

Minutes of the Selectboard Meeting of Wednesday, February 8, 2006 at 6:30 PM

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

There were about 7 people in the audience.

Also participating: Brooke Adler, Virginia Close, Mary Ann Hankel, Dennis Kaufman, Cheryl Lindberg, Jeff Mathias, Chief Doug Robinson, Henry Scheier

May opened the meeting at 6:29 pm.

1. Approval of Agenda (Action Item). Childs **moved** to approve with some correspondence added in (2nd Chapdelaine). **Motion passed.**

2. Public Comments (Discussion). Scheier reported that the 2005 Town Report is at the printers. Distribution timeline is expected to be: in the mail and available for pickup in Tracy Hall on February 23rd and on the Town website by the 24th. Kaufman again reminded people of the April 15th deadline to file their **yearly** Declaration of Vermont Homestead (HS-131) with the Vermont Department of Taxes. A 1% penalty of the education tax is assessed for a late filing. **It can also be filed on-line through www.vermont.gov. The link to this form is found on the home page.**

3. Town Manager's Report (Discussion). The Public Safety Facilities Study committee regrouped last week. Soares anticipates bringing a new Northeast Waste contract before the Selectboard on February 22nd. The Town Manager and Nancy are attending a VLCT training seminar on Municipal Personnel Administration February 9th. Soares met with Karolina Kawiaka regarding space usage at Tracy Hall and she recommended consulting a structural architect/engineer as she is more of a design person. Soares is working with Carolyn Frye on developing a "bag" versus card system at the Transfer Station. Space arrangements for the Recreation Department at Marion Cross School are ongoing and Soares will keep the Selectboard posted. A flow chart showing the ordinance development process is being worked on, as recommended by VLCT at the Selectboard Leadership Training session.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Candon **moved** (2nd Childs) to approve Check Warrant Reports #06-45, #06-46 and #06-47 in the amounts of \$92,216.67, \$6,407.00 and \$1,000,000.00 for the periods from 2/1/2006 to 2/8/2006, 1/19/2006 to 2/8/2006 and 2/9/2006 to 2/9/2006, respectively. **Motion passed.**

5. Personnel Policies – Staff Comments (Discussion). Department Head input has now been included in the Policies. Soares stated that he intends to send the draft policies to VLCT for review in the next couple of weeks.

6. Highway Dept. Designated Fund Vehicle – Equipment Expense (Discussion). Childs **moved** (2nd Candon) to approve P0 # 7140899 and # 7140900 for the purchase of a new TC5500 Chevrolet cab and chassis; and dump body and snowplow equipment for the TC5500, respectively. **Motion passed.**

7. Selectboard Rules for Conduct of Regular/Special Meetings (Discussion). After discussion, the Selectboard decided to postpone adopting these rules until the February 22nd meeting and revisions have been made.

8. Review Assessor Job Description (Discussion). May stated that the Assessor and Town Manager job descriptions discussion was for the purpose of reviewing the job descriptions and not a review of the individuals currently occupying the positions.

Discussion ensued as to who hires/fires and supervises the Assessor. The Selectboard agreed that as an employee of the Town of Norwich, the Assessor is hired and fired by the Town Manager with the “advice and consent” of the Board of Listers. Direct supervision would remain under the Board of Listers.

9. Review Town Manager Job Description (Discussion). The Selectboard agreed on adding a paragraph that states the Personnel Policies of the Town of Norwich, once adopted, shall be applicable to the Town Manager except as they may be covered specifically by any employment contract between the Town Manager and the Selectboard, in which case the employment contract will take precedence. The Board also made changes to the physical requirements section and requested formatting changes.

10. Correspondence

- a) TRORC Letter Re: Village Center Designation
- b) TRORC Letter Re: New Services Policy. Soares was asked by the Board to draft a letter to TRORC regarding timing of the rate changes.
- c) Chief Douglas Robinson Letter Re: Left Turn Arrows to Bruce Nyquist. The Selectboard decided to add their support to the Chief’s request.
- d) Watt Alexander Email to the Selectboard Re: Galton Property. This matter will be discussed at the February 22nd meeting.
- e) Letter Re: Norwich Congregational Church’s Application for Historic Preservation Grant. The Selectboard agreed to send a letter supporting the Church’s application.

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

11. Selectboard

- a) Approval of the Minutes of the 1/18/06, 1/25/06 and 1/27/06 meetings. Candon **moved** (2nd Childs) to approve. **Motion passed.**
- b) Labor Relations (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1), Candon **moved** (2nd Chapdelaine) to enter into Executive Session for the purpose of discussing labor relations and to invite Steve Soares and Chief Robinson to join the Session. **Motion passed.**

At 8:55 pm the Selectboard moved back into public session. The Chair announced that no action was taken.

Candon **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:00 pm.

Approved by the Selectboard on February 22, 2006.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – February 22, 2006 at 6:30 PM

Pending Items:

- 1) Zoning Regulations Review
- 2) Private Driveway policy
- 3) Kendall Station Road Status

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