discussion). None.

4. Town Manager's Report (Discussion). Soares announced that Robert Brittner has resigned from the Police Department as of August 5th taking early retirement. Nicole Griffin will be leaving the Finance Department as of August 26th to pursue a full time position closer to home. Joseph Temple will be starting with the Norwich Police Department on September 6th to fill one of the open vacancies. Soares stated that Ian Harvey is near completion of his dugout project at Huntley Meadow and that they are very well constructed. Jill Kearney and the Town Manager are pursuing a \$25,000 grant for further improvements to Huntley Fields. Soares has sent out letters to three banks requesting rates for setting up a Town line of credit. Soares also announced that the Hawk Pine hair pin curve problem has been addressed, parking lot and lights improved at Huntley Fields and the culvert replacement on Bragg Hill is near completion. Due to computer problems, the Town email list has been lost and will need to be recreated. Anyone who was added to the list after April 19, 2005 is being asked to contact the Town Manager's office with their email information. Requests to add your name to the list can also be made via email at manager-assistant@norwich.vt.us.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Candon **moved** (2nd Chapdelaine) to approve Check Warrant Reports #06-10, #06-11 and #06-12 in the amounts of \$4,742,527.79, \$13,380.00 and \$24,347.00, respectively, for the period from 08/17/2005 to 08/24/2005. **Motion passed**.

6. 7:00 pm Report on Lister Department – Finance Committee (Discussion). The Selectboard elected to postpone this Report until the October 12th meeting.
7. 8:00 pm Public Hearing (Continued) to Consider the Discontinuance of a Town Right-of-Way within the boundaries of land owned by Wesley and Yvonne Cook (Tax Map #05-034) Pursuant to Title 19 VSA § 708 (Discussion/Possible Action). Ptashnik **moved** (2nd Chapdelaine) to go into Public Hearing. Yvonne Cook stated that she and her husband were withdrawing their request due to the decision to move the location of their Grandson’s septic system. Candon **moved** (2nd Chapdelaine) that the Selectboard not discontinue the ROW. **Motion passed.**
8. Norwich Sewer Committee Report (Discussion). Seibert stated that some of the figures on Pages 20 and 21 of the Report are inaccurate. However, he believes this fact does not change any of the conclusions reached in the Report. A question and answer discussion followed, during which community on site septic systems, an increase in population density necessary to support such a system and possible commercial linkup requests were some of the topics brought forward.
9. Revised Selectboard Budget Financial Policy (Discussion/Possible Action). After discussion of items in the Policy and a spelling correction needed, Candon **moved** (2nd Childs) to approve Selectboard Financial Policy #1 with the understanding that the Policy would be reviewed after a year. **Motion passed.** Candon noted that this review was not to be taken as “sunsetting” the policy. Scheier stated that he feels this Policy is an important first step by the Selectboard. The Selectboard stated their gratitude to the Finance Committee for their work done with the Town Manager to bring this Policy before the Selectboard.
10. Selectboard/Manager Discuss FY07 Budget Guidelines (Discussion). The Selectboard is requesting that there be a uniform expectancy for nonmunicipal agencies asking the Selectboard for monies and that a memorandum be attached to the request indicating how the Town of Norwich has been serviced. After discussion regarding the Undesignated Fund balance, replacement reserves and five year needs for purposes of capital budgeting, the Selectboard recommended to the Town Manager that the budget for FY07 be kept to a rate of inflation with a suggested maximum increase of 4%. Also, as part of this process, the Town Manager stated that he would attempt to have a 5-year capital improvement projects/programs budget drafted by April and a 2-year planning process incorporated as part of this year’s budgets. There was considerable discussion of the rapidly increasing costs of fuel. Richards said the Board should recommend cutting, not increasing, the entire budget.
11. Selectboard to Select our Voting Delegate for Annual Business Meeting/Town Fair. Candon **moved** (2nd Childs) to nominate May as the voting delegate for the annual Town Fair. **Motion passed.**
12. Correspondence
 - a) VLCT (PACIF) Notice of Meeting and Nomination Form
 - b) VLCT (Unemployment Insurance Trust, Inc.) Notice of Meeting and Nomination Form
 - c) TRORC Letter to Vermont Agency of Transportation

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

13. Selectboard

- a) Approval of the Minutes of the 7/6/05, 7/13/05, 7/20/05, 7/27/05 and 8/10/05 meetings (Action Item). Candon **moved** (2nd Chapdelaine) to approve. **Motion passed.**
- b) Ptashnik asked the Town Manager for a report on the Route 132 Bridge Project. Soares stated that he had spoken with the Project Engineer, Tom Chase, this past week and he expects the Project to be finished by no later than the end of September.

Candon **moved** (2nd Ptashnik) to adjourn. **Motion passed.** Meeting adjourned at 8:53 pm.

Approved by the Selectboard on September 14, 2005.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – September 14, 2005 at 6:30 PM

Pending Items:

- 1) Develop List (Cycle) for all Departments Operations Review

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