

Minutes of the Selectboard Meeting of Wednesday, March 12, 2008 at 6:30 PM

Members present: Gerard Chapdelaine, Chair; Alison May; Ed Childs; Suzanne Lupien; Sarah Nunan; Stephen Soares, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 21 people in the audience.

Also participating: Liz Blum, Phil Dechert, Dave DeLucia, Ray Dennis, Rob Edson, Jeff Goodrich, Andy Hodgdon, John Hurd, Cheryl Lindberg, Lynn McGrew, Fred Moody, Martha Nelson, Nancy Osgood, Phil Phillips, Chief Robinson, Warren Thayer, Chuck Wise.

Chapdelaine opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Public Comments (Discussion). None.
3. Town Manager's Report (Discussion). The Town Manager recently held a meeting of the Emergency Management Committee to review the Town's emergency operations plans. The Town Manager has appointed Jennie Hubbard as the Norwich Emergency Management Coordinator. Soares attended a hazardous materials training on March 10th. Continuity of Operations was one of the topics discussed at this month's staff meeting. Town roads have been posted and notices have been put up and published.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd May) to approve Check Warrant Report #08-19 for the period from 2/28/2008 to 3/12/2008 in the amount of \$94,833.02; of which \$94,295.52 is General Fund and \$537.50 is Bandstand Fund. **Motion passed.**
5. Corridor Project (Discussion/Action Item). Wise spoke about the proposed changes regarding the bump outs. Many people spoke on the Corridor Project, discussing crosswalks, scope of the Project and safety issues. Goodrich encouraged the Selectboard to proceed with the combining of the paving and Corridor Project at the State level. Wise asked the Selectboard to approve a letter of thanks to Curtis Johnson being sent to Secretary Neale Lunderville of VTrans, signed by himself, the Chair and the Town Manager, and read such letter. By consensus, the Board agreed.

May **moved** (2nd Childs) to reduce the number of bump outs as shown in the revised section of the December, 2007 Norwich Enhancement Project STPEH98(21) and to authorize the Town Manager to notify Curtis Johnson, Vermont Enhancement Coordinator, of Selectboard approval. **Motion passed 3 to 2** (yes – Childs, May, and Chapdelaine; no – Lupien, Nunan). Nunan and Lupien were opposed to the Corridor Project proceeding beyond the edge of Town without bringing the issue back to the voters.
8. 7:30 pm Appointment with Fred Moody of GUVSWD (Discussion). Both Fred Moody, Executive Director, and John Hurd, Programs Director, of the Greater Upper Valley Solid Waste Management District were present. Moody discussed the big picture and Hurd went over items of interest to Norwich that happened in 2007 including their helping with the recertification of the transfer station, light bulb collection, hazardous waste event, electronics collection at Montshire and composting bins given to Marion Cross School. Also discussed were #3-#7 plastic recycling, compost demonstrations and when the new landfill would open.
6. Revised Draft Zoning Regulations (Continuing Discussion/Action Item). Prior to the Selectboard meeting, there was a public informational session to discuss the draft Zoning Regulations held from 5:00-6:30 pm. Dechert stated that only minor issues were brought forth in the public meeting. The existing draft will be modified to satisfy these issues and brought back to the Selectboard in April.

7. Hartford/Norwich Dispatch Services Contract (Discussion/Action Item). Soares recommends the three-year contract. Lupien would like further investigation of moving the dispatch services to Hanover, but recognizes that it is not feasible at this time. Lupien **moved** (2nd Nunan) to authorize the Town Manager to sign the agreement between the Town of Hartford, Vermont and the Town of Norwich, Vermont for provision of emergency dispatch communications services. **Motion passed.**

9. Town Banking and Cash Management (Discussion/Action). The Town Manager said that the specifications document passed out to the Selectboard is a draft document, final may change. After a brief discussion, May **moved** (2nd Lupien) to request proposals for banking and cash management services for the Town of Norwich. **Motion passed.**

10. Appointment of Town Service Officer (Discussion/Action Item). Lupien spoke about her interest in the position, but wished it had a better title. May **moved** (2nd Nunan) to appoint Suzanne Lupien as the Town Service Officer for the period April 15, 2008 through April 14, 2009. **Motion passed.**

11. Liquor Licenses (Renewals) (Action Item). Lupien **moved** (2nd May) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.** May **moved** (2nd Lupien) to approve the liquor license application for Norwich Wines & Spirits, Norwich Inn (2), Dan & Whit's General Store and Carpenter and Main Restaurant. **Motion passed.** May **moved** (2nd Childs) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**

12. Policy and Appointment of Acting Zoning Administrator (Discussion/Action Item). Dechert explained that the Planning Commission approved the policy and nominated Daniel Johnson, Chair of the Norwich Planning Commission as acting zoning administrator at their February 28th meeting. After a brief discussion regarding statute and procedure, May **moved** (2nd Childs) that the Selectboard adopt the Policy on the authority of the Zoning Administrator in relation to the Acting Zoning Administrator as presented. **Motion passed.** May **moved** (2nd Childs) to appoint Daniel Johnson as Acting Zoning Administrator for as long as he is Chair of the Norwich Planning Commission. **Motion passed.**

13. Correspondence (Please go to www.norwich.vt.us, click on Town Offices bullet in left panel, scroll down to Norwich Selectboard section and click on Recent Selectboard Correspondence to view resident correspondence):

a) Nonresident –

- 1) Email from David Gunn (VLCT) Re: 2/8/08 Mooney Supreme Court Decision (Discussion Item). May **moved** (2nd Lupien) to receive an email from David Gunn (VLCT) Re: 2/8/08 Mooney Supreme Court Decision **Motion passed.**

b) Resident -

- 1) Letter from Norwich Conservation Commission Re: Conservation Trust Fund (Discussion/Action Item). May **moved** (2nd Lupien) to receive a letter from Norwich Conservation Commission Re: Conservation Trust Fund. **Motion passed.**
- 2) Letter from Ellen DesMeules for Ardis Close Re: Patridge Hill Road (Discussion/Action Item). May **moved** (2nd Nunan) to receive a letter from Ellen DesMeules for Ardis Close Re: Patridge Hill Road. **Motion passed.** Soares said that Hodgdon has done what can be done for now and that the long-term fix is hard to determine. Her letter will be answered.
- 3) Memo from Phil Dechert Re: Legal Review of Proposed Zoning Regulations (Discussion/Action Item). May **moved** (2nd Lupien) to receive a memo from Phil Dechert Re: legal review of proposed Zoning Regulations. **Motion passed.** The Board decided they will revisit this issue at their April 9th meeting.

14. Selectboard

- a) Approval of the Minutes of the 2/27/08 Meeting (Action Item). May **moved** (2nd Childs) to approve the minutes of the February 27, 2008 Selectboard meeting. **Motion passed.**
- b) 4/26 Selectboard Institute Attendance (Discussion/Action Item). Nunan has signed up and offered a ride to anyone else who plans on going.
- c) Selectboard Retreat Re: Goals (Discussion/Action Item). This item was deferred until the March 26th meeting. Retreat will be set for either April or May
- d) Readopt Selectboard Rules for Conduct of Regular/Special Meetings (Action Item). May **moved** (2nd Childs) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed.**
- e) Fire Chief Contract (Discussion/Action Item). Soares explained without discussing details of the contract. May **moved** (2nd Lupien) to authorize the Town Manager to sign the Fire Chief Employment Agreement. **Motion passed.**
- f) Litigation and Personnel (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1)(3), May **moved** (2nd Childs) to move into Executive Session for the purpose of discussing litigation and personnel and to invite Steve Soares and Chief Robinson to join the session. **Motion passed.** The Selectboard moved into Executive Session at 8:55 pm.

At 9:42 pm the Selectboard moved into public session. May **moved** (2nd Childs) to accept the proposed settlement offer regarding Parcel ID # 15-071.000 as outlined in a letter dated March 12, 2008 from C. Nicholas Burke, attorney for the plaintiff, and Ernest J. Ciccotelli, attorney for the Town. **Motion passed.**

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

Approved by the Selectboard on April 23, 2008.

By Nancy Kramer
Assistant to the Town Manager

Gerard Chapdelaine
Selectboard Chair

Next Regular Meeting – March 26, 2008 at 6:00 PM

Pending Items:

- 1) Farrell Farm Road Acceptance as Town Highway
- 2) Debt Management Policy
- 3) Financial Policies Review

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