

Minutes of the Selectboard Meeting of Wednesday, May 12, 2010 at 5:30 PM

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

There were about 11 people in the audience.

Also participating: Linda Cook, Neil Fulton, Nancy Hoggson, Steve Leinoff, Cheryl Lindberg, Ashley Milliken, Sarah Nunan, Roberta Robinson.

Blake opened the meeting at 5:34 pm.

1. 5:30 pm - Litigation (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(1), Childs **moved** (2nd Lupien) to enter into Executive Session for the purpose of discussing litigation and to invite Pete Webster, Charles Merriman, Richard Blacklow and Dennis Kaufman to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 5:35 pm.

At 6:38 pm the Selectboard moved into public session. Bagnato **moved** (2nd Childs) to instruct Merriman to draft a settlement stipulation with supporting documentation. **Motion passed.**

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

3. Public Comments (Discussion). Hoggson said the Norwich Historical Society is sponsoring a Revolutionary War Period Re-enactor program at the Lewis House on Friday, May 21st from 10 am to 2:30 pm. Milliken hopes the Board has been reading the emails between Charlie Merriman and Scott McGee, as have the appellants in the Bragg Hill case.

4. Town Manager's Report (Discussion). The Safe Routes to School Sidewalk project is moving forward. Webster expects to have the project out to bid in July for a September-October construction period. Changes are being made to the plans now that Church Street will be a Class 1 Town road as of July 1st. Public hearings will happen once the updated plans are finished. Additional reflectors and road signs have been removed from Union Village Road. The Recreation Department has a special purpose fund of \$66,000, privately raised, that Kearney would like to use for improvements to Huntley field #1, a new stairway from the upper parking lot and replacement of the bathhouse at the Norwich pool. Lupien would like the Selectboard to have a discussion regarding public use of private funds. The Solar Project RFP has been put on hold until a site use plan has been completed for the Public Works/Solid Waste property. Webster would like to include a potential solar site in this planning. At their June 27, 2007 Selectboard meeting, the Board listed a Public Works/Solid Waste Site Use Plan as one of their top three priorities for the FY09 budget. Currently there is almost \$71,000 in the Highway Garage Fund that could be used for this Site Use Plan. Lindberg questioned the use of Town funds for the Solar Project. This and an update of the NORCAP Report were briefly discussed. After some further discussion of big projects in the works, the Board asked that goal setting and assigning dates for pending items be on the agenda for their next meeting.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After discussion of three items, Lupien **moved** (2nd Bagnato) to approve Check Warrant Report #10-21 for the period from 4/22/2010 to 5/12/2010 in the amount of \$149,121.77; of which \$89,408.52 is General Fund, \$292.32 is Fire Apparatus Fund and \$59,420.93 is Corridor Grant Fund. **Motion passed.**

6. Request to Expend Designated Funds from Communications Project Fund to Retain CDCG to Conduct a Communications Study (Discussion/Action Item). Webster is supportive of this study. Fulton said that the target is for 95% coverage. Members of the Board questioned why grant money was not being used. Fulton and Leinoff explained that the study is needed before you can seek grant funds. After some discussion, Lupien **moved** (2nd Childs) to approve the use of \$17,750 to retain Communications Design Consulting Group to conduct a communications study from the Communications Project Fund. **Motion passed.**

The new Communications Project Fund balance will be approximately \$2,436.08.

7. Code of Ethics Policy (Discussion/Action Item). Robinson said she used the Town of Rockingham/Village of Bellows Falls as the template and made appropriate changes for the Town of Norwich. At least four other Vermont towns have adopted a code of ethics policy. After discussion regarding removing references to officials and conflict of interest, the Selectboard asked for further review of the Policy by the Town Manager's Office and Robinson. A revised Policy will be on the May 26th agenda.

8. Annex to Selectboard Financial Policies (Discussion/Action Item). Lindberg reviewed the funds that would transfer from being handled by the Trustees of Public Funds to the Finance Office. There was some discussion of individual funds and what they were. Fulton explained that the goal is to comply with guidelines established by the Governmental Accounting Standards Board. The funds have been classified as Reserve Funds, Special Funds established by Town Meeting and Special Funds established by the Selectboard. Lupien **moved** (2nd Childs) to approve the Annex to Selectboard Financial Policies Defining Fund Types. **Motion passed.**

9. 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) #9 a). Letter from Stuart Richards Re: Town Plan. Racusin **moved** (2nd Childs) to receive a letter from Stuart Richards re: Town Plan. **Motion passed.** Blake reviewed.
- 2) #9 b). Letter from Susan McGrew Re: Revolutionary War Period Re-enactor Program. Childs **moved** (2nd Lupien) to receive a letter from Susan McGrew re: Revolutionary War Period Re-enactor Program. **Motion passed.** Lupien read the letter.

10. Selectboard

- a) Approval of the Minutes of the 4/28/10 Meeting. Childs **moved** (2nd Lupien) to approve the minutes of the April 28, 2010 Selectboard meeting. **Motion passed.**

- b) Template for Analysis of Project/Proposal (Discussion/Possible Action Item). Racusin said the template is designed to help both the Town Manager and Selectboard sort out information and that N/A would apply in some cases. After some discussion, the Board asked that a revised template be on the May 26th agenda after receiving Town Manager feedback.
- c) Change Date of 8/25 Meeting to 8/18 (Discussion/Possible Action Item). After some discussion, Childs **moved** (2nd Bagnato) to move the August Selectboard meeting to August 18, 2010. **Motion passed.**

Childs **moved** (2nd Bagnato) to adjourn. **Motion passed.** Meeting adjourned at 8:05 pm.

Approved by the Selectboard on May 26, 2010.

By Nancy Kramer
Assistant to the Town Manager

Roger Blake
Selectboard Chair

Next Regular Meeting – May 26, 2010 at 6:30 PM

Pending Items:

- 1) Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning
- 2) Municipal Enforcement of the VT Fire Prevention and Building Code
- 3) Code of Conduct for Town Officials
- 4) Listening Posts
- 5) Town Boundaries
- 6) Lister Roundtable
- 7) Ownership of Foley Park
- 8) Norwich Volunteer Network
- 9) Appropriation Roundtable

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