

Minutes of the Selectboard Meeting of Wednesday, January 14, 2009 at 6:30 PM

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

There were about 20 people in the audience.

Also participating: Betty Barba, Al Converse, Steve Flanders, Elizabeth Howard, Karen Kayen, Dennis Kaufman, Cheryl Lindberg, Wade Masure, Lynn McGrew, Sharon Racusin, Harry Roberts, Chief Robinson, Roberta Robinson, Liz Russell, Gerry Tolman.

Chapdelaine opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Public Comments (Discussion). McGrew spoke about people still parking in the newly posted no parking space in front of the Ledyard Bank, possible changes in the traffic lights on Route 5 to conserve fuel and asking contractors for the Town to not use compression brakes late night or early morning.

Kaufman reminded people that the HS-122 (Homestead Declaration and Property Tax Adjustment Claim) needs to be filed annually and is due April 15th. You may file online at www.vermont.gov where there is a link to click on at the bottom of the page. The form should be mailed to: Vermont Department of Taxes, 133 State Street, Montpelier, VT 05633-1401.

3. Town Manager's Report (Discussion). Webster said we have had several weeks of difficult weather. Andy Hodgdon, Public Works Director, celebrated his 25th anniversary of employment with the Town in December. Hodgdon received a round of applause in absentia. 70% of Town employees eligible for healthcare switched to the High Deductible Plan. Webster is working on getting a Cafeteria Plan set up for the Town of Norwich so employees may make before tax contributions to qualified plans. The Town Manager is moving forward on plans for the new bandstand construction. Webster has arranged with the Norwich Inn to host four evening meetings from 5-7 pm in the living room on January 29th, February 26th, March 26th and April 30th. He has been attending several other meetings including Hanover Rotary luncheons, Finance Committee, Norwich Business Council and Greater Upper Valley Solid Waste District. As always, the complete Town Manager's report can be found on the Town's website at www.norwich.vt.us.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd May) to approve Check Warrant Report #09-15 for the period from 1/1/2009 to 1/14/2009 in the amount of \$106,032.85; of which \$104,319.13 is General Fund, \$358.72 is Bandstand Fund and \$1,355 is General Administration Fund. **Motion passed.**

- a) May **moved** (2nd Nunan) to approve warrant number 09-Health Savings Account in the amount of \$20,250 to be contributed to employees' HSA accounts. **Motion passed.**

5. Appointment with Wade Masure from VLCT Re: Check for Participating in 2008 Leader Program (Discussion). Masure congratulated the Town and participants for their participation in the 2008 Leader Program. Pictures of the presentation of the dummy check of \$4,026 to Kramer, Wellness Coordinator, were taken. The actual check, received in December, was disbursed in equal portions to the eight Town of Norwich employees who participated in the Program.

6. First Public Hearing FY10 Budget (Discussion). May **moved** (2nd Childs) to open the first public hearing on the FY10 budget. **Motion passed.** Roberts once again repeatedly asked the Selectboard to give direction to the Town Manager to ask the Department Heads to find cuts to get the municipal expenditure budget to a 0% increase. Currently, the budget is at 1.93% not including Other Monetary expenditures. McGrew, Howard and Converse initiated a discussion of the 3% employee wage increase. It was generally agreed that how the COLA is currently arrived at should be reviewed. Kayen would like the Town to be cautious on the use of the Undesignated Fund to lower the tax rate. Flanders said the Norwich Finance Committee is working on developing negotiating guidelines for the Town. Racusin spoke about the school budget being most of the tax bill.

May **moved** (2nd Childs) to close the first public hearing on the FY10 budget. **Motion passed.**

After discussion regarding no loss of personnel and safety not being compromised, Nunan **moved** (2nd Lupien) that the Board ask Webster to go back to Department Heads and look at reducing the budget to 0%. **Motion passed.** The Selectboard also asked that any suggested cuts made be accompanied by a statement of impact.

7. 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) Resident –

1) Email from Brion McMullan Re: Prudential Committee Letter to Vermont's Congressional Delegation. May **moved** (2nd Nunan) to receive an email from Brion McMullan re: Prudential Committee letter to Vermont's congressional delegation. **Motion passed.**

b) Nonresident –

1) Letter from League of Women Voters of the Upper Valley Re: Regional Futures Brainstorming Session and Letter from State of Vermont Department of Taxes Re: Revised List of SPANs. May **moved** (2nd Lupien) to receive letters from League of Women Voters of the Upper Valley re: regional futures brainstorming session and from State of Vermont Department of Taxes re: revised list of SPANs. **Motion passed.**

8. Selectboard

a) Approval of the Minutes of the 12/3/08, 12/10/08 and 12/17/08 Meetings (Action Item). May **moved** (2nd Nunan) to approve the minutes of the December 3, 2008, December 10, 2008 and December 17, 2008 Selectboard meetings. **Motion passed.**

b) Request to Appeal State's CLA Numbers (Discussion/Action Item). May **moved** (2nd Lupien) that the Norwich Selectboard authorize Attorney Charles Merriman to petition (in accordance with 32 V.S.A. § 5408) the Director of Property Valuation and Review

for a re-determination of the EEPV and/or COD assigned to Norwich by the State of Vermont, Department of Taxes, under cover of letter dated December 18, 2008, for signature by the Chair of the Selectboard. **Motion passed.**

- c) Outside Audit (Discussion Item). May asked the Board to look at Management's Discussion and Analysis and Other Findings and Recommendations which will be on the January 21st agenda for discussion.
- d) Town Report Distribution/Town Auditors (Discussion/Action Item). May is working on updating the Town Report mailing list. May will draft something to go out on the Town Email List and the Norwich Digest asking townspeople their distribution preference.
- e) Disbandment of the Committee to Review Town Manager Form of Government (Discussion/Action Item). After a brief discussion, May **moved** (2nd Childs) to disband the Committee to Review the Town Manager Form of Government. **Motion passed.**
- f) Personnel (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(3), May **moved** (2nd Childs) to enter into Executive Session for the purpose of discussing personnel and to invite the Town Manager to join the session. **Motion passed.** The Selectboard moved into Executive Session at 8:55 pm.

At 9:34 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

May **moved** (2nd Nunan) to adjourn. **Motion passed.** Meeting adjourned at 9:35 pm.

Approved by the Selectboard on January 28, 2009.

By Nancy Kramer
Assistant to the Town Manager

Gerard Chapdelaine
Selectboard Chair

Special Selectboard Meeting – January 21, 2009 at 6:30 PM

Next Regular Meeting – January 28, 2009 at 6:30 PM

Pending Items:

- 1) Community Communications Outreach (1/09)
- 2) Vehicle Acquisition and Replacement Policy (1/09)
- 3) Assessment Report from Committee on Police Services (1/21/09)
- 4) Strategic Planning Committee Organization (3/09)
- 5) Municipal Enforcement of the VT Fire Prevention and Building Code (3/09)
- 6) Class 1 Road Designation (2010)

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.