

Minutes of the Selectboard Meeting of Wednesday, September 23, 2009 at 6:00 PM

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

There were about 30 people in the audience.

Also participating: Jean Astley, Betty Barba, Ames Byrd, Jack Candon, Dan Clay, Phil Dechert, Jim Gold, Dianne Griggs, Kelly Griggs, John Hanchet, Andy Hodgdon, Nancy Hoggson, Mary Hutchins, Alison May, Cheryl Lindberg, Brian Livingstone, Gen Morinville, Chief Robinson, Roberta Robinson, Arline Rotman, Ann Sargent, Henry Scheier.

Nunan opened the meeting at 6:00 pm.

1. 6:00 pm - Litigation (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(1), Lupien **moved** (2nd Racusin) to enter into Executive Session for the purpose of discussing litigation and to invite Pete Webster and Phil Dechert. **Motion passed.** The Selectboard moved into Executive Session at 6:02 pm.

At 6:34 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

2. **6:30 pm** - Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda with one addition.

4. Public Comments (Discussion). Scheier inquired as to why Strategic Planning Committee organization was taken off pending items. Morinville spoke about needing volunteers for the annual cleanup of the Connecticut River on October 3rd. Cleanup crews will work in canoes or kayaks removing garbage on the shoreline from the Ompompanoosuc River to Wilder Dam. The event starts at 9:00 am. Sign up sheets are available in Tracy Hall on the bulletin board near the Town Clerk's Office. May asked for and the Board agreed to do a letter of thanks to Hardy for his efforts on behalf of the Vietnam War veterans. Lupien asked that a discussion of helping the Upper Valley Haven be put on the agenda for October 14th. Blake requested that Ownership of Foley Park be put on pending items.

5. Town Manager's Report (Discussion). Webster spent most of last week in Montreal at the ICMA conference from September 12th through the 16th and then attended the VTCMA meeting from the afternoon of the 16th through the 17th. Final striping should be done late next week. Webster is continuing dialog with Kevin Marshia of VTrans. Webster thanked Linda Cook for her efforts on Olde Home Day. He believes things went well and that the bandstand dedication was a success. The Town Manager is also continuing dialog with Amy Gamble regarding reducing the Church Street speed limit.

3. Follow Up from Last Meeting – 7:00-7:15 pm Route 132 and Union Village Island (Discussion/Action Item). Lupien stressed that the next time the Selectboard considers a proposal, they should take more time, look at it closely and get public input. Racusin agreed with Lupien. Webster said two experts from VTrans and one from Northland Specialties will attend the October 14th Board meeting to answer questions. Gold thanked the Town Manager and Hodgdon for the information they have given him. Gold believes the Town should consider good judgment versus expert opinion. Hutchins read her email regarding her personal experience at the Island. There was some discussion of the lighting and signage and public safety. Blake suggested the Selectboard do a site visit like they did with Kendall Station Road. Webster will invite Chuck Wise to the October 14th meeting.

6. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After discussion of one item, Lupien **moved** (2nd Childs) to approve Check Warrant Report #10-06 for the period from 9/10/2009 to 9/23/2009 in the amount of \$74,575.93; of which \$72,252 is General Fund, \$862.71 is Solar Projects Fund, \$1,072.76 is Police Cruiser Fund and \$388.46 is Bandstand Fund. **Motion passed.**

7. Request to Expend Designated Funds from Sidewalk Fund (Discussion/Action Item). Webster explained that this is for approximately 700 ft. of new sidewalk extending the existing sidewalk at Huntley Field to Moore Lane. Hodgdon went with Daniel Clay's bid for asphalt sidewalk because it was the lower bid and fits with the monies in the Sidewalk Fund.

After a brief discussion, Racusin **moved** (2nd Childs) to approve the use of \$67,900 for the Huntley Recreation field sidewalk extension project from the Sidewalk Designated Fund. **Motion passed.**

The new Sidewalk Designated Fund balance will be zero.

8. Proposed Revision of Selectboard Financial Policy #1 and Designated Fund for Grants (Discussion/Action Item). Chief Robinson spoke about his issues with not having flexible access to grant monies. Roberta Robinson said this is not a new subject. She would like to go forward with this. Lindberg asked some logistical questions on how this would be handled. It was agreed that all departments' grants would be treated the same and broken out separately. Dechert agrees with getting grants out of the individual department's budget.

After some discussion, Childs **moved** (2nd Lupien) to approve Selectboard Financial Policy #1 with the amended proposed changes, subject to review by the outside auditors. **Motion passed.** Robinson will follow up with the auditors.

9. Solar Hot Water Supply for Town Highway Garage (Discussion/Action Item). Byrd went over the history saying they got two estimates and choose the one from Ted Emerson of South Face based on his knowledge and the lower bid. Racusin asked several questions and is concerned about maintenance costs. The Garage currently does not have hot water and should for OSHA reasons. Hodgdon spoke about the need for hot water to rinse equipment in the winter. After considerable discussion, it was agreed to delay a decision on this until the October 14th Selectboard meeting. Emerson will attend and answer technical questions.

On another note, Byrd said he would be giving an update on the Solar Project at the October 14th meeting.

10. Draft Ordinance for Historic Preservation Commission (Discussion/Possible Action Item). Dechert said the Planning Commission had a lengthy discussion of this topic at their last meeting and will make a recommendation at their next meeting. Dechert would like to see Commission membership changed from five to "not less than three nor more than seven". There was discussion regarding dissemination of this information. It was agreed that Hoggson would write a short introduction pointing people to the pertinent information and Kramer would get this along with the website link out on the Norwich Digest, Town Email List and website. Comments on the topic of Certified Local Government will be taken at the next Board meeting on October 14th. The 60/40 grant match was also discussed. Hoggson will ask Matt Osborn back to answer questions at the next meeting. May asked that "Division" be clarified in the Ordinance language.

11. Draft Code of Conduct Policy (Discussion/Possible Action Item). Racusin went over the draft policy she had downloaded and made very minor name changes on. There was some discussion as to what town the model might have come from. Chief Robinson said he would share the Police Department policy with the Selectboard. Childs believes that issues related to employee conduct should be built into the Town Personnel Policies, if not already there, as they do not fall under Selectboard jurisdiction. Lupien feels the Board's time could be better spent on other things. Candon spoke about this being a Town Manager's responsibility. Candon is also concerned that it might violate the union contract, the Municipal Employees Act and privacy rights of employees. Candon strongly urged review by Town counsel. Rotman offered another policy from the Town of Sebago, Maine. After further discussion, Nunan summarized that what the Board was trying to do is have a policy stating "this is what we expect of people in government". Racusin will work on another draft.

12. 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) #12 b). Email from Mary Hutchins Re: Union Village Road and Route 132 Island. Lupien **moved** (2nd Racusin) to receive an email from Mary Hutchins re: Union Village Road. **Motion passed.**
- 2) #12 c). Email from Kelly Griggs Re: Historical Preservation Committee. Lupien **moved** (2nd Racusin) to receive an email from Kelly Griggs re: Historical Preservation Committee. **Motion passed.** Nunan summarized.

b) Nonresident –

- 1) #12 a). Email of Thanks from Diane McInerney, Division for Historic Preservation. Lupien **moved** (2nd Racusin) to receive an email of thanks from Diane McInerney, Division for Historic Preservation. **Motion passed.**

13. Selectboard

- a) Approval of the Minutes of the 9/9/09 Meeting. Racusin **moved** (2nd Blake) to approve the minutes of the September 9, 2009 Selectboard meeting. **Motion passed.**
- b) Electronic Selectboard Packets on Website. By consensus, the Board decided to provide an electronic packet, minus correspondence, on the Town website the Monday before the Wednesday meetings. Kramer will send out a notice on the Town Email List when the packet is up. Sargent spoke about her experience with this and school board packets.
- c) Review Follow Up Items. The Board agreed to set 7 pm as the time for the experts to speak about the Route 132 and Union Village Island. The Town Manager will provide an update on the Town Report process as part of his Town Manager's Report next meeting.

Blake **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:08 pm.

Approved by the Selectboard on October 14, 2009.

By Nancy Kramer
Assistant to the Town Manager

Sarah Nunan
Selectboard Chair

Next Regular Meeting – October 14, 2009 at 6:30 PM

Pending Items:

- 1) Town Report FY09
- 2) Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning
- 3) Municipal Enforcement of the VT Fire Prevention and Building Code
- 4) Code of Conduct for Town Officials/Employees
- 5) Listening Posts/ Bulletin Board at Transfer Station for Outreach
- 6) "Aging in Place" (10/28/09)
- 7) Class 1 Road Designation (10/28/09)
- 8) Town Boundaries
- 9) Lister Roundtable
- 10) Ownership of Foley Park

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.