

Minutes of the Selectboard Meeting of Wednesday, June 11, 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 17 people in the audience.

Also participating: Lucy Gibson, Kelly Griggs, Jamie Hess, Andy Hodgdon, Nancy Hoggson, Dennis Kaufman, Cheryl Lindberg, Don McCabe, Sue Pitiger, Chief Robinson, Warren Thayer, Chuck Wise, Alice Worth.

Chapdelaine opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda with some changes. There was discussion regarding pending items which resulted in changes noted below. Also discussed was the under funding of fuel for FY09 due to unanticipated rising costs.

2. Public Comments (Discussion). McCabe asked Lupien to explain her symbol comment made at the May 28<sup>th</sup> meeting. Lupien said she thought it was obvious the bandstand had value beyond its use. Pitiger spoke on the value of function. Hoggson feels that whatever choice is made now will be fine as long as things remain fair and balanced. She also thanked the Board for their May 28<sup>th</sup> vote. There was also discussion regarding the Preservation Trust of Vermont and their role going forward in the bandstand process. McCabe has sent an email asking the Trust to work with the Town Manager on Option #1 and to try and have their work done by June 30<sup>th</sup> for a preliminary design with ADA. Lupien said that the Trust wishes to work with a Selectboard member and is on the verge of withdrawing their offer to help the Town. The Chair asked if she would get that in writing. Pitiger sees a conflict with Lupien being the one to work alone with the Trust.

3. Town Manager's Report (Discussion). The 4<sup>th</sup> round of the Fire Chief search has reached the telephone interview stage. The assessment center process will take place June 23<sup>rd</sup> and 24<sup>th</sup>. Delinquent taxes are currently at \$84,000. There was some discussion of what is being done to collect these taxes. A letter of intent has gone out to VTrans regarding an enhancement grant for extension of sidewalks on Beaver Meadow Road. All residents have signed off on the Kendall Station Road agreement and the project is ready to move to construction.

5. 7:00 pm: Appointment with Chuck Wise Re: Route 10A Update (Discussion/Action Item). Wise explained that a Road Safety Audit has been done for McKenna Road/Montshire/Vt10a intersection and the corridor up to the bridge. The audit team consisted of VTrans staff, Sarah Nunan, Lucy Gibson, Jamie Hess, John Lawe, Chief Robinson and Steve Soares with Wise as the coordinator. Wise said that the average speed of motorists has decreased from 2005 and he believes Chief Robinson and the speed cart have contributed to this decline. The recommendation is for a temporary lane closure for approximately two weeks which will need Selectboard approval. Wise is assuming a cost of \$3,000. There was discussion that maybe this cost could be reduced. The Transportation Committee will take the lead in public relations. Press releases and blogs to solicit public comment and input were discussed. Permission to work within the State's right of way will have to be obtained from VTrans. Nunan and others thanked Wise for his work on this project. Also discussed was that the slip lane at Exit 13 I-91 will be closed as part of the 2009 paving project.

Nunan **moved** (2<sup>nd</sup> May) that the Town Manager working in conjunction with Wise go forward with the process for the temporary lane closure. **Motion passed.**

4. Request to Spend Recreation Designated Funds (Discussion/Action Item). Soares explained that this is equipment needed for the proper mowing and care of Town grounds and fields and that he supports these requests. After discussion of equipment now being used and a reminder by Kaufman that this is a Town Manager approved expense, Childs **moved** (2<sup>nd</sup> May) to approve the use of \$3,750 from the Recreation Facilities Improvement Fund to contribute toward equipment needed for the Buildings and Grounds position. **Motion passed.**

The new Recreation Facilities Improvement Designated Fund balance will be \$35,738.59.

4a). Request to Spend Highway Equipment Designated Funds (Discussion/Action Item).  
May **moved** (2<sup>nd</sup> Childs) to approve the payment of Purchase Order #7140982 in the amount of \$3,750.98 from the Highway Equipment Designated Fund for the purchase of Buildings and Grounds equipment.  
**Motion passed.**

The new Highway Equipment Designated Fund balance will be \$44,891.

Also discussed was a possible temporary change to the Selectboard Financial Policy to accommodate persons wishing to withdraw their donations to the Bandstand Fund. This matter was tabled until the June 25<sup>th</sup> Board meeting.

6. Revisit the Policy for Treatment of Special Articles on the Town Meeting Warning (Discussion/Action Item). Last year's policy was that any request for an appropriation required a petition. Hoggson spoke about the pluses and minuses of requiring petitions. This matter was also tabled until the June 25<sup>th</sup> Selectboard meeting so that the Board may review last year's letter.

7. Strategic Planning Committee Draft Charge (Discussion/Action Item). Nunan said she had spent approximately eight hours working on this getting input from Peter Gregory of TRORC, Marilynn Bourne Executive Director of LISTEN (also Selectboard member in Cornish, NH), Phil Dechert and Paul Tierney. She believes the process should start with a mission statement committee. The Selectboard and committee would have one to four working sessions to come up with a clear mission statement with definitions of successful outcome and clearly state the values of the Town. This would rely heavily on the Town Plan. The next step would be formation of the Strategic Planning Committee and charge. Nunan is willing to carry forward with this and report back to the Board.

8. 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) Letter from Comcast Re: Questions on Service in Norwich. Soares was asked to get an ECFiber update from Irv Thomaes.

May **moved** (2<sup>nd</sup> Lupien) to receive a letter from Comcast re: questions on service in Norwich. **Motion passed.**

b) Resident –

- 1) Follow Up Email from Kelly Griggs Re: 5/21 Selectboard Meeting. May **moved** (2<sup>nd</sup> Lupien) to receive a follow up email from Kelly Griggs re: 5/21 Selectboard meeting. **Motion passed.** Chapdelaine gave a synopsis of the email. Griggs spoke at length about perceived systemic procedural problems and confusing use of terminology in regard to the bandstand. Lupien again reminded the Board that an independent person is needed to work with the Preservation Trust of Vermont. Hoggson supports working with the Trust stating that they are the experts.
- 2) Email from Brion McMullan Re: NORCAP. May **moved** (2<sup>nd</sup> Childs) to receive an email from Brion McMullan re: NORCAP. **Motion passed.** Chair will write acknowledgement to McMullan.
- 3) Email from Liz Russell Re: Special Town Meeting. Nunan **moved** (2<sup>nd</sup> May) to receive an email from Liz Russell re: Special Town Meeting. **Motion passed.** May read the email and the Town Manager was asked to speak with Russell.
- 4) Memo from Warren Thayer Re: Moderator for Special Town Meeting. May **moved** (2<sup>nd</sup> Nunan) to receive a memo from Warren Thayer re: Moderator for Special Town Meeting. **Motion passed.**

9. Selectboard

- a) Approval of the Minutes of the 5/21/08 and 5/28/08 Meetings (Action Item). Childs **moved** (2<sup>nd</sup> May) to approve the minutes of the May 21, 2008 Selectboard meeting. **Motion passed.** Nunan requested revisions to the May 28 minutes. This led to further discussion of the bandstand. May spoke about the Board possibly having another vote on the bandstand in September. Lupien still wants the matter to go before the townspeople and again reminded the Selectboard that Ann Cousins wishes to work with the Board. Also discussed, was the need for Department of Safety written signoff on plans and the possible need for another grant.
- b) Process to Use Interim Moderator at Special Town Meeting (Discussion/Action Item). Discussed earlier with Thayer. Selectboard Chair will ask for nominations from the floor for a moderator pro tempore.
- c) Approval of Job Descriptions: Building Maintenance Custodian (Revised) and Buildings and Grounds Technician (New) (Discussion/Action Item). After a brief discussion of certain items in the job descriptions, May **moved** (2<sup>nd</sup> Childs) to approve the revised Building Maintenance Custodian job description dated April 27, 2008. **Motion passed.** Childs **moved** (2<sup>nd</sup> May) to approve the Buildings and Grounds Technician job description dated May 12, 2008. **Motion passed.**
- d) Selectboard Readopt Sexual Harassment and Workplace Violence Policies (Discussion/Action Item). May **moved** (2<sup>nd</sup> Childs) that the Norwich Selectboard readopt the Sexual Harassment and Workplace Violence Policies. **Motion passed.**

May **moved** (2<sup>nd</sup> Nunan) to adjourn. **Motion passed.** Meeting adjourned at 9:23 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 25, 2008 at 6:30 PM

Pending Items:

- 1) Year-to-Date Budget Discussion (6/25/08)
- 2) Rules of Order (Roberts Rules) (6/25/08)
- 3) Strategic Planning Committee Organization
- 4) Zoning Regulations Hearings (7/9/08 & 9/24/08)
- 5) Ancient Roads (9/10/08)
- 6) Class 1 Road Designation (9/24/08)
- 7) Communications Study
- 8) Department of Public Works Site Planning
- 9) Transportation Capital Program
- 10) Community Communications Outreach

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.