

Minutes of the Selectboard Meeting of Wednesday, September 13, 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 17 people in the audience.

Also participating: Lisa Adams, Liza Bernard, Lars Blackmore, Terry Boone, Kristin Brown, Stuart Close, Chris Cochran, Phil Dechert, Neil Fulton, Nancy Hoggson, Joe Holland, Dennis Kaufman, Cheryl Lindberg, Crystal Loffler, Nancy Osgood, Sharon Racusin, Chief Robinson, Peter Rutledge, Henry Scheier, Kris Strohbehn, Sally Wilson

May opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). Candon **moved** (2nd Childs) to approve with two changes. **Motion passed.**

2. Public Comments (Discussion). None.

3. Town Manager's Report (Discussion). Two culvert replacement jobs on Bragg Hill Road will be taking place, near Happy Hill Road and Goddard Road, with a 90% match by the State due to successful grants obtained by Andy Hodgdon. The Town Manager met recently with Ames Byrd and a representative from Biomass Energy Resource Center to discuss the possibility of Tracy Hall connecting to the Marion Cross School wood chip boiler. The gym floor resurfacing is completed. Requests for draft FY08 budgets have gone to Department Heads. Brian Monaghan from VLCT will conduct a special training on the roles and responsibilities of the DRB and Planning Commission here at Tracy Hall on September 20th from 6-8 pm. The Selectboard will be hosting the second annual Pot Luck Supper at Tracy Hall on October 13th from 6-8 pm. Kendall Station Road is still in the process of being surveyed and will be completed by September 27th at the latest. VTrans has assured the Town that green arrows will soon appear at the entrances to I91 South and Route 5 South.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Candon **moved** (2nd Childs) to approve the General Fund Check Warrant Report #07-14 in the amount of \$3,748,632.09 for the period from 8/30/2006 to 9/13/2006. **Motion passed.**

Candon **moved** (2nd Chapdelaine) to approve the Solid Waste Equipment Fund Check Warrant Report #07-15 in the amount of \$311.67 for the period from 9/13/2006 to 9/13/2006. **Motion passed.**

Childs **moved** (2nd Candon) to approve the Tracy Hall Fund Check Warrant Report #07-16 in the amount of \$1,731.59 for the period from 9/13/2006 to 9/13/2006. **Motion passed.**

5. Recreation Council Appointments (Action Item). New potential members were all present and were introduced to the Selectboard. Candon **moved** (2nd Chapdelaine) to appoint Kris Strohbehn, Lisa Adams, Lars Blackmore, Kristin Brown and Stuart Close to the Norwich Recreation Council for three-year terms ending in March, 2009. **Motion passed.**

6. Chris Cochran Re: Tax Credits Involved with Norwich Village Designation (Discussion/Action Item). Cochran gave a presentation going over the basics including a brief description of the 20% federal rehabilitation tax credit, the add-on or piggy back 10% Vermont historic rehabilitation tax credit, the 25% façade improvement tax credit and the 50% code improvement tax credit. Standard provisions include such items as: the building must be income producing, the rehabilitation must be substantial, religious entities and municipal buildings are not eligible and you cannot claim credits more than once on any eligible expenditure (no double dipping). Further information is available at www.historicvermont.org or in the Town Manager's office.

The Selectboard by consensus expressed an interest in pursuing Village Designation.

7. Advance Transit Board of Directors Appointment (Action Item). Childs **moved** (2nd Chapdelaine) to reappoint Sharon Racusin to the Advance Transit Board of Directors for a three-year term expiring in September, 2009. **Motion passed.**

Racusin expressed the desire to report to the Selectboard periodically on what is taking place with Advance Transit.

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

Candon **moved** (2nd Childs) to approve the payment of \$1,448.00 to Suburban Propane from the Solid Waste Designated Fund for the propane heater and installation costs at the Transfer Station staff building. **Motion passed.**

The new Solid Waste Designated Fund balance will be \$6,856.18.

9. Approval for Purchase Order Greater than \$25,000 (Action Item). Childs **moved** (2nd Candon) to approve the payment of Purchase Order #7140921 in the amount of \$93,000.00 to Winterset, Inc. for installation of a new cement box culvert on Bragg Hill Road between Happy Hill and Cossingham Road, from the Highway Department budget. **Motion passed.**

Total cost of the project is \$93,000 – a Vermont Structures Grant will cover 90% or \$83,700.

10. Town Treasurer Quarterly Investment Activity Report (Discussion). Lindberg's report was delayed until 8:30 pm at which time she presented it to the Board. Reference was made to 24 V.S.A. § 1571 which states that whether it is simply changing the bank the town does business with, or investing reserve funds, the Treasurer must confer with the Selectboard.

11. First Public Hearing on Readopting 2001 Norwich Town Plan with Amendment (Discussion). People were reminded 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. There were comments from the public. The 2nd Public Hearing and Selectboard adoption of the amended Plan will take place at the September 27th Selectboard meeting.

12. Harry Holland Memo Re: Post Office (Discussion). Candon recused himself from the discussion due to a business relationship. Joe Holland asked that the Selectboard respond to questions 1 through 6 In Harry Holland's August 29th letter to the Board regarding restoring parking on Elm Street, zoning and ROW questions regarding the Historical Society, parking rules, a handicap parking space on Main Street on the Post Office side and "poachers" in the handicap spot. After considerable discussion concerning the reduction of parking spaces in Town, the Post Office, handicap parking, the Historical Society's use of land and parking, ROWs, park and rides and parking regulations, the Selectboard asked the Town Manager to set up an ad hoc committee to look into parking problems. Jack Candon, from the Selectboard, and Liza Bernard, representing the Norwich Square business owners, volunteered to be on the committee. Zoning questions on Holland's letter were directed to the Zoning Administrator to answer. The Town Manager and the Selectboard Chair will address the other questions in a separate letter to Mr. Holland.

13. Liquor License Application for Green Visions, LLC, d/b/a The Norwich Inn (Discussion/Action Item). Candon **moved** (2nd Childs) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.**

Childs **moved** (2nd Chapdelaine) to approve the Second Class Permit for Green Visions, LLC d/b/a The Norwich Inn. **Motion passed.**

Candon **moved** (2nd Childs) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**

14. Jake Blum (Tree Warden) Request for Audience with Selectboard (Discussion). Blum was unable to attend due to a fire training conflict. Item will be moved to the September 27, 2006 Selectboard meeting.

15. Selectboard/Manager Discuss FY08 Budget Guidelines (Discussion). After some discussion about a four person Police force, using a 4% increase over FY07, level operating funding and the likely possibility of the common level of appraisal figure decreasing for FY08, the Selectboard directed Soares to ask Department Heads for three draft budgets: (1) 4% increase over FY07, (2) level funding and (3) 5% decrease from FY07.

16. Fire District Tax Exemption Agreement (Action Item). Chapdelaine **moved** (2nd Childs) that the Norwich Selectboard approve the corrected five-year 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.

17. Correspondence

- a) Letter from Paul Tuhus Re: Boundary Issues on Kerwin Hill Road. An April 4, 2006 amendment to 24 V.S.A. Chapter 47 regarding "process for locating and altering municipal lines" was discussed. Soares will answer Mr. Tuhus's letter.

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

18. Selectboard

- a) Approval of the Minutes of the 8/23/06 meeting. Candon **moved** (2nd Childs) to approve. **Motion passed.**

- b) Resolution of the Norwich, Vermont Selectboard. The Selectboard discussed their belief that “the efficient and convenient functioning of the Selectboard requires the informed, regular and consistent participation of all five (5) members”. Candon **moved** (2nd Chapdelaine) to adopt the Resolution (attached to these minutes). **Motion passed - the vote was unanimous.** It was noted that the Resolution was not intended as a political move and that the request has no legal authority. May will draft a cover letter and forward the Resolution to Ptashnik.
- c) Personnel, Labor Relations, Litigation and Real Estate (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1)(2)&(3), Candon **moved** (2nd Childs) to enter into Executive Session for the purpose of discussing personnel, labor relations, litigation and real estate (where premature general public knowledge would place the municipality at a substantial disadvantage) and to invite Steve Soares, Chief Robinson and later Phil Dechert to join the Session. **Motion passed.**

At 9:40 pm the Selectboard moved back into public session. No action was taken as a result of the Executive Session.

Candon **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:41 pm.

Approved by the Selectboard on September 27, 2006.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – September 27, 2006 at 6:30 PM

Pending Items:

- 1) Zoning Regulations Review
- 2) Kendall Station Road
- 3) 2nd Hearing to Readopt 2001 Town Plan

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