

Minutes of the Selectboard Meeting of Wednesday, February 22, 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: Virginia Close, Neil Fulton, Andy Hodgdon, Nancy Hoggson, Cheryl Lindberg, Hunter Rieseberg, Henry Scheier

May opened the meeting at 6:28 pm.

1. Approval of Agenda (Action Item). Childs **moved** to approve (2nd Chapdelaine). **Motion passed.**

3. Appointment with Hunter Rieseberg Re: Accreditation (Discussion). Rieseberg gave an overview of the accreditation process for municipal departments. Highlights of his talk included the steps involved, costs and benefits. Rieseberg stated that standards are set according to national best practices, that each department must do a separate accreditation that included a self analysis by staff as well as an external assessment team evaluation and that fixed costs run from \$5,000 to \$6,000 per accreditation. These accreditations are not required by law, but are for the purpose of having departments evaluate themselves against peers to ensure that "best practices", including departmental policies, training, etc., are in place.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Chapdelaine **moved** (2nd Childs) to approve Check Warrant Report #06-48 in the amount of \$2,689,939.27 for the period from 2/10/2006 to 2/22/2006. **Motion passed.**

5. Britton Trust Trail Easement to Town (Action Item). Childs **moved** (2nd Chapdelaine) to authorize the Town Manager to sign the Britton Trust Trail Easement agreement on behalf of the Town. **Motion passed** (Candon recused himself).

6. Liquor Licenses (Renewals) (Action Item). Childs **moved** (2nd Candon) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.** Chapdelaine **moved** (2nd Childs) to approve the license renewals before them, which were for Norwich Wines & Spirits, Norwich Inn (2), Dan & Whit's General Store and Carpenter & Main Restaurant. **Motion passed.** Childs **moved** (2nd Chapdelaine) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**

7. Selectboard Rules for Conduct of Regular/Special Meetings (Action Item). Childs **moved** (2nd Candon) that the Norwich Selectboard adopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed.** The decision was made to review these Rules annually at the Selectboard organization meeting after elections.

9. Revised Assessor Job Description (Discussion/Action Item). After a brief discussion and one change, Candon **moved** (2nd Childs) to approve the job description as amended. **Motion passed.**

10. Revised Town Manager Job Description (Discussion/Action Item). Candon **moved** (2nd Childs) to approve the job description. **Motion passed.**

11. Watt Alexander Re: Galton Property (Action Item). Childs **moved** (2nd Chapdelaine) to authorize the Town Manager to sign the Covenants Amendment Agreement proffered by Watt Alexander on behalf of the Town. **Motion passed** (Candon recused himself).

12. Fire Department Designated Fund Expense (Action Item). Chapdelaine **moved** (2nd Candon) to approve the purchase order in the amount of \$5,500 to Dingee Machine for the purpose of moving forestry truck equipment from one vehicle to another. **Motion passed.**

13. Solid Waste Designated Fund (Facility Improvements) (Action Item). Childs **moved** (2nd Chapdelaine) to approve \$1,500 for the construction of a new 10' x 16' building for the Transfer Station. **Motion passed.**

14. Correspondence

a) TRORC Letter Re: Bridge and Culvert Inventory

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

8. Highway Department Review (Discussion). The Selectboard decided to defer approving the letter to be sent out to other towns requesting information until Tierney has had the opportunity to go over the draft with Fulton and Hodgdon.

2. Public Comments (Discussion). Scheier discussed the process of distribution for this year's Town Report. The Report will be mailed February 23rd and will be available for pickup at the Town Clerk's Office and on the Town website Friday, February 24th.

The Dresden School District Annual Meeting is Thursday, March 2nd at 7:00 pm at the Frances C. Richmond School gymnasium.

The Norwich Candidates' Forum, sponsored by the Norwich Women's Club and the League of Women Voters of the Upper Valley, is scheduled for Tuesday, February 28th at 7:00 pm in Tracy Hall.

Scheier also 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.**

15. Selectboard

a) Approval of the Minutes of the 2/8/06 meeting. Candon **moved** (2nd Childs) to approve. **Motion passed.**

- b) Labor Relations (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1), Childs **moved** (2nd Chapdelaine) to enter into Executive Session for the purpose of discussing labor relations and contracts and to invite Steve Soares to join the Session. **Motion passed.**

At 8:43 pm the Selectboard moved back into public session. No action was taken as a result of the Executive Session.

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

Approved by the Selectboard on March 8, 2006.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – March 8, 2006 at 6:30 PM

Pending Items:

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

PLEASE NOTE THAT CATV VIDEO TAPES ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD. FOR A MORE DETAILED TRANSCRIPTION PLEASE REFER TO THE TAPE. TAPES ARE AVAILABLE ONE WEEK AFTER THE MEETING AT THE NORWICH PUBLIC LIBRARY.