

Minutes of the Selectboard Meeting of Wednesday, April 23, 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 25 people in the audience.

Also participating: Brooke Adler, Ernie Ciccotelli, Phil Dechert, Jeff Goodrich, Melinda Goodwin, Kelly Griggs, Dennis Kaufman, Craig Layne, Cheryl Lindberg, Don McCabe, Lynn McGrew, Sharon Racusin, Stuart Richards, Chief Robinson, Roberta Robinson, Phil Phillips, Richard Stucker, Liz Tuggle, Marie Elise Young.

Chapdelaine opened the meeting at 6:29 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda with some changes.

2. Public Comments (Discussion). McGrew stated he had reviewed the March 12th Selectboard meeting tape and realized that the Board had not made the motion he requested. McGrew would like the Selectboard to readdress this.

McCabe said the Bandstand Committee meets every two weeks and the next meeting is April 29th. The format for the public forum April 30th will be a 30 minute presentation by the Bandstand Committee and then it will be open to the public for comments. Tuggle stated that she hoped the decision by the Board would be based on a fact finding approach using the criteria of service to the Town, understanding and appreciation of the history of the bandstand and the realities of fundraising.

Griggs read a statement to the Selectboard regarding his thoughts on the April 9th meeting. A copy of his comments is available in the Town Manager's Office.

3. Town Manager's Report (Discussion). Safe Routes to School (SRTS) sidewalk project – Soares met with Jamie Hess, SRTS Coordinator, and an engineer from Ty Lyn Engineering Firm of Maine to exchange information and discuss next steps for the Church Street project. Robert Chamberlin of Norwich, an Engineer with RSG will work with the Town on this project as consultant (pro bono).

Green Mountain Power has submitted a plan/petition to extend power lines from the Water Plant to the Federal Aviation Agency Tower on Beaver Meadow Road – Hodgdon and the Town Manager have both reviewed the plan and conducted a site visit. Owners of the land are aware of the project. Soares will sign the petition if the Board approves (by consensus, the Board did so).

Kendall Station – Soares has contacted Larry Donna, VT DOT again to ask for a progress report on this pending project. After receiving a disappointing response from Larry Donna, he spoke with John Dunleavy, Assistant Attorney General. Mr. Dunleavy assured him he would focus on our project. The Town Manager stated that the hold up is the lack of a signed agreement between the State and a family on the road. After some discussion, Childs **moved** (2nd May) that a letter be sent to Mr. Dunleavy, signed by the Chair, urging his immediate attention to this matter. **Motion passed.**

Soares is working with AFSCME representatives to settle the Michael McGee arbitrator's award.

Soares is also working with local car dealerships to secure a used vehicle for use by the yet to be named Norwich Fire Chief. He is seeking a donated vehicle.

Soares read a letter from Mary Bender praising the efforts of Andy Hodgdon and the Highway Department this winter. On May 3rd, Green Up Day, a ReCover Store truck will be present at the Transfer Station.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd May) to approve Check Warrant Report #08-22 for the period from 4/10/2008 to 4/23/2008 in the amount of \$95,970.94; of which \$90,568.26 is General Fund and \$5,402.68 is Fire Station and Police Station Funds. **Motion passed.**

5. Request to Spend Town Reappraisal Designated Funds (Discussion/Action Item). Chapdelaine explained the request and Kaufman answered questions. There was discussion regarding the use of these funds, where they come from and that Vermont Statutes define how they are used. Also discussed was the Common Level of Appraisal (CLA) and that if it drops the State will force the Town to do a reappraisal. Lindberg inquired about more use of the Appraiser. Kaufman said Steve Wheelock does not wish to work more hours than currently scheduled. Kaufman also said Wheelock is currently working on reappraisals of all commercial property and properties on Bragg Hill Road. Childs **moved** (2nd May) to approve the transfer of \$7,500 from the Reappraisal Designated Fund to the General Fund; \$5,000 of which is for the Lister wage line item and \$2,500 of which is for the Office Assistant wage line item. **Motion passed.**

The new Reappraisal Designated Fund balance will be \$64,276.

6. Town of Norwich Open Positions Interviews/Appointments (Action Item). One applicant was interviewed for the Development Review Board (Ernie Ciccotelli). Three applicants were interviewed for the Planning Commission (Brooke Adler, Jeff Goodrich and Stuart Richards). One applicant was interviewed for Trustee of Trust Funds (Marie Elise Young).

A ballot vote was used in deciding the Planning Commission appointments. Appointments made were Christopher Ashley as an alternate to the Development Review Board for a three-year term ending in April, 2011; Ernie Ciccotelli, Mindy Penny and Folger Tuggle to the Development Review Board for three-year terms ending in April, 2011; Brooke Adler and Jeff Goodrich to the Planning Commission for four-year terms ending in April, 2012 and Marie Elise Young as a Trustee of Trust Funds for a one-year term ending March, 2009.

There was some discussion on the delay in voting on the Planning Commission seats from the March 26th meeting. The Board apologized for any confusion. By consensus, the Selectboard asked that letters be sent to retiring Planning Commission members Lynn McGrew and Adele Fulton.

7. Review of Response Activity on Police Services Committee's Recommendations (Discussion). Chief Robinson is continuing with his monthly forums. Crosswalk signs and the speed cart are back out. Staff wise he is down one officer and is advertising for the vacant position. Walk and talks are continuing, but at a reduced rate due to staff shortage.

Racusin thanked Robinson for all he has done for McKenna Road residents.

8. Review of Response Activity on Town Governance Committee's Recommendations (Discussion). Soares has finished his accounting class. Childs, Thayer and Soares have worked together on a request for action form which was distributed and will soon be on the Town website.

9. Revised Draft Zoning Regulations (Continuing Discussion/Action Item). Dechert said that there are still a number of unresolved issues out there and that the TRORC submitted changes were relatively minor stuff. The next step could be a revised draft and/or to warn a hearing. McMullan's letter is being answered.

There was considerable discussion rising from comments made by McGrew regarding "perceived" undue influence being exerted by Childs on the current draft of the new Zoning Regulations. Stucker, speaking as a Planning Commission member, does not agree and asked the Selectboard to create a path to get these regulations done. After further discussion, Childs **moved** (2nd Nunan) that the Board would review the Zoning Regulations and make decisions on changes by a majority vote of the Board. **Motion passed.**

By consensus, the Selectboard asked for a revised draft for their May 14th meeting.

10. Pending Items (Discussion/Action Item). Nunan read minutes of the Selectboard retreat pertinent to this. After discussion, items were adjusted as below.

11. Debt Management Policy (Discussion/Action Item). Deferred until May 14th meeting. Board was asked to retain their copies.

12. Financial Policies Review (Discussion/Action Item). After a brief discussion, May **moved** (2nd Childs) that the Board readopt their policies. **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) Memo from TRORC Re: Comments on Norwich Draft Zoning Regulations (Discussion/Action Item). May **moved** (2nd Lupien) to receive a memo from TRORC Re: Comments on Norwich Draft Zoning Regulations. **Motion passed.** Discussed with item #9.
- 2) Minutes of 3/26/08 TRORC Meeting. Childs **moved** (2nd Nunan) to receive minutes of the 3/26/08 TRORC meeting. **Motion passed.**

b) Resident –

- 1) Letter from Phil Phillips Re: 3/26 Selectboard Meeting Comments (Discussion Item). Nunan **moved** (2nd Lupien) to receive a letter from Phil Phillips Re: 3/26 Selectboard meeting comments. **Motion passed.** The March 12 Board minutes have been revised.
- 2) Letter from Liz Russell Re: Bragg Hill Road Project (Discussion Item). Childs **moved** (2nd Lupien) to receive a letter from Liz Russell Re: Bragg Hill Road Project. **Motion passed.**
- 3) Letter from Brion McMullan Re: Administrative Paperwork for Norwich Fire Department (Discussion Item). May said she felt this letter falls more properly under the Town Manager's responsibilities. By consensus, the Board agreed.

Selectboard agreed that their correspondence policy should be revisited.

14. Selectboard

- a) Approval of the Minutes of the 3/12/08, 3/26/08 and 4/9/08 Meetings (Action Item). Nunan questioned whether the IS 700 # in item 8 a) 1) in the April 9th minutes was correct. Board thought it should be changed to IS 200. May **moved** (2nd Nunan) to approve the revised minutes of the March 12, 2008 and the minutes of the March 26, 2008 Selectboard

- meetings. **Motion passed.**
- b) Process for Distribution of Approved Conservation Commission Designated Funds (Discussion/Action Item). Craig Layne will check with Upper Valley Land Trust and get back to the Board.
 - c) Norwich Business Council (Town Pages) (Discussion/Action Item). After limited discussion regarding whether it was a proper use of Town funds, Childs **moved** (2nd Nunan) that the Board decline to place an ad. **Motion passed.**
 - d) Neil Fulton's Retirement Letter (Discussion). Soares read Fulton's letter. He is retiring effective June 30, 2008. May will draft a Selectboard resolution.
 - e) Labor Relations and Personnel (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(1)(3), May **moved** (2nd Lupien) to move into Executive Session for the purpose of discussing labor relations and personnel and to invite Steve Soares to join the session. **Motion passed.** The Selectboard moved into Executive Session at 9:43 pm.

At 10:19 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Childs **moved** (2nd May) to adjourn. **Motion passed.** Meeting adjourned at 10:20 pm.

Approved by the Selectboard on May 14, 2008.

By Nancy Kramer
Assistant to the Town Manager

Gerard Chapdelaine
Selectboard Chair

Special Selectboard Meeting – April 30, 2008 at 6:30 PM

Next Regular Meeting – May 14, 2008 at 6:30 PM

Pending Items:

- 1) Debt Management Policy (5/14/08)
- 2) Receipt of Black River Report (5/14/08)
- 3) Kendall Station Road (5/14/08)
- 4) Farrell Farm Road Acceptance as Town Highway (5/14/08)
- 5) Zoning Regulations (5/14/08)
- 6) NORCAP/Strategic Planning/Public Safety Facility (5/21/08)
- 7) Tracy Hall Rental Policy Review (5/28/08)
- 8) Personnel Policies Updates (5/28/08)
- 9) Class 1 Road Designation (9/24/08)
- 10) Revisit the Policy for Treatment of Special Articles on the Town Meeting Warning (6/11/08)

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD. FOR A MORE DETAILED TRANSCRIPTION PLEASE REFER TO THE DVD. DVDs ARE AVAILABLE ONE WEEK AFTER AIRING AT THE NORWICH PUBLIC LIBRARY.