

Minutes of the Selectboard Meeting of Wednesday, October 11, 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 26 people in the audience.

Also participating: Kimberly Blanchard, Nancy Dean, Phil Dechert, Jack Fraser, Neil Fulton, Dennis Kaufman, Cheryl Lindberg, Martha Morse, Susan Pitiger, Stuart Richards, Chief Robinson, Roberta Robinson, Henry Scheier, Richard Stucker

May opened the meeting at 6:35 pm.

1. Approval of Agenda. By consensus, the Selectboard adopted the Agenda.
2. Public Comments (Discussion). None.
3. Town Manager's Report (Discussion). Department Heads have submitted their draft budgets for FY08 in the requested formats: (1) 4% increase over FY07, (2) level funding and (3) 5% decrease from FY07. Some included an actual budget also. The preliminary draft FY08 budget will come before the Selectboard at their October 25th meeting and will include all formats submitted. Steve Mumley (Project Manager for Green Mountain Railroad), Andy Hodgdon, the surveyors and the Town Manager are scheduled to meet October 20th in order to coordinate the necessary work on Kendall Station Road. On October 5th, an application for Village Center designation for the Town of Norwich was submitted to the Vermont Downtown Program. A map of the village designation area and some photos have been placed on one of the bulletin boards in the Tracy Hall multipurpose room. Funding for the rebuild of the Norwich Bandstand is still being pieced together. Culvert replacement work continues on Bragg Hill. The Welcome to Norwich sign is up and the Town Manager commends the Norwich Women's Club for their work. The bus shelter near the Senior Housing is finished.

May took this opportunity to state how pleased the Selectboard is that the "Agway" property is under a Purchase and Sale Agreement and to especially thank Creigh Moffatt for all her efforts.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd Chapdelaine) to approve the General Fund Check Warrant Report #07-22 in the amount of \$49,438.97 for the period from 9/30/2006 to 10/11/2006. **Motion passed.** Candon questioned the high yearly cost of boarding abandoned cats and dogs at the River Road Veterinary Clinic. Chief Robinson stated that the Town is required to maintain a pound, but that it may be in an adjacent town. The Town Manager will evaluate the current procedure and investigate alternative arrangements.

Childs **moved** (2nd Candon) to approve the Solid Waste Equipment Fund Check Warrant Report #07-23 in the amount of \$1,448.00 for the period from 9/28/2006 to 10/11/2006. **Motion passed.**

- a) Receive Report from Finance Officer (Discussion). Roberta Robinson explained the Town's financial status as of June 30, 2006, going over the consolidated balance sheet for all Town funds as of that date. The unrestricted fund balance as of June 30, 2006 was \$446,772.98, which represents a little more than 10% of the total budget.

5. Proposed Letter to Act 250 Commission Re: Simpson (Discussion/Possible Action). After a brief discussion, Chapdelaine **moved** (2nd Childs) that the Norwich Selectboard supports the Norwich Planning Commission's submission to the Act 250 Commission, dated September 5, 2006. **Motion passed 3 to 0.** Candon recused himself. A letter was sent to the District 3 Environmental Commission and all interested parties affirming this motion stating: "The Norwich Selectboard supports the Norwich Planning Commission's submission to the Act 250 Commission, dated September 5, 2006."
6. New Road Name – Barbara Lee Lane (Discussion/Action Item). Dechert explained the necessity for naming the road due to the existence of three houses accessed by the road already, and that there are possibly six additional lots that could be developed in the near future. Per the Selectboard Policy on Street Naming, revised August 28, 1995, Candon **moved** (2nd Childs) to approve the street name of Barbara Lee Lane for the private road providing access for lots owned by Bull Pine Realty LLC (842 & 844 New Boston Road) and by Thad and Melinda Goodwin (840 New Boston Road). **Motion passed.** The name will become effective 15 days after this adoption unless the Selectboard receives a written wish to contest.
7. Introduce New Police Officer (Kimberly Blanchard) and New Administrative Assistant (Martha Morse). Blanchard and Morse were present and introduced.
8. Norwich Women's Club Request to Discuss Banners with Selectboard (Discussion). Sue Pitiger spoke about the Norwich Women's Club wish to place ten 18 x 36 banners celebrating 100 years of community service from 1907 to 2007 on the poles where the flags go at various times during their celebratory year. After some discussion about placement, length of time and updating the banner policy, Childs **moved** (2nd Chapdelaine) to approve the request of the Norwich Women's Club to put up banners on Main Street. **Motion passed.** The Town Manager was asked to review the banner policy and make recommendations for changes.
9. Municipal Administrative Procedures Act (MAPA) (Discussion). It was explained that MAPA is a set of procedural rules that govern contested hearings. MAPA sets the "minimum due process rights" of parties. Nancy Dean, who was a member of committee reviewing adopting MAPA in 2003 and is now a DRB member, stated that she has "no strong opinion" one way or the other. Fulton believes adopting MAPA would "require very little change" in the current DRB procedures. The Selectboard asked that Dean take it back to the DRB to discuss their preference and that they get back to the Selectboard sometime in January, 2007. Dechert asked that the Board keep in mind budgeting restraints for the necessary recording system costs.
10. Fire Chief Position (Full Time) (Discussion). Soares stated that he had been asked to defer this discussion until such time as he has had a chance to meet with the Fire Department members and receive their input.
11. New Job Description for Highway Administrator – Director of Public Works (Discussion/Action Item). After a limited discussion about buildings and grounds maintenance and that Hodgdon's current job title is not adequate, the Selectboard asked the Town Manager to further review the new job description and bring it back at their October 25th Selectboard meeting.
12. Correspondence
 - a) Letter from Peter Gregory of TRORC Re: Town Plan Approvals. Kramer was asked to contact TRORC and obtain missing pages of the review.
 - b) Email from Anne Silberfarb Re: Simpson Development Project
 - c) Copy of Letter from Simpson Development Corporation to Act 250 District Coordinator Re: Permit

- d) Copy of Letter from TRORC to Agency of Commerce and Community Affairs Re: Village Center Designation Application
- e) Memo from District 3 Environmental Commission Re: Land Use Permit #3W0970 Simpson Development Corp./Norwich
- f) Letter from "Revolt & Repeal" Campaign

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

12. Selectboard

- a) Approval of the Minutes of the 9/27/06 meeting. Candon **moved** (2nd Chapdelaine) to approve. **Motion passed.**
- b) Personnel and Labor Relations (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1)&(3), Candon **moved** (2nd Childs) to enter into Executive Session for the purpose of discussing labor relations and personnel and to invite Steve Soares and Chief Robinson to join the Session. **Motion passed.**

At 9:05 pm the Selectboard moved back into public session. The Chair announced that the Selectboard has successfully completed its annual evaluation of the Town Manager.

Candon **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:07 pm.

Approved by the Selectboard on October 25, 2006.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Next Regular Meeting – October 25, 2006 at 6:30 PM

Pending Items:

- 1) Zoning Regulations Review

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