

Minutes of the Selectboard Meeting of Wednesday, March 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 9 people in the audience.

Also participating: Jack Fraser, Cheryl Lindberg, Ashley Milliken, Chief Doug Robinson, Laurie Rosen, Henry Scheier

1. Nominations and Election of Chair (Action Item). Soares opened the meeting and requested a nomination for chair – Candon nominated May as chair (2nd Childs). **Motion to nominate May passed.** May abstained.

Childs **moved** (2nd Chapdelaine) to nominate Candon as Vice-Chair. **Motion passed.** Candon abstained.

May and others noted that the pressing issues for the coming year appear to be Affordable Housing, Budget, 5-year Capital Budget Plan and the new Zoning Regulations.

14. Appoint Town Service Officer (Action Item). Chapdelaine **moved** (2nd Candon) to appoint Linda Cook as the Town Service Officer for the period April 15, 2006 through April 14, 2007. **Motion passed.**

2. Approval of Agenda (Action Item). Candon **moved** (2nd Childs) to approve with three additional items. **Motion passed.**

3. Public Comments (Discussion). Scheier 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.

4. Town Manager's Report (Discussion). The Town Manager waived giving a report.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a discussion regarding uniform cleaning costs, Chapdelaine **moved** (2nd Childs) to approve Check Warrant Report #06-49 in the amount of \$275,422.85 for the period from 2/23/2006 to 3/08/2006. **Motion passed.**

At the Town Manager's request, the Solid Waste Designated Fund approval for facility improvements was revisited. Childs **moved** (2nd Chapdelaine) to approve \$2,000 for the construction of a new 10' x 16' building for the Transfer Station. **Motion passed.** The new Solid Waste Designated Fund balance will be \$8,873.36.

6. Choose Official Town Newspaper (Action Item). Candon **moved** (2nd Chapdelaine) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**

7. Set Selectboard Regular Meeting Schedule (Action Item). By consensus, the Selectboard set their regularly scheduled meetings on the 2nd and 4th Wednesdays of the month at 6:30 pm. Candon noted, and the Board agreed, that there will be a necessity of special meetings during the budget season. The Board concurred that there be only one meeting a month in July and August on July 12th and August 23rd. The Selectboard asked the Town Manager to develop a new Selectboard Calendar for the March 22nd meeting.

8. Open Positions (Discussion/Action Item). Open Positions Notice will be posted and on the Town website by Monday, March 13th. Applications will be accepted until 4:30 pm Thursday, April 6th. Interviews and appointments will take place at the April 12th Selectboard meeting.

9. Highway Department Review (Discussion). May is working on a draft charge for the Finance Committee for the Highway Department review.

10. Review Sullivan, Powers & Co. Management Letter (Discussion/Action Item). Due to the Town Auditors not having had a chance to formerly review the document, the Selectboard has put off this discussion until the March 22nd meeting.

11. Norwich Playground Project (use of Designated Fund) (Discussion/Action Item). Milliken gave a brief history of the Project including how it got started, goals and where it stands today. Milliken and Rosen, on behalf of the Playground Committee, requested one check to pay for the playground equipment and one to reimburse a Committee member for a fundraiser mailing.

After some discussion regarding protocol for donations to the Town, safety standards and maintenance costs, Candon **moved** (2nd Chapdelaine) to approve \$53,429.08 to Kompan for playground equipment and \$351.00 to a Committee member from the Town Recreation Fund designated for the playground. **Motion passed.** The new Playground Designated Fund balance will be \$6,781.92.

The Board noted that any checks received by the Playground Committee should be made payable to the Town of Norwich and mailed directly to the Town.

12. Review Draft Ordinance Process (Flowchart) (Discussion). The Selectboard accepted the flowchart with one change. May asked that a policy chart be developed also.

13. Connecticut River Partnership Program (Discussion/Action Item). Childs **moved** (2nd Chapdelaine) to approve the Chair signing a letter of support on behalf of the Selectboard for the Conservation Commissions of Norwich, Thetford and West Fairlee's grant application in the amount of \$1,211.00. **Motion passed.**

15. Fire Department Designated Fund Revisit (Discussion/Action Item). After discussion regarding the condition of the vehicle, the necessary repairs in order to pass inspection and the lack of funds in the Fire Equipment Designated Fund, Childs **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 using funds from the Fire Training Facility Designated Fund, with the understanding that these funds would be replaced from the Equipment Fund as soon as possible in FY07. **Motion passed.** The new Training Facility Designated Fund balance will be \$12,330.30.

16. Correspondence

- a) TRORC Transportation Projects Letter
- b) Douglas Hoffman Letter of Resignation from Planning Commission. Childs **moved** (2nd Chapdelaine) to accept the resignation of Douglas Hoffman from the Planning Commission with regret. **Motion passed.**

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

17. Selectboard

- a) Approval of the Minutes of the 2/22/06 meeting. Candon **moved** (2nd Childs) to approve. **Motion passed.**
- b) Discussion of setting up a meeting between the Dresden School Board and the Norwich Selectboard
- c) Email from Deb Jones Re: Town Email List. Decision was made to ask for more information regarding Norwich participators.
- d) 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 to invite Steve Soares and Chief Doug Robinson 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 22, 2006.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – March 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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