

Minutes of the Selectboard Meeting of Tuesday, November 21, 2006 at 6:30 PM

Members present: Alison May, Chair; Jack Candon; Ed Childs; Stephen Soares, Town Manager; Nancy Kramer, Administrative Assistant. Absent: Ben Ptashnik and Gerard Chapdelaine.

There were about 15 people in the audience.

Also participating: Linda Danilek, Anne Day, Neil Fulton, Tom Gray, Cathy Healy, Jamie Hess, Andy Hodgdon, Kathy Hoyt, Dennis Kaufman, Jill Kearney, Cheryl Lindberg, Stuart Richards, Chief Robinson, Roberta Robinson, Liz Russell, Henry Scheier, Peter Silberfarb

May opened the meeting at 6:30 pm.

1. Approval of Agenda. By consensus, the Selectboard approved the Agenda.
2. Public Comments (Discussion). Stuart Richards said he supports Candon in his efforts to keep big ticket items from being added to the budget.
3. Town Manager's Report (Discussion). In an update on Kendall Station Road, Soares stated that Larry Donna from the State of Vermont was meeting with staff on Wednesday regarding the tank removal. Due to environmental issues as well as possible railroad service being interrupted, removal of the tank will probably not happen until spring. May asked that a memo be sent to Kendall Station Road residents apprising them of the current situation. Obtaining village designation for the Town is on track. Crystal Loffler from TRORC and the Town Manager will be meeting with the Vermont Downtown Development Board on November 27th. The Tracy Hall emergency generator should be operational within the next two weeks. Interior painting of Tracy Hall has started.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd Candon) to approve the General Fund Check Warrant Report #07-28 in the amount of \$416,285.04 for the period from 11/9/2006 to 11/22/2006. **Motion passed.**
Childs **moved** (2nd Candon) to approve the Recreation Facility and Improvement Fund Check Warrant Report #07-29 in the amount of \$2,094.00 for the period from 11/9/2006 to 11/22/2006. **Motion passed.**
5. Requests to Expend Funds from Designated Funds (Action Item). Candon **moved** (2nd Childs) to approve the payment of \$901.45 to Rebecca French from the Town Recreation Fund designated for the playground for the purchase of plaques. **Motion passed.**
Childs **moved** (2nd Candon) to approve the payment of \$110.32 to Ashley Milliken from the Town Recreation Fund designated for the playground for water pump rentals and sonotubes. **Motion passed.**
Childs **moved** (2nd Candon) to approve the payment of \$216.00 to Vermont Hand Carved Signs from the Town Recreation Fund designated for the playground for the balance due on a sign. **Motion passed.**

Childs **moved** (2nd Candon) to approve the payment of \$148.00 to Lauren Rosen from the Town Recreation Fund designated for the playground for the deposit paid on the purchase of a sign. **Motion passed.**

The new Playground Designated Fund balance will be \$12,424.83.

6. Approval for Purchase Order Greater than \$25,000 (Action Item). Childs **moved** (2nd Candon) to approve the payment of Purchase Order #7140928 in the amount of \$86,000.00 to Winterset, Inc. for installation of a new cement box culvert on Bragg Hill Road from the Highway Department budget. **Motion passed.**

Total cost of the project is \$75,000 plus \$11,000 for additional ledge removal required for proper installation of the box culvert. A Vermont Structures Grant will cover \$67,500 – Town's share \$7,500 + \$11,000 for ledge removal.

7. Jamie Hess Re: Update on Sidewalks, Paths and Safe Routes to School (SRTS). Hess gave brief updates on SRTS, paths and sidewalk planning. Highlights of which included: a school travel plan being worked on, an off road trail in conjunction with the Upper Valley Trails Alliance and collection of signatures in support of new sidewalk construction being done in the spring.

8. Listers. Errors and Omissions (Discussion/Action). Kaufman briefly reviewed the history of the case. Candon disclosed a business relationship with the land owner. The other members of the Selectboard present, being advised of this fact, invited Candon to participate in the action of the Board. Childs **moved** (2nd Candon) to approve a reduction to the 2006 Grand List of \$139,100, and a loss in municipal tax revenue of \$666.30, to correct the errors and omissions in the assessment of Parcel ID #09-034.000 and associated sub parcels owned by Jeremy Stephenson and Margaret Karagas. **Motion passed.** The new assessment is \$592,100.

9. Capital Budget Plan and Report (Discussion). Soares thanked all NORCAP Committee members for their work, with particular recognition being given to Neil Fulton. Fulton discussed the Capital Budget Plan and Report pointing out that, in 12 meetings, they did not have sufficient time to rank projects and that the information in Attachment 4 needs additional work. In Section 3, Future Trends, the "best information" available was used. The Committee came up with 17 recommendations and Fulton briefly described each. Committee members Kathy Hoyt and Liz Russell talked about the report being a working document and that there was a "perceived consensus" on the recommendations. Candon questioned the population, housing and traffic basic assumptions used in the report on pages 4-6. May asked that a letter be sent to all NORCAP members thanking them for their efforts. Childs suggested that sometime in February the Selectboard sit down with the Committee and thoroughly go over the report.

12. Resolution Re: Possible Purchase of Land (Discussion/Action). Candon read the Resolution of the Norwich, Vermont Selectboard concerning the possible purchase of land. May pointed out that the Selectboard was inviting the group to raise funds without the use of tax revenue. Candon **moved** (2nd Childs) that the Norwich Selectboard approve the resolution concerning the purchase of land from Simpson Development Corporation. **Motion passed.**

13. Request from Conservation Commission to Expend Funds from Designated Fund (Action Item). Peter Silberfarb, representing the Conservation Commission, presented three resolutions passed by the Commission earlier in the evening: 1) a request that \$1,000 be authorized by the Selectboard from the Conservation Commission Designated Fund; 2) a request that the Selectboard purchase, once the funds are raised, the Simpson land; and 3) a request that, if necessary, in order to purchase the land the Selectboard spend up to \$75,000 of the money now in the Conservation Commission Designated Fund. After a brief discussion, Candon **moved** (2nd Childs) to approve the expenditure of \$1,000 from the Conservation Commission Designated Fund for the purpose of obtaining an option to purchase from Simpson Development Corporation approximately 3.95 acres on the western side of US Route 5/Main Street at the southern entrance to Town. **Motion passed.**

10. Adoption of a Capital Budget Policy (Discussion). & 11. Adoption of a Debt Management Policy (Discussion). The Selectboard asked the Town Manager to forward these policies to the Finance Committee to review at their earliest convenience in the context of the Town and School budgets.

14. FY08 Budget – Public Works Department In Depth (Discussion). Soares noted that a 15% increase in healthcare, a 4% COLA and reserve funds separated out have been used in draft #3 of the FY08 budget. Hodgdon went over his budget with the Selectboard pointing out that it reflected vendor increases only and that the cost of paving one mile of highway in the summer of 2007 will be \$90,750. Hodgdon stated that the Selectboard had a decision to make: “How much paving do you want to do?” It was discussed that there are approximately 33.6 miles of paved roads in the Town. The proposed Public Works Department budget includes funds to pave three miles. The new Buildings and Grounds proposed budget was also discussed. Soares said that he and Hodgdon have not had an “end conversation” on this yet and that there might be room for additional savings.

Scheier inquired what the Recreation and Public Works Departments are currently spending on contractual services. Scheier also pointed out that he believes the Town must think about level funding as a serious option.

The Town Manager proposed a 4% increase, strictly applied. After further discussion, the Board agreed to show two proposed budgets for FY08 in draft #4: no more than 4% and level funded. Scheier asked that the Selectboard not ignore the 5% reduced budget. It was decided to keep the minus 5% in for now.

At the December 6th special Selectboard meeting, the Board will finish with the Public Works Department and do the Police Department in depth.

15. Correspondence

- a) Email from William Boardman Re: Windsor County Budget Planning Begins
- b) Letter from State of Vermont Re: Municipal Planning Grant Approval
- c) Letter from Sheila Taraska and Kathleen Peterson Re: Camp at 95 Hemlock Road

By consensus, the Selectboard received all correspondence.

16. Selectboard

- a) Approval of the Minutes of the 11/8/06 meeting. Childs **moved** (2nd Candon) to approve. **Motion passed.**

Candon **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:45 pm.

Approved by the Selectboard on December 13, 2006.

By Nancy Kramer
Administrative Assistant

Alison May
Selectboard Chair

Special Selectboard Meeting – December 6, 2006 at 6:30 PM

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

Pending Items:

- 1) Zoning Regulations Review
- 2) FY08 Budget Workshops with Selectboard

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