

Minutes of the Selectboard Meeting of Wednesday, November 9, 2005 at 6:30 PM

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

There were about 10 people in the audience.

Also participating: Roger Blake, Phil Dechert, Joe Holland, Dennis Kaufman, Jeffrey Mathias, Cheryl Lindberg, Stuart Richards, Chief Doug Robinson, Henry Scheier, Sally Wilson

May opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). Candon **moved** to approve (2nd Childs). **Motion passed.**
2. Public Comments (Discussion). None.
3. Town Manager's Report (Discussion). The Bragg Hill culvert project is one-third completed and is on schedule to be finished in approximately two weeks. TRORC has begun their planning review and the report should be completed in December. The VLCT staff did an informational health benefits presentation to Town of Norwich employees on the Vermont Health Partnership plan which is being proposed in the FY07 budget. Soares stated that the Selectboard Pot Luck Supper for volunteers was a successful event and hoped it would be even bigger and better next year. The Town Manager and the Highway Administrator attended CDL training provided by VLCT. The amount of delinquent taxes currently is approximately \$30,000. Soares has not yet heard from Robin Taylor regarding the property on Main Street. The lights at Huntley Field have been returned to their original status. The slab for the second bus shelter near Senior Housing should be ready within two weeks, subject to a favorable reply from the Library. Soares gave the Selectboard an update on current legal fees which included \$4,400 for the Simpson case, \$803.25 in the Nowicki case and \$303.75 for tax exemption research.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Chapdelaine **moved** (2nd Childs) to approve Check Warrant Reports #06-31, 06-32, and 06-33 in the amounts of \$161,113.57, \$555.98 and \$2,887.50, respectively, for the period from 10/27/2005 to 11/9/2005. **Motion passed.**
5. Planning Commission Request to Selectboard for an Amendment to the Zoning Regulations Regarding Affordable Housing (Action Item). Chapdelaine **moved** (2nd Candon) to accept the amendment to the Norwich Zoning Regulations as per the following motion passed by a unanimous vote (8-0-0, Absent: D. Hoffman) at a regularly scheduled meeting on November 3, 2005 and after a public hearing on the issue (on November 2, 2005) of the Norwich Planning Commission:

“To create a new Zone [District] called Village Residential II for the 42 acres bounded and defined by Church Street to the North, the VR District to the West and I-91 to the South and East. The new zone [district] will have a density of 2 units [duplex] per two acres except that if 70% affordable housing is built, which housing shall remain affordable in perpetuity, density may be increased up to 195%. Existing lots that are less than 2 acres shall have at least 20,000 square feet. Affordable Housing shall be defined as in the current Norwich Zoning Regulations and as amended hereafter.”

Motion passed. A copy of the proposed amendments, reports, and maps is available for public review in the Town Clerks Office.

After a brief discussion, Candon **moved** (2nd Childs) that the Selectboard set a date and time of November 28, 2005 at 7:00 pm for a public hearing to discuss the proposed changes to the current Norwich Zoning Regulations. **Motion passed.**

The Selectboard voiced their thanks to the Planning Commission for all their efforts in bringing the proposed amendment to the Selectboard.

6. Highway Department Review (Discussion). This item was tabled until the November 22nd Selectboard meeting in order to gather more information.

7. Appoint Daniel DeMars as Selectboard Appointee to the Library Board of Trustees (Discussion/Action Item). As background information, May said that the bylaws of the Library require they have a Selectboard appointee to their Board for purposes of certification. Childs **moved** (2nd Candon) to appoint Daniel DeMars as the Selectboard appointee to the Library Board. **Motion passed.**

8. Kendall Station Highway Status (Discussion). Soares discussed that this issue has been floundering and that he wishes to resolve whether or not the road is wholly Town-owned. The Selectboard asked Soares to pursue this matter with Frank Olmstead.

9. Easement from Barbara Britton, Trustee to Town of Norwich (Discussion). Candon provided some background information and then recused himself. The Selectboard agreed to receive the documents regarding the easement from Britton to the Town of Norwich and to send them to Frank Olmstead for review. Kaufman asked that any potential Town liability be a part of that review.

10. Line of Credit, Tax Anticipation Note Correction (Action Item). Soares indicated that the line of credit needs to be approved and signed by the Selectboard. Childs **moved** (2nd Chapdelaine) that the Town of Norwich, pursuant to the authority of 24 VSA 1786 and for the purpose of paying current expenses of the Town, may open a line of credit to borrow not more than \$500,000 from Mascoma Savings Bank, fsb by executing a line of credit promissory note in this amount dated as of August 22, 2005. This promissory note shall mature and be due no later than one year from the date of issuance, being June 30, 2006. **Motion passed.** Scheier noted that the line of credit does not authorize the Town to spend more than the voter approved budget.

11. 2005 Personnel Policies (Draft) (Discussion). Soares commented that this document is presented as one document with appendices to cover all employees taking into consideration Vermont Statutes, federal labor standards and labor contracts. The policies will also be disseminated to the staff for their input after Selectboard review. Comments will be assimilated and brought back to the Selectboard for review at the December 7th meeting.

12. Correspondence

- a) Letter from Sally Wilson (NBC) Re: Parking. Joe Holland, speaking as a member of the Norwich Business Council, said that that the so called "Norwich Square" parking lot is consistently full. Holland indicated that he believes this is a Town-wide challenge. Wilson stated that parking issues have been a recurring topic of discussion at the Norwich Business Council's meetings for the past three years. Topics discussed included: reserved signs for tenants, possible changes to the Parking Ordinance, increasing parking spaces downtown and serious pursuit of a park and ride. May will contact Lucy Gibson, Transportation Chair, to see if she can attend NBC meeting at 8 a.m. November 11th at the Inn. Soares will try to have representation, as will the Board.

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

13. Selectboard

- a) Approval of the Minutes of the 10/26/2005 meeting (Action Item). Candon **moved** (2nd Chapdelaine) to approve. **Motion passed.**
- b) Personnel and Litigation (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1)(3), Childs **moved** (2nd Chapdelaine) to enter into Executive Session for the purpose of discussing litigation and personnel matters and to invite Steve Soares to join the Session. **Motion passed.** Candon recused himself from the first portion of the session relating to litigation, but rejoined the Board for personnel. Candon **moved** (2nd Childs) to move out of executive session at 8:40 pm. Candon **moved** (2nd Childs) that with an awareness of the employee incentive program, pursuant to the Town Manager's contract and in recognition of good job performance, the Town Manager is awarded a \$600 bonus. **Motion passed.**

Candon **moved** (2nd Chapdelaine) to adjourn. **Motion passed.** Meeting adjourned at 8:45 pm.

Approved by the Selectboard on November 22, 2005.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – November 22, 2005 at 6:30 PM

Pending Items:

1) Zoning Regulations Review

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