

Minutes of the Selectboard Meeting of Wednesday, September 14, 2005 at 6:30 PM

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

There were about 10 people in the audience.

Also participating: John Chamberlin, Wayne Gersen, Linda Gray, Nancy Hoggson, Dennis Kaufman, Cheryl Lindberg, Jeff Mathias, Lynn McGrew, Kathy Parsonnet, Liz Russell

May opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). Candon **moved** to approve with the deletion of item #12 (2nd Chapdelaine). **Motion passed.**
2. Public Comments (Discussion). Lindberg reminded the audience of the Finance Committee's Tax Forum set for September 15th at 7:00 pm in the multipurpose room at the Marion Cross School.
3. Town Manager's Report (Discussion). Soares stated that Alison McRee has replaced Nicole Griffin as the part-time Finance Assistant in the Finance Office. Joe Temple is at the Vermont Police Academy for an in-service update after which he will transition to full time assignment bringing the Norwich Police Department to its complete staffing level for fiscal year 2006. Officer Brittner's position will not be filled before June 30, 2006. Police union contract negotiations are scheduled to begin in October. Legal counsel will only be retained for difficult or unusual matters. After receiving three quotes, the Town has secured a Tax Anticipation Note/Line of Credit with Citizens Bank in the amount of \$500,000 at a fixed rate of 3.70% for the period September 16, 2005 through June 30, 2007. Soares sent out the first FY07 budget requests to Department Heads on September 2nd asking that drafts be in by October 6th including projections for FY08. Soares and the Finance Officer are reviewing financial policies. Soares is also reviewing personnel policies and plans on having a first draft to the Selectboard for its November 9th meeting.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After some discussion, Chapdelaine **moved** (2nd Ptashnik) to approve Check Warrant Reports #06-13 and #06-14 in the amounts of \$154,514.28 and \$2,605.00, respectively, for the period from 08/31/2005 to 09/14/2005. **Motion passed.**
5. Listers. Errors and Omissions (Discussion). Candon **moved** (2nd Ptashnik) to approve a reduction to the 2005 Grand List of \$90,000, and a loss in municipal tax revenue of \$407.97, to correct the errors and omissions in the assessment of Parcel ID #20-165.000 owned by Susan Hastings.
6. Review Green Mountain Power (GMP) Petition to Place Electric Poles on Bragg Hill Road (Discussion). Soares stated that property owners along Bragg Hill Road have been notified and they have agreed to the conditions of the petition. The Selectboard instructed Soares to sign the petition. Construction is tentatively scheduled to start in early October.

7. 7:00 pm Appointment with Dresden School District Superintendent (Wayne Gersen) Re: Athletic Fields (Discussion). Gersen gave the Selectboard an update on this project, the highlights of which include the use of synthetic turf at the Lebanon Street site, multipurpose fields and the communities' commitment to share athletic facilities. Bids on the project are in, with a goal of keeping the bond cost to \$2,000,000. Total funds would include funding from the State of Vermont (dollar amount as yet unknown) and independent fund-raising efforts expected to bring in at least \$100,000. The bond vote will be on November 8th. Copies of background materials on the athletic fields bond are available at the Town Manager's office. Further information on the Athletic Fields Committee is online at www.sau70.org.

8. Town Appropriation/Outside Agency Requests Policy (Discussion). Soares reported to the Selectboard that the appropriation request letters would be going out shortly and his desire to keep all requests at level funding. Any increases will require a petition signed by 5% of the voters.

9. Town of Norwich Resolution Re: National Incident Management System (NIMS) (Action Item). Ptashnik **moved** (2nd Candon) that the Norwich Selectboard hereby establish the National Incident Managements System as the Town standard for incident management. **Motion passed.**

10. Upper Valley Land Trust (UVLT) Monitoring Reports (Discussion). The monitoring reports were for the "(Bill) Ballard", "Melendy" and "Norwich Nature Area" conservation properties. After a brief discussion, the Selectboard asked Soares to sign and return the reports to UVLT.

11. Outside Auditors, Sullivan, Powers & Co., 2004 Report (Discussion). Reportable conditions listed in the letter were discussed by the Selectboard and the Town Manager. Soares gave an update to the Board on where the Town now stands on these conditions. He stated that fixed asset accounting and reporting and authorization of general journal entries has been accomplished, as well as implementation of GASB 34 being in progress. Soares also mentioned that the 2005 auditors' report should be received in early December.

12. Fence Viewer, Coal Weigher and Inspector of Lumber Appointment (Discussion).
Removed from Agenda.

13. Brita Reed and Robert Godleski B&B "Shear Luck", Bradley Hill Road, Liquor License Application (Action Item). Candon **moved** (2nd Chapdelaine) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.** Chapdelaine **moved** (2nd Candon) to approve the liquor license of Brita Reed and Robert Godleski for their Bed and Breakfast called Shear Luck. McGrew initiated discussion regarding home businesses and permits. The Selectboard decided to table the application until the September 28th meeting. Candon **moved** (2nd Chapdelaine) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**

14. Correspondence

- a) Letter from Norwich Water Shed Land Management Council Chair, Susan McCoy
- b) Letter from Watt Alexander to Selectboard Re: Land Use Governance. May read the letter to the audience. Soares announced that TRORC is willing to undertake the process of an outside review for \$500 and he can find money in his budget for this.

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

15. Selectboard

- a) Approval of the Minutes of the 8/24/05 meeting (Action Item). Candon **moved** (2nd Chapdelaine) to approve. **Motion passed.**
- b) Announce Plan for Town Volunteer Night and Pot Luck Dinner Friday, November 4th from 6-9 PM

Ptashnik **moved** (2nd Candon) to adjourn. **Motion passed.** Meeting adjourned at 8:11 pm.

Approved by the Selectboard on September 28, 2005.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – September 28, 2005 at 6:30 PM

Pending Items:

- 1) Dog Ordinance (Revision) (9/28/05)
- 2) Tubestock Discussion (9/28/05)

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