

Minutes of the Selectboard Meeting of Wednesday, June 25, 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: Brooke Adler, Justin Campfield, Neil Fulton, Karen Kayen, Cheryl Lindberg, Don McCabe, Bob Pitiger, Sue Pitiger, Roberta Robinson, Gerry Tolman.

Chapdelaine opened the meeting at 6:30 pm.

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

2. Public Comments (Discussion). McCabe spoke about the Special Town Meeting on Monday and the support for the Town Manager form of government. He has put together a brief guide to Bandstand Committee activities which he went over with the Board. Sue Pitiger pointed out that the Preservation Trust of Vermont has been paid \$250 for their work. She still feels there is a conflict with Lupien being the contact person for the Trust. Pitiger also spoke about the more than 2 to 1 margin of the vote on Tuesday.

Childs reminded people that the Norwich Fair is July 11 through 13 on the green.

3. Town Manager's Report (Discussion). Soares said the Norwich Women's Club has generously awarded the Town \$350 for 4 flower pots at the entrances to Tracy Hall and \$550 for additional tables to be used in Tracy Hall. Per the Board's request, he has met with Liz Russell and discussed the Town Manager role in general terms. Soares provided Russell with copies of the Town Manager job description as well as Statutes regarding. The 10A experimental lane closure is being advanced to VTrans via Chuck Wise. The Fire Chief search has been completed and a conditional offer of employment will be made to Stephen Leinoff. The Town will be starting their work on Kendall Station Road in the next couple of weeks. Jersey barriers will be setup and there will be no disruption of traffic regarding entrance/egress on Kendall Station Road. The railroad portion of the project should be done before October. There is no new information to report on either Safe Routes To School Church Street Sidewalk Project or Corridor Project. Soares attended a mandatory training Wednesday morning in regard to enhancement project grants.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2<sup>nd</sup> Lupien) to approve Check Warrant Report #08-27 for the period from 6/20/2008 to 6/25/2008 in the amount of \$13,694.62; of which \$6,193.64 is General Fund, \$3,750 is Recreation Fund and \$3,750.98 is Highway Equipment Fund. **Motion passed.**

5. Fulton Resolution (Discussion/Action Item). May **moved** (2<sup>nd</sup> Lupien) that:

Whereas, Since 1996 , Neil Fulton has served the community of Norwich in his capacity as a firefighter, deputy Fire Chief, Fire Chief, Assistant Treasurer, Acting Town Manager and general source of information, and

Whereas, Neil Fulton has been instrumental in building a strong and professional volunteer Fire Department, and

Whereas, Neil Fulton has been the impetus behind the establishment of the Norwich FAST Squad, and

Whereas, The Norwich Fire Department and Norwich FAST Squad have served this Town honorably and with enthusiasm, and

Whereas, Neil Fulton has, without complaint, risen from a warm bed at night or left a delicious meal on the table in order to serve this community's fire fighting needs, and

Whereas, Neil Fulton's impressive knowledge of municipal governance has been of inestimable use to the Town of Norwich,

Now Therefore, let it be resolved that the Norwich Selectboard, on behalf of the Town of Norwich, most gratefully acknowledges the gift of time, energy and knowledge that Neil Fulton has given to the Town.

**Motion passed.**

Fulton was presented a framed version with all five of the Selectboard's signatures. Pictures were taken and Fulton was thanked. Fulton expressed his appreciation to the Board and said it was all part of a team effort.

6. Follow Up on Special Town Meeting Vote Re: Town Manager (Discussion/Action Item). Under this item, the Board discussed the topic of the Bandstand project, the Trust and the Town Manager role. May stated her belief that the project should be under the direction of the Town Manager. Lupien again said the Trust prefers working with the legislative body. She also thought the Board should accommodate the Trust and that it could be any Selectboard member. Lupien read an email from Ann Cousins that stated the Preservation Trust of Vermont for a matching \$250 fee would like to "assemble a team to brainstorm accessibility recommendations for the Norwich bandstand". Nunan spoke about not wanting to push the Trust away. She also said she did not want to lose this offer by the Trust. There was some discussion about miscommunication and why all Board members did not have a copy of Cousins' email. Lupien reminded the Chair that she had been asked at the June 11<sup>th</sup> meeting to get an answer in writing from Cousins.

After some further discussion, May **moved** (2<sup>nd</sup> Childs) that the Board authorize the Chair to send a letter to Cousins copying the Town Manager asking her to work with the Town Manager, with all correspondence being copied to the Chair. **Motion passed 3 to 2** (yes – Chapdelaine, Childs and May; no – Lupien and Nunan).

7. Interviews and Appointments for Town Manager Search Committee (Discussion/Action Item). There was some discussion of the membership number, but the Selectboard agreed to keep it as five. Campfield, Bob Pitiger and Brooke Adler were interviewed. By a ballot vote, Justin Campfield, Brooke Adler, Robert Leaton, Phil Dechert and Phil Phillips were selected to be on the Committee.

8. Management Plan for Norwich "Protected Properties" (Discussion/Action Item). After a brief discussion, May **moved** (2<sup>nd</sup> Childs) to approve the revised management plan for the nature area. **Motion passed.**

9. Revisit the Policy for Treatment of Special Articles on the Town Meeting Warning (Discussion/Action Item). Nunan suggested that maybe the Board should encourage people to ask for less and then they would not have to do a petition. May said the Selectboard needs to stick with whatever they decided to do with no exceptions. After checking the Board meeting calendar and verifying that there were many budget meetings that appropriation request organizations could come to, May **moved** (2<sup>nd</sup> Nunan) that all organizations must come in for an interview and that any increases in appropriation amounts must have a petition. **Motion passed.**

10. Year-to-Date Budget Discussion (Discussion/Action Item). Robinson handed out a one-page expenditure and projection summary by department to the Selectboard. She is projecting the 07-08 budget will be under spent by \$43,247. The projected fund balance of \$106,485 is a combination of higher than expected revenues and less spending. Encumbrances and higher fuel costs were also discussed. The Town Manager summarized that the budget is in good shape.

11. Rules of Order (Roberts Rules) (Discussion/Action Item). After some discussion of Robert's Rules and a withdrawn motion to adopt, the Board decided to not adopt Robert's Rules.

12. Strategic Planning (Continued) (Discussion/Action Item). Nunan met with Peter Gregory regarding the first step in the strategic planning process of writing a vision/mission statement. TRORC will provide sample mission statements and other useful information. TRORC has also offered to provide a facilitator at no cost to the Town. This process will be building on work previously done. A tentative date of July 23<sup>rd</sup> was discussed. Nunan will contact Peter Gregory and get back to the Selectboard.

13. 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 5/28/08 Minutes. May **moved** (2<sup>nd</sup> Lupien) to receive TRORC 5/28/08 minutes. **Motion passed.**

b) Resident –

1) Email from Lindsay Putnam Re: Corridor Sidewalk Project/Tree Cutting. Childs **moved** (2<sup>nd</sup> May) to receive an email from Lindsay Putnam re: Corridor Sidewalk Project/tree cutting. **Motion passed.** Chapdelaine read some of the email and gave a synopsis of the rest. The Town Manager was asked to contact Curtis Johnson to verify the number of trees to be cut. Afterward, a reply will be sent to Putnam.

2) Bandstand Emails from 5/21/08 Selectboard Meeting. May **moved** (2<sup>nd</sup> Childs) to receive all of the 5/21/08 bandstand emails. **Motion passed.** By consensus of the Board, May and Nunan selected 10 representative emails to be placed on the Town website.

14. Selectboard

- a) Approval of the Minutes of the 5/28/08 and 6/11/08 Meetings (Action Item). After discussion of the changes, Nunan **moved** (2<sup>nd</sup> Lupien) to approve the revised minutes of the May 28, 2008 Selectboard meeting. **Motion passed 4 to 1** (yes – Chapdelaine, Nunan, Childs and Lupien; no – May). May **moved** (2<sup>nd</sup> Childs) to approve the minutes of the June 11, 2008 Selectboard meeting. **Motion passed.**
- b) Selectboard Financial Policy Exception (Discussion/Action Item). Soares reiterated that there has only been one official request so far. After discussion of a wording change suggested by Nunan, May **moved** (2<sup>nd</sup> Childs) that the Selectboard give pre-approval in accordance with Section 3.3 of Selectboard Financial Policy #1 for expenditures from the Norwich Bandstand Designated Fund for the sole purpose of reimbursing individuals or organizations who request in writing to the Town Manager the return of their donation to the Fund. This pre-approval expires on November 15, 2008. **Motion passed.**
- c) Selectboard/Norwich Finance Committee Working Session (Discussion/Action Item). The date is set for July 9<sup>th</sup> at 4:00 pm.

May **moved** (2<sup>nd</sup> Nunan) to adjourn. **Motion passed.** Meeting adjourned at 8:50 pm.

Approved by the Selectboard on July 9, 2008.

By Nancy Kramer  
Assistant to the Town Manager

Gerard Chapdelaine  
Selectboard Chair

Next Regular Meeting – July 9, 2008 at 6:30 PM

Pending Items:

- 1) Strategic Planning Committee Organization
- 2) Zoning Regulations Hearings (7/9/08 & 9/24/08)
- 3) Ancient Roads (9/10/08)
- 4) Class 1 Road Designation (9/24/08)
- 5) Town Auditor Vacancies & Related Matters
- 6) Communications Study
- 7) Department of Public Works Site Planning
- 8) Transportation Capital Program
- 9) 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.