

Minutes of the Selectboard Meeting of Wednesday, August 23, 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 14 people in the audience.

Also participating: Phillip Brunelle, Mark Coates, Phil Dechert, Neil Fulton, Lucy Gibson, Linda Gray, Jamie Hess, Dennis Kaufman, Chris Leazier, Cheryl Lindberg, Sue Pitiger, Sharon Racusin, Chief Robinson, Henry Scheier, David Singer, Greg Soula, Tom Villars, Karen Ward

May opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). Candon **moved** (2<sup>nd</sup> Childs) to approve with two additions. **Motion passed.**

2. Public Comments (Discussion). David Singer and Greg Soula, Democratic candidates for Assistant Judge, introduced themselves and spoke briefly. Chief Robinson discussed a new Alzheimer Assistance Program created by the Norwich Police Department. Brochures and Information Sheets are available at Tracy Hall. Please contact the Police Department at 649-1460 for further information.

3. Town Manager's Report (Discussion). Pamela Mullen has started working 20 hours a week as the new Planning Administrative Assistant. The Town has switched to UnumProvident for short-term and long-term disability and life insurance. The Corridor Project has submitted a Transportation Enhancement Grant application for additional funds. The Norwich Business Council is pursuing "village designation" for Norwich. The capital planning group is continuing to meet on a biweekly basis. The Kendall Station Road survey is nearing completion. Tracy Hall gym will be closed from August 25<sup>th</sup> through September 7<sup>th</sup> for floor refinishing. There will be a site visit and hearing regarding the Simpson development in Norwich on September 25<sup>th</sup> at 8:30 a.m. Olde Home Day event is September 9<sup>th</sup> and the theme will be "Rocking in the 50's". The independent auditors are here in Tracy Hall from September 23<sup>rd</sup> through the 25<sup>th</sup>. Jack Fraser has submitted his formal letter of resignation which is effective December 31, 2006. The 2<sup>nd</sup> annual Pot Luck Volunteer Supper is scheduled for October 13<sup>th</sup> from 6:30 to 8:00 pm. Soares read a thank you note sent to Sergeant McGee from Helen Ballard Sagan.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Candon **moved** (2<sup>nd</sup> Childs) to approve the General Fund Check Warrant Report #07-11 in the amount of \$125,513.12 for the period from 8/18/2006 to 8/23/2006. **Motion passed.**

Candon **moved** (2<sup>nd</sup> Chapdelaine) to approve the Solid Waste Equipment Fund Check Warrant Report #07-12 in the amount of \$75.00 for the period from 8/23/2006 to 8/23/2006. **Motion passed.**

Childs **moved** (2<sup>nd</sup> Candon) to approve the Norwich School District Fund Check Warrant Report #07-13 in the amount of \$1,000,000.00 for the period from 8/24/2006 to 8/24/2006. **Motion passed.**

5. Requests to Expend Funds from Designated Funds (Discussion/Action Items).

Childs **moved** (2<sup>nd</sup> Chapdelaine) to approve the payment of \$311.67 to Tilden Electric from the Solid Waste Designated Fund. **Motion passed.**

Chapdelaine **moved** (2<sup>nd</sup> Childs) to approve the request of \$1,000.00 from the Land Management Council's Designated Fund for the purchase of stone for a final top coat on the Parcel 5 parking lot. **Motion passed.**

6. Introduce new Norwich Police Officer (Phillip Brunelle). Brunelle, who has already been working for the Fire Department since December, 2004, was present and introduced to all. He will be starting as a full-time Police Officer on September 3<sup>rd</sup>, replacing Larry Lamphere who has left the department.

7. Planning Commission Request to Selectboard to Readopt 2001 Norwich Town Plan with Amendment (Action Item). Dechert explained that state law requires re-adoption of the town plan every five years, and that this is an interim re-adoption during the process of a major update of the Norwich Town Plan, with a required amendment related to the support of Child Care facilities.

Chapdelaine **moved** (2<sup>nd</sup> Candon) to accept the amendments to the Norwich Town Plan as approved by the Norwich Planning Commission on August 14, 2006. **Motion passed.**

Pursuant to Title 24 VSA Chapter 117 § 4385, Childs **moved** (2<sup>nd</sup> Chapdelaine) that the Selectboard set dates and times of September 13, 2006 at 6:30 pm and September 27, 2006 at 6:30 pm for public hearings to discuss the proposed changes to the current Norwich Town Plan. **Motion passed.**

8. Development Review Board (DRB) Membership (Discussion/Action Item). After a brief discussion, the Selectboard decided to leave the DRB membership as it is (seven voting members and three alternates). Active recruitment will persist to augment the current DRB membership of five voting members and two alternates.

9. Public Works Mutual Aid Agreement (Discussion/Action Item). The Vermont League of Cities & Towns (VLCT) answered in writing questions previously posed by the Selectboard regarding insurance coverage. After reviewing VLCT's answers, Candon **moved** (2<sup>nd</sup> Childs) to support the Public Works Emergency/Non-Emergency Mutual Aid Agreement dated June 12, 2006. **Motion passed.**

10. Review Selectboard Financial Policy #1 (Discussion). After discussion of changes submitted by the Finance Officer, Roberta Robinson, to Sections 3.3 and 3.7 and designating interim approval delegates, Candon **moved** (2<sup>nd</sup> Chapdelaine) to readopt the Selectboard Financial Policy #1 and name the Chair and Vice-Chair as interim approval people. This motion was subsequently withdrawn and the Selectboard agreed to forward Robinson's suggestions, along with the Policy, to the Finance Committee to review at their next meeting.

11. Approval for Purchase Order Greater than \$25,000 (Action Item). Childs **moved** (2<sup>nd</sup> Chapdelaine) to approve the payment of Purchase Order #7140916 in the amount of \$75,000.00 to Winterset, Inc. for installation of a new cement box culvert on Bragg Hill Road, from the Highway Department budget. **Motion passed.**

12. Norwich Post Office Resolution (Discussion/Action). May read the Resolution Concerning the Location of the Post Office in Norwich, Vermont. Childs **moved** (2<sup>nd</sup> Chapdelaine) that the Norwich Selectboard approve the resolution concerning the location of the Post Office, Norwich, Vermont. **Motion passed.** Candon recused himself from both the discussion and the vote.

13. Welcome to Norwich Sign (Discussion/Action). Karen Ward and Sue Pitiger were present from The Norwich Women's Club. Pitiger stated that the sign will be 65 feet back from Route 5 (where the yellow stake is now), 72" x 42" oval, one sided, dark green lettering with a white background and lighted. The sign will be a centennial gift of the Women's Club and they accept responsibility for maintenance. Chapdelaine **moved** (2<sup>nd</sup> Childs) to accept the gift of the sign to the Town with the understanding that The Norwich Women's Club will be responsible for all maintenance. **Motion passed.**

14. Fire District Tax Exemption Agreement (Action Item). Chapdelaine **moved** (2<sup>nd</sup> Childs) that the Norwich Selectboard approve the Tax Exemption Agreement between the Town of Norwich and the Fire District and authorize the Chair to sign the Agreement. **Motion passed.** Candon recused himself.

15. Highway Carryover Funds (Discussion/Action). Fulton provided some background information on why prior Selectboards chose to go to a consolidated budget. After a discussion regarding State Statutes, VLCT's opinion and the Selectboard's desire to have the flexibility to move monies between departments in case of an emergency, the Selectboard decided to refer the matter to the State Attorney General for his opinion.

16. Sidewalk Funding (Discussion). Several interested parties were present and spoke on the issue. Topics discussed were: the need to widen shoulders as well as more sidewalks, Route 5 being a State road, the priority on safety, costs and the budgeting process. Lucy Gibson brought and discussed a chart of Norwich sidewalk priorities which included locations, project description, project design, possible funding and recommended next steps. Candon asked that two more columns be added to the chart: (1) linear feet and (2) cost in 2006 dollars. Gibson was also asked to work with the Town Manager and the Capital Planning group in order to incorporate sidewalks into the long-term planning process. The Selectboard reiterated their commitment to keeping the Town tax rate as low as possible.

17. Correspondence

- a) Hodgdon Memo to Town Manager Re: Uniforms
- b) Act 250 Application Notice Re: Dresden School District/Norwich Athletic Fields
- c) Northern VT RC&D "Helping to Make Things Happen"
- d) Third World Family Gathering, Norfolk County, Ontario, Canada
- e) TRORC Letter Re: FY 07 Annual Dues

Candon **moved** (2<sup>nd</sup> Chapdelaine) to receive all correspondence. **Motion passed.**

18. Selectboard

- a) Approval of the Minutes of the 7/12/06 meeting. Childs **moved** (2<sup>nd</sup> Candon) to approve. **Motion passed.**
- b) Approval of the Minutes of the 7/26 and 8/10 Special Meetings (Action Item). Childs **moved** (2<sup>nd</sup> Candon) to approve. **Motion passed.**
- c) VLCT Town Fair – October 5<sup>th</sup>. The Selectboard discussed who was attending and named the Town Manager as the voting member.

- d) Town Manager Employee Performance Review Forms – two choices, preference for the new Norwich Performance Appraisal System.
- e) Real Estate (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(2), Candon **moved** (2<sup>nd</sup> Childs) to enter into Executive Session for the purpose of discussing real estate (where premature general public knowledge would place the municipality at a substantial disadvantage) and to invite Steve Soares to join the Session. **Motion passed.**

At 9:30 pm the Selectboard moved back into public session. No action was taken as a result of the Executive Session.

Candon **moved** (2<sup>nd</sup> Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:32 pm.

Approved by the Selectboard on September 13, 2006.

By Nancy Kramer  
Administrative Assistant

Alison May  
Selectboard Chair

Next Regular Meeting – September 13, 2006 at 6:30 PM

Pending Items:

- 1) Zoning Regulations Review
- 2) Kendall Station Road

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