

Minutes of the Selectboard Meeting of Wednesday, May 28, 2008 at 6:30 PM

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

There were about 30 people in the audience.

Also participating: Clay Adams, Betty Barba, Penny Bennett, Judy Butler, Scooter Hardy, Nancy Hoggson, Thomas Hoyt, Dennis Kaufman, Karen Kayen, Jill Kearney, Cheryl Lindberg, Don McCabe, Nancy Osgood, Sharon Racusin, Roberta Robinson, Liz Russell, Phil Phillips, Demo Sofronas, Liz Tuggle, Priscilla Vincent.

Chapdelaine opened the meeting at 6:31 pm.

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

2. Public Comments (Discussion). None.

3. Request to Spend Highway Equipment Designated Funds (Discussion/Action Item). Fulton explained that this vehicle is to replace a 1985 Chevrolet Blazer which has 256,000 miles on it. The vehicle is in excellent condition and includes a plow. Lupien expressed unhappiness that Andy was not present and wanted to defer this to the next Selectboard meeting. Hodgdon was asked to attend, but was unable to due to family matters. Kaufman pointed out that the approval of the vehicle purchase was a Town Manager decision and he has signed off on the PO. There followed some discussion of the Town Manager form of government. Also discussed was the possible use of hybrid vehicles and having a fleet policy.

May **moved** (2<sup>nd</sup> Childs) to approve the payment of Purchase Order #7140981 in the amount of \$24,000 from the Highway Equipment Designated Fund for the purchase of a 2006 Dodge pickup truck. **Motion passed 4 to 1** (yes – Chapdelaine, Nunan, Childs and May; no – Lupien).

The new Highway Equipment Designated Fund balance will be \$48,485.98.

4. Request to Spend Land Management Council Designated Funds (Discussion/Action Item). Adams told the Board that this stone would be used to control erosion on the trails and that it would be spread by volunteers. After a brief discussion, Childs **moved** (2<sup>nd</sup> May) to approve the use of up to \$250 from the Land Management Council Designated Fund for a load of stone for Parcel 5. **Motion passed.**

The new Land Management Council Designated Fund balance will be \$4,308.98 if \$250 is spent.

5. Request to Spend Tennis Courts and Recreation Designated Funds (Discussion/Action Item). Kearney explained that the tennis courts are in dire need of resurfacing, but that the bid to redo all four was prohibitive. She is trying out a new system on Court #1 first called Guardian Crack Repair. Kearney also said that she has had complaints from residents and that cracks are a chronic problem. After a brief discussion, Nunan **moved** (2<sup>nd</sup> Childs) to

approve the use of \$5,994 plus accrued interest and \$2,000 from approved FY09 appropriations from the Tennis Courts Designated Fund and the balance not to exceed \$4,700 from the Recreation Designated Fund to resurface, paint and repair the tennis courts at an estimated cost of \$12,665. **Motion passed.**

The new Tennis Courts Designated Fund balance will be zero.

6. Norwich Banking Services (Discussion/Action Item). Robinson went over the history saying the Selectboard voted to combine the Town funds as recommended by the outside auditors and requests for proposals were put out to three Norwich banks. Childs reminded the Board about the immediate credit of funds at Mascoma Savings Bank and that the long-term arrangement with Mascoma has been good for the Town. May spoke about Mascoma's commitment to the Upper Valley and that this was a difficult decision. Hoyt again spoke on Mascoma's behalf, questioning the validity of the rates claimed by Citizens. Nunan **moved** (2<sup>nd</sup> May) to accept the Mascoma Savings Bank proposal for banking and cash management services for the Town of Norwich for a three-year period. **Motion passed.**

7. Bandstand Process Going Forward (Discussion/Action Item). Chapdelaine read VSA Title 24 Chapter 37 § 1236(4) which states the Town Manager has "charge and supervision of all public town buildings", repairs thereon shall be done under his supervision.

Lupien and Nunan both stated they were upset that no public comment was allowed at last week's meeting. Lupien said she has personally put in "a hundred hours" on this project and is very disgusted at the outcome last week.

Childs was put off by their statements reminding them that a whole meeting had been devoted to a public forum on the bandstand.

May's position was that the Bandstand Committee was a Town Manager responsibility and the Board should have left it at that.

McCabe spoke about and listed all the entities the Committee consulted with.

Hoggson said the Division for Historic Preservation has offered to put a team together to work on ADA for Option #1.

There followed several people who spoke about historic preservation, the current status of the bandstand, cost analysis being done and maintenance costs. After which, Nunan said she appreciated everybody listening.

Lupien **moved** (2<sup>nd</sup> Nunan) that the Board rescind the motion made at the May 21<sup>st</sup> Selectboard meeting regarding the bandstand. **Motion passed 3 to 2** (yes – Chapdelaine, Nunan, Lupien; no – Childs and May).

There was further discussion of getting all the options on the table, ADA compliant, having a Town vote in the fall and allowing a cooling off period.

Nunan **moved** (2<sup>nd</sup> May) that the Board ask the Town Manager to work with the Bandstand Committee on modifications to Option #1 for accessibility working with the Preservation Trust of Vermont, revision of Option # 2 for State ADA compliance and developing a timeline with the goal of putting it on as an advisory article at the Town Meeting on November 4<sup>th</sup>. **Motion passed.**

The Town Clerk will be asked to get an opinion from the Secretary of State on whether the article has to be advisory.

8. Tracy Hall Rental Policy Review (Discussion/Action Item). Childs asked for this item to be on the Agenda in order to initiate a discussion on current uses of Tracy Hall and fees being charged. After some discussion, the consensus was that fees are appropriate and the Board is comfortable with the Policy as is.

Also discussed were: the front door lock, carpet cleaning schedule, Tracy Hall being a business place Monday through Friday days, actual revenues versus anticipated revenues and rising energy costs and therefore the need to conserve.

9. Personnel Policies Updates (Discussion/Action Item). Due to the absence of the Town Manager, Kramer walked the Selectboard through the changes to the Policies. After some discussion, May **moved** (2<sup>nd</sup> Lupien) that the Norwich Selectboard amend the Town of Norwich Personnel Policies as presented. **Motion passed.**

May **moved** (2<sup>nd</sup> Childs) that the Norwich Selectboard readopt the Town of Norwich Safety Policy Mission Statement. **Motion passed.**

10. Appointment with Demo Sofronas Re: Advance Transit Petition (Discussion/Action Item). Sofronas read the petition which is asking Advance Transit to stop at the American Legion Hall where parking spaces have been allocated for a new park and ride. Van Chesnut has been contacted and has responded that scheduling is a concern. Racusin said a formal audit of Advance Transit routes is going to be done in the near future. Racusin was asked to find out how long the bus sits at the Dan & Whit's bus stop. After further discussion of Town support for this happening, by consensus, the Board asked that the Chair write a letter to Van Chesnut strongly supporting the petition and inviting him to attend a Selectboard meeting to discuss.

11. Correspondence (Please go to [www.norwich.vt.us](http://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) TRORC 4/23/08 Minutes.
- 2) Letter from State of Vermont Re: Stewardship Activities.

May **moved** (2<sup>nd</sup> Lupien) to receive correspondence 11 a) and b). **Motion passed.**

b) Resident –

- 1) Email from Kelly Griggs Re: 5/21 Selectboard Meeting. Lupien **moved** (2<sup>nd</sup> May) to receive an email from Kelly Griggs re: 5/21 Selectboard meeting with no response. **Motion passed.** Chapdelaine gave a synopsis of the email.
- 2) Letter from Bill Aldrich Re: Bandstand. May **moved** (2<sup>nd</sup> Childs) to receive a letter from Bill Adrich with no response. **Motion passed.**

12. Selectboard

- a) Approval of the Minutes of the 5/14/08 Meeting (Action Item). May **moved** (2<sup>nd</sup> Childs) to approve the minutes of the May 14, 2008 Selectboard meeting. **Motion passed.** The 4/11/08 retreat minutes were discussed. Nunan agreed to remove executive session paragraph with the proviso that it be revisited at some future date. Childs **moved** (2<sup>nd</sup> May) to approve the Selectboard retreat minutes as revised. **Motion passed.**
- b) Review Selectboard Procedure for Receipt of Correspondence (Discussion/Action Item). The Board reviewed Child's changes and made a minor correction. May **moved** (2<sup>nd</sup> Lupien) that the Selectboard adopt as revised. **Motion passed.**
- c) Review Town Manager Job Description (Discussion/Action Item). May suggested changes and the Board discussed. Lupien **moved** (2<sup>nd</sup> May) that the Selectboard accept the description as amended. **Motion passed.**
- d) Advertise for Selection Committee. The Board has decided on five Norwich residents in an advisory position. The deadline for applications will be June 19<sup>th</sup> with appointments at the June 25<sup>th</sup> meeting. June 30<sup>th</sup> will be set up as a working session for the Committee and the Selectboard. Kramer will send draft to Board for their approval.
- e) Selectboard Statement on Special Town Meeting. Language was discussed and approved.

May **moved** (2<sup>nd</sup> Nunan) to adjourn. **Motion passed.** Meeting adjourned at 10:08 pm.

Approved by the Selectboard on June 25, 2008.

By Nancy Kramer  
Assistant to the Town Manager

Gerard Chapdelaine  
Selectboard Chair

Next Regular Meeting – June 11, 2008 at 6:30 PM

Pending Items:

- 1) Strategic Planning Committee Organization
- 2) Revisit the Policy for Treatment of Special Articles on the Town Meeting Warning (6/11/08)
- 3) Zoning Regulations Hearings (7/9/08 & 9/24/08)
- 4) Ancient Roads (9/10/08)
- 5) Class 1 Road Designation (9/24/08)
- 6) Communications Study
- 7) Department of Public Works Site Planning
- 8) Transportation Capital Program
- 9) Community Communications Outreach

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