

Minutes of the Selectboard Meeting of Wednesday, April 15, 2009 at 6:30 PM

Members present: Sarah Nunan, Chair; Ed Childs; Suzanne Lupien; Sharon Racusin; Pete Webster, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 25 people in the audience.

Also participating: Onita Connington, Phil Dechert, Steve Flanders, Kelly Griggs, Andy Hodgdon, Dennis Kaufman, Cheryl Lindberg, Mildred Lupien, Alison May, Don McCabe, Bonnie Munday, Phil Phillips, Harry Roberts, Chief Robinson.

Nunan opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda with a new number four.

2. Follow Up from Last Meeting (Discussion/Action Item). Nunan has received approximately 15 emails from Griggs which the Board will review.

3. Public Comments (Discussion). After some discussion regarding the effectiveness of the billboard sign the Town put out, Kaufman reminded people for the last time that the HS-122 (Homestead Declaration and Property Tax Adjustment Claim) needs to be filed annually and is due April 15<sup>th</sup>. You may file online at [www.vermont.gov](http://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.

4. Petition for Special Town Meeting and Appointment. Childs **moved** (2<sup>nd</sup> Lupien) to warn the legal voters of the Town of Norwich, no earlier than April 30<sup>th</sup>, that a special Town Meeting to fill the three-year unexpired term for Selectman will be held at Tracy Hall by Australian ballot. The polls will be open Tuesday, June 9, 2009 from 7 am to 7 pm. Nominating petitions will be due Monday, May 4<sup>th</sup> by 5:00 pm.

Lupien, Nunan and Racusin believe a full Selectboard would be a good thing. Childs was not so sure. After discussion, the Board agreed by consensus to go forward with the appointment at their April 22<sup>nd</sup> meeting.

5. Town Manager's Report (Discussion). The lane closure experiment should be going forward with actual lane markings painted on the travel surface sometime in July. Bids for the Main Street Sidewalk and Paving Project will go out April 29<sup>th</sup>. Nunan asked the Town Manager for a cost analysis for the lane closure experiment. Bandstand construction will start next week and is projected to be finished the first week of June. A lot of the actual construction of the bandstand will be off site. The SRTS Church Street Sidewalk Project should be happening later this year. The St. Barnabas Church has put forth a proposal for a Park and Ride at their site. The "Eagle Eye" project has been pulled by the Police Chief. Colby Jantzen has spoken with Webster about a timber drying shed he wishes to do for his Eagle Scout project in coordination with the Land Management Council. This project will be discussed at the April 22<sup>nd</sup> Selectboard meeting. Webster was asked to do a letter of thanks to Margaret Cheney in regard to her efforts to advance the lane closure experiment and

reduce the speed limit the State increased.

6. Request to Expend Designated Funds from Police Station Fund (Discussion/Action Item). Chief Robinson explained that paving this section would increase the parking spaces by six. After a brief discussion, Childs **moved** (2<sup>nd</sup> Lupien) motion to approve the use of up to \$6,000 from the Police Station Designated Fund to pave the Police Department parking lot. **Motion passed.**

The new Police Station Designated Fund balance will be approximately \$9,516.

7. Request to Expend Designated Funds from Police Cruiser Fund (Discussion/Action Item). Robinson said that this money would come out of his FY10 budget and that it takes approximately 120 days from ordering the car until delivery. After a brief discussion, Lupien **moved** (2<sup>nd</sup> Racusin) motion to approve the order of a new car to replace the old cruiser from the Police Cruiser Designated Fund. **Motion passed.**

8. Public Works Department Issues (Discussion). Hodgdon has received a High Risk Rural Roads grant from Vermont AOT for safety improvements on Union Village Road. VT AOT is recommending a mountable raised island at the intersection as part of these safety improvements. The Town is required to make a 10% match which is estimated to be approximately \$1,000. These funds would come out of Hodgdon's FY10 budget. The Town Manager is supporting this request. Hodgdon is also looking to purchase a used snow blower for snow removal in order to reduce winter maintenance expenses in the coming year. He has located two used machines both priced at \$10,000. He is proposing purchasing one of these used snow blowers to be mounted on a truck for downtown snow removal. Webster also supports this purchase.

9. Appointment of Town Service Officer (Discussion/Action Item). Lupien briefly talked about this position, saying she was pleased that Cook is willing to once again take this position. Lupien **moved** (2<sup>nd</sup> Racusin) to appoint Linda Cook as the Town Service Officer for the period April 15, 2009 through April 14, 2010. **Motion passed.**

10. Liquor License (Renewal) (Action Item). Childs **moved** (2<sup>nd</sup> Lupien) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.** Munday explained. Childs **moved** (2<sup>nd</sup> Racusin) to approve the two liquor license applications for the Norwich Inn. **Motion passed.** Childs **moved** (2<sup>nd</sup> Lupien) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**

11. Listers (Decision on the Appeal of the EEPV and COD) (Discussion/Action Item). The Town has received a notice of tentative redetermination of Equalized Education Property Value and Coefficient of Dispersion. The Common Level of Appraisal has gone from 96.79% to 97.07%. Kaufman is advising the Board to continue their appeal as there is no downside to it. After some discussion, Childs **moved** (2<sup>nd</sup> Lupien) that the Town continue their request for a redetermination at a hearing on Monday, April 27<sup>th</sup> at 10:00 am. **Motion passed.**

12. Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning (Discussion/Action Item). After a brief discussion, the Selectboard by consensus asked the Town Manager to have TRORC critique the NORCAP Report.

13. Strategic Planning Committee Organization (Discussion/Action Item). This will be the 2<sup>nd</sup> step after the NORCAP Report critique and again will be done with TRORC's assistance.

14. St. Barnabas Church Park and Ride Proposal (Discussion). This item was covered under the Town Manager's report.

15. 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) Minutes from LEPC #12 2/29/09 Meeting, Memorandum from VLCT Re: Identity Theft Prevention Policy and Memo from East Central Vermont CEDS Region Re: Project Solicitation. Lupien **moved** (2<sup>nd</sup> Racusin) to receive the minutes from LEPC #12 2/29/09 meeting, memorandum from VLCT re: Identity Theft Prevention Policy and memo from East Central Vermont CEDS Region re: project solicitation. **Motion passed.** Racusin summarized the minutes from LEPC and the memo from East Central Vermont. Webster discussed the memo from VLCT, stating that it does not apply to the Town of Norwich.

b) Resident –

a) Email from Nancy Hoggson Re: Norwich Bandstand. Lupien **moved** (2<sup>nd</sup> Racusin) to receive an email from Nancy Hoggson re: Norwich Bandstand. **Motion passed.** Racusin summarized. Nunan has written a letter of thanks to the Preservation Trust of Vermont and will write one to the National Trust. Webster has provided a cost analysis. The Town Manager will contact Hoggson and ask for names of people interested in the old bandstand roof.

b) Email from Sara Cavin Re: Bike Lane. Childs **moved** (2<sup>nd</sup> Racusin) to receive an email from Sara Cavin re: bike lane. **Motion passed.** Racusin summarized. Cavin will be contacted by the Town Manager and asked to watch the tape of the March 25<sup>th</sup> meeting.

c) Email from Kelly Griggs Re: Structure to Place the Old Bandstand. Lupien **moved** (2<sup>nd</sup> Racusin) to receive an email from Kelly Griggs re: structure to replace the old bandstand. **Motion passed.** Griggs summarized. The Board agreed by consensus that citizens should not approach businesses on the Town's behalf.

d) Email from April Andrews Re: Transparency, Openness, Constituent Participation. Lupien **moved** (2<sup>nd</sup> Childs) to receive an email from April Andrews re: transparency, openness, constituent participation. **Motion passed.** Racusin read the email.

e) Email from Listers Re: Lister Roundtable. Childs **moved** (2<sup>nd</sup> Lupien) to receive an email from Listers re: Lister Roundtable. **Motion passed.** Nunan read the email.

f) Letter from Ed Childs Re: Lister Roundtable. Lupien **moved** (2<sup>nd</sup> Racusin) to receive a letter from Ed Childs re: Lister Roundtable. **Motion passed.** Childs read his letter. After much discussion, the Selectboard agreed by consensus to develop a clear agenda that outlines what will happen at the Lister Roundtable.

16. Selectboard

- a) Approval of the Minutes of the 3/18/09, 3/25/09 and 4/6/09 Meetings (Action Item). Reference to tarp will be deleted from the March 25<sup>th</sup> minutes. Childs **moved** (2<sup>nd</sup> Racusin) to approve the minutes of the March 18, 2009, revised March 25, 2009 and April 6, 2009 Selectboard meetings. **Motion passed.** Developing a policy on interviewing candidates was discussed.
- b) Outreach (Discussion/Possible Action Item). The form will be tested on the website and taken off. Racusin is planning on being at the Transfer Station once a month.
- c) Set New Date for Lister Roundtable (Discussion/Action Item). This item will be on the agenda for the April 22<sup>nd</sup> meeting.

Childs **moved** (2<sup>nd</sup> Racusin) to adjourn. **Motion passed.** Meeting adjourned at 9:15 pm.

Approved by the Selectboard on May 13, 2009.

By Nancy Kramer  
Assistant to the Town Manager

Sarah Nunan  
Selectboard Chair

Next Regular Meeting – April 22, 2009 at 6:30 PM

Pending Items:

- 1) Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning
- 2) Strategic Planning Committee Organization
- 3) Municipal Enforcement of the VT Fire Prevention and Building Code
- 4) Class 1 Road Designation
- 5) Norwich Open Meeting Policy
- 6) Town Report FY09
- 7) Listening Posts
- 8) Outreach Document

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.