

Minutes of the Selectboard Meeting of Wednesday, August 12, 2009 at 6:30 PM

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

There were about 18 people in the audience.

Also participating: Virginia Close, Phil Dechert, Andy Hodgdon, Dennis Kaufman, Steve Lajoie, Keith Moran, Arthur Owen, Chief Robinson, Henry Scheier, Irv Thomae, Dan Weintraub.

Nunan opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Follow Up from Last Meeting – Sugarhouse Road Weight Limits (Discussion/Action Item). Fulton explained his option which is to place a standard weight limit sign at the Beaver Meadow/Sugarhouse Road intersection with a warning sign below it. By consensus, the Board agreed with Fulton's option and thanked him. Signs will be ordered tomorrow.
3. Public Comments (Discussion). Weintraub gave an update on the economy and stated the Town has to be prepared. Close spoke about traffic and the paving project and asked if anything was being done about getting the big trucks off Route 5. Lupien talked about the Town Report and the effort required. Lupien asked if the Selectboard was writing an article for the Norwich Times and Nunan agreed to do so.
4. Town Manager's Report (Discussion). Fulton said the second monitoring of the bike lane will occur after the slip lane at Exit 13 is removed. The project is going well and should be completed by the third week of October. Fulton went over the Enhancement Grant figures to date estimating remaining funds of \$792.98 after completion. The Public Work's information on the Town website has been updated. The island and work at the intersection of Route 132 and Union Village Road is essentially complete. The water problem in the multipurpose room is due to a crack in the foundation and will have to be dug up again and repaired.
5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After discussion of a couple of items, Lupien **moved** (2<sup>nd</sup> Childs) to approve Check Warrant Report #10-03 for the period from 7/30/2009 to 8/12/2009 in the amount of \$1,343,594.93; of which \$1,343,178.93 is General Fund and \$416.00 is Conservation Committee Designated Fund. **Motion passed.**
6. Approval for Purchase Orders Greater than \$25,000 (Action Item). Fulton went over both purchase orders. Nunan pointed out that Marcon Corporation's paving plan recommended a budget of \$405,000 for fiscal year 2010, making the Town right on target this year. Hodgdon was thanked by the Selectboard.

Lupien **moved** (2<sup>nd</sup> Blake) to approve PO #7141014 in the amount of \$56,200.00 to Twin Sate Sand & Gravel for the purchase of winter sand for the winter of 2009-2010. **Motion passed.**

Childs **moved** (2<sup>nd</sup> Lupien) to approve PO #7141019 in the amount of \$400,000.00 to Blaktop, Inc. for the 2009 paving program. **Motion passed.**

7. Errors & Omissions (Discussion/Action Item). Kaufman went over both and said that each of the involved parties will receive a change of appraisal notice and the opportunity to grieve.

Racusin **moved** (2<sup>nd</sup> Childs) to accept the Listers' Errors and Omissions for Parcel 16-111.000 which will result in a reallocation of the homestead and non-residential assessments as follows:

1. Homestead assessment \$528,900
2. Non-residential assessment \$141,500
3. Total \$670,400

There will be no change in municipal taxes due. **Motion passed.**

Childs **moved** (2<sup>nd</sup> Lupien) to accept the Listers' Errors and Omissions and decrease the taxable assessment of Parcel 11-133.000 by \$72,100 to a revised taxable grand list of \$169,800. **Motion passed.**

8. ECFiber Letter of Support (Discussion/Action Item). Thomae spoke about the process to date and the funding difficulties. The EC Fiber Governing Board is applying for a RUS stimulus grant and is asking for letters of support from the involved towns. EC Fiber should hear back from RUS sometime in November. They are working on detailed engineering studies and will need a location for a hub to service Norwich and Thetford. After some discussion, Racusin **moved** (2<sup>nd</sup> Childs) that the Selectboard approve and sign a letter of support for EC Fiber. **Motion passed.**

9. Budgetary Guidelines for FY11 from the Finance Committee (Discussion/Action Item). Lajoie went over the recommendation of a 5% cut for FY11 from the Finance Committee. Lajoie favors no increase in the Town tax rate for FY11. Fulton spoke about the July 28<sup>th</sup> Department Head meeting where Webster went over the dollars involved in a 5% cut for each department. Fulton also reminded the Board that there are no grant monies for the FY10 paving program and that healthcare costs will be increasing substantially. Fulton suggested that the Board consider a minimum budget necessary to maintain the current level of services along with the 5% cut and an estimate of the tax rate. Lupien supports a reduction in equipment purchases. Nunan would like the Finance Committee to put in writing their proposed cuts to meet the 5% reduction. Childs reminded the Selectboard of the proposed review of the NORCAP Report by TRORC. After some discussion, it was agreed that Fulton would follow up on this, but it was too late for the review to effect this year's budget cycle. Lupien also asked for trends on vehicle acquisitions. After further discussion, the Selectboard by consensus asked that the Town Manager review with Department Heads their equipment reserves, that the Finance Committee give their recommendations in writing for the August 26<sup>th</sup> Board meeting and that the Chair would send a letter to the School Board asking them to cut 5% also.

The August 26<sup>th</sup> Selectboard meeting has been designated the meeting for public input on the FY11 budget. Fulton suggested posing 4 or 5 questions to the public. Scheier suggested: (1) What do you think of the Finance Committee recommendation? and (2) What would you cut?

10. Parcel Data Distribution Options (Discussion/Action Item). Fulton has discussed the parcel data distribution options with Dechert and others and determined that this information is public information. This is a Town Manager decision that does not require Board approval. The Selectboard concurred.

11. Norwich Open Meeting Policy (Discussion/Action Item). Racusin explained that these meetings are public meetings of public bodies. After discussion, the Policy was revised to "The Town of Norwich's Committees, Boards and Commissions are required by law to conduct their meetings in accordance with the Vermont Open Meeting Law (1 VSA § 310-314). Public meetings of the Town of Norwich must be open to the public at all times, except as provided in 1 VSA § 313 (Executive Sessions). In addition, the agendas and minutes of these meetings will be electronically distributed."

Racusin **moved** (2<sup>nd</sup> Childs) to adopt the Town of Norwich Open Meeting Policy for Committees, Boards and Commissions as revised. **Motion passed.**

12. Selectboard Policy Regarding Town Email List (Discussion/Action Item). After a brief discussion, Childs **moved** (2<sup>nd</sup> Lupien) to reaffirm the Selectboard Policy Regarding Town Email List as revised March 22, 2006. **Motion passed.**

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) Resident –

a) #13 a), b), d), g) & h). Email from William Pierce Re: Corridor Project, Email from Melinda Goodwin Re: Testing the Bike Lane, Letter from Scooter Hardy Re: New Dump Truck, Letter from Alice Worth Re: Lane Drop Experiment and Thank You Note from Cheryl & Hugh Rostad. Lupien **moved** (2<sup>nd</sup> Racusin) to receive an email from William Pierce re: Corridor Project, an email from Melinda Goodwin re: testing the bike lane, a letter from Scooter Hardy re: new dump truck, a letter from Alice Worth re: lane drop experiment and a thank you note from Cheryl & Hugh Rostad. **Motion passed.** Nunan summarized. After some discussion, Nunan agreed to follow up with Hardy. Also discussed was making sure the public knows the monitoring of the bike lane is still ongoing.

- b) Nonresident –
- a) #13 c), e), f), i), j) and k). Memo from VLCT Re: Voting Delegates at VLCT Annual Business Meeting, Letter from UVLT Re: Monitoring Reports, Letter from Bugbee Senior Center Re: White River Council on Aging Board, Minutes from LEPC #12 4/16/09 Meeting, Minutes from LEPC #12 6/18/09 Meeting and Letter from TRORC Re: FY10 Annual Dues. Childs **moved** (2<sup>nd</sup> Lupien) to receive a memo from VLCT re: voting delegates at VLCT Annual Business Meeting, a letter from UVLT re: Monitoring Reports, a letter from Bugbee Senior Center re: White River Council on Aging Board, minutes from LEPC #12 4/16/09 meeting, minutes from LEPC #12 6/18/09 meeting and a letter from TRORC re: FY10 annual dues. **Motion passed.** Nunan briefly summarized. The Board passed on choosing a voting delegate for the VLCT Annual Business Meeting. The open board member position for the White River Council on Aging will be advertised.

14. Selectboard

- a) Approval of the Minutes of the 7/8/09 and 7/27/09 Meetings. Childs **moved** (2<sup>nd</sup> Lupien) to approve the minutes of the July 8, 2009 and July 27, 2009 Selectboard meetings. **Motion passed.**
- b) Change Date of 8/26/09 Meeting. Meeting date is unchanged.
- c) Town Manager/Leadership Upper Valley. Nunan has asked the Town Manager for a run down on obligations he has each week and month in order to give the Board some sense of the time commitments he has right now. This will be on the August 26<sup>th</sup> agenda.

Racusin **moved** (2<sup>nd</sup> Lupien) to adjourn. **Motion passed.** Meeting adjourned at 8:48 pm.

Approved by the Selectboard on August 26, 2009.

By Nancy Kramer  
Assistant to the Town Manager

Sarah Nunan  
Selectboard Chair

Next Regular Meeting – August 26, 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) Town Report FY09
- 6) Listening Posts
- 7) Lister Roundtable
- 8) Electronic Selectboard Packets on Website
- 9) Code of Conduct for Town Officials/Employees
- 10) "Aging in Place"
- 11) Bulletin Board at Transfer Station for Outreach
- 12) No Through Union Village Road
- 13) AED at Huntley Meadow

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.