

Minutes of the Selectboard Meeting of Wednesday, August 18, 2010 at 6:30 PM

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

There were about 10 people in the audience.

Also participating: Stuart Close, Linda Cook, Neil Fulton, Jill Kearney, Buff McLaughry, Demo Sofronas.

Blake opened the meeting at 6:34 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda with one addition.

2. Public Comments (Discussion). Cook asked if the renovations mentioned in Article I would happen immediately after a yes vote. Webster said renovations would wait until the committee on use had made recommendations. Renovation numbers are "best guess" and are rounded. If Article III passes use of these funds would require Board approval. Sofronas asked for an update on sewer talks with Hartford. A dialog is happening between Town Managers and Selectboard Chairs of regional towns regarding items of mutual interest. The Board will be given an update of these discussions at some point.

3. Town Manager's Report (Discussion). 97% of Norwich taxpayers paid their taxes on time. This is up 1% from last year. The GUVSWD bond vote is August 24th and Webster encouraged the Selectboard to endorse the bond. Early indications from the Communications Study indicate that the Town coverage for radio communications is even worse than suspected. The Town is hopeful that tower expenses can be funded almost entirely with a 95/5 split. Zero-Sort continues to move forward with a new concrete pad and an area protected from the elements for residents. Finishing work has been done on the sidewalk from Turnpike to Koch Road. The shoulder has been widened along the stretch of Beaver Meadow Road from Moore Lane to the Norwich Pool to accommodate pedestrian and/or cyclist traffic from Huntley Field to the Pool.

Close was asked and gave a brief history of how we have gotten to the GUVSWD bond vote on August 24th. After some discussion, Bagnato **moved** (2nd Lupien) that the Norwich Selectboard support the GUVSWD bond vote on August 24th and this support will be voiced in the Valley News by either a letter to the Editor or a Transaction ad. **Motion passed.**

At this point, Bagnato asked who was on the NORCAP Update Committee. Webster said the Committee consisted of himself, Neil Fulton, Henry Scheier, Andy Hodgdon, Doug Robinson, Roberta Robinson, Steve Leinoff and Steve Flanders. Lupien asked if some other Norwich residents could be included on the Committee. There followed a discussion regarding continued strategic planning. The update of the NORCAP Report will be completed within six months and will include updated numbers and timeline.

4. Approval for Purchase Order Greater than \$25,000 for 2010 Paving Program (Action Item). Hodgdon provided a memo stating Blaktop, Inc. won the bid and summarizing projects to be completed this year. Stuart Close from Blaktop was present to answer questions. It was discussed that even though the bid price of \$67.60 per ton of asphalt is excellent that the Town is still falling behind paving recommendations in the MARCON Report. Also discussed was the completion of the top coat for the Town Garage yard.

Bagnato **moved** (2nd Childs) to approve PO #7141062 in the amount of \$260,000 to Blaktop, Inc. for the fiscal year 2010/2011 paving program. **Motion passed.**

5. Request to Expend \$14,000 from Huntley Meadow Field Fund and \$7,020 from Recreation Facilities Improvement Fund (Discussion/Action Item). Cost estimates were provided by Hodgdon. The Public Works Department will be working in conjunction with Bergeron's Lawn Service and Landscaping for the improvements to Huntley Field #1 and labor for the OSHA approved stairs will be done by inmates from the Southeast State Correctional Facility. Kearney and McLaughry said over \$100,000 had been raised from private donations for improvements to Huntley fields and this is the last step to complete these improvements. The stairway was built in the early 90's.

Bagnato **moved** (2nd Childs) to approve the use of \$14,000 from the Huntley Meadow Field Designated Fund for regrading and leveling of Huntley Field #1. **Motion passed.**

The new Huntley Meadow Field Fund balance will be approximately \$970.

Childs **moved** (2nd Bagnato) to approve the use of \$7,020 from the Recreation Facilities Improvement Designated Fund for replacing stairs from the upper lot. **Motion passed.**

The new Recreation Facilities Improvement Fund balance will be approximately \$31,124.

6. Set up Special Fund for Recreation Scholarships (Discussion/Action Item). Kearney said the Recreation Department has seen increased requests for scholarships over the past two years that have exceeded budgeted amounts. The Recreation Council came up with the idea of including a line on the Recreation registration forms asking for an optional scholarship donation. To date the Council has received \$433.00. Kearney believes this will be enough to cover requests.

Childs **moved** (2nd Lupien) to establish a special fund in accordance with Selectboard Financial Policy #3 as follows: Name of Fund: Recreation Program Fee Scholarship Fund, Purpose of Fund: To provide scholarships to children of Norwich residents who are unable to afford all or a portion of the fees for participating in a Recreation Department program, Source of Funds: Donations and Gifts, Criteria for Decisions: Unable to afford to pay all or a portion of the fees because of a lack of income or resources and Decision made by: Town Manager upon recommendation of Recreation Director. **Motion passed.**

7. Request to Expend \$27,980 from Highway Garage Designated Fund for Developing a Master Site Plan for the Public Works Site (Discussion/Action Item). Webster said eight firms submitted proposals and American Consulting Engineers & Surveyors was selected after the three best submissions were asked to further clarify their proposals. The current Highway facilities are inadequate. The Master Site Plan will be back within twelve weeks of Selectboard approval. Fulton answered questions and provided updates on the informational spreadsheet listing specs of proposals submitted.

Childs **moved** (2nd Bagnato) to approve the use of \$27,980 from the Highway Garage Designated Fund for developing a Master Site Plan for the Public Works site. **Motion passed 3 to 1** (yes – Childs, Bagnato and Blake; no – Lupien).

The new Highway Garage Fund balance will be approximately \$30,543.

8. Appropriation Request Discussion (Discussion/Possible Action Item). Blake spoke about the Board asking for the opportunity to review the appropriation request process. After review of the letter and mailing list going to outside agencies, the Selectboard agreed by consensus to stay with the same policy as last year. Outside agencies requesting a contribution will be asked to attend the Board's November 30, 2010 meeting. Kramer will remind agencies Monday, November 29th. The mailing list will be reviewed and updated before the letter goes out.

9. Public Input on FY12 Budget (Discussion). None.

10. Selectboard FY12 Budget Guidelines (Discussion/Action Item). Lupien discussed that the 5% cut the Board asked for last year was not done by all departments. The Selectboard agreed that consulting with the Finance Committee makes sense. The Board also talked about Flanders vision of the budget presentation. Webster was asked to share the results of the compensation study with the Selectboard.

11. Town-Wide Mailing on Parsonage (Discussion/Action Item). Blake believes a Town-wide mailing would help townspeople make their decision. Bagnato said he liked the conciseness of the one-page version. After discussion, the Board agreed by consensus to stick with the facts and not try to present pros and cons. Lupien read her suggested introductory paragraph. The Selectboard decided they would like to include the introduction in the mailing. After some further discussion, it was agreed the mailing would go out the first week of September by bulk mail.

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) Nonresident –

- 1) #12 a). Letter from WISE Thanking Residents of Norwich. Childs **moved** (2nd Bagnato) to receive a letter from WISE thanking residents of Norwich. **Motion passed.** Blake briefly reviewed.
- 2) #12 b). Letter of Thanks from Windsor County Partners. Lupien **moved** (2nd Childs) to receive a letter of thanks from Windsor County Partners. **Motion passed.** Blake briefly reviewed.
- 3) #12 c). Memo from GUVSWD Re: August 24, 2010 Bond Vote. Bagnato **moved** (2nd Lupien) to receive a memo from GUVSWD re: August 24, 2010 bond vote. **Motion passed.** Blake briefly reviewed.
- 4) #12 e). Memo from VLCT Re: Voting Delegates at VLCT Annual Business Meeting. Childs **moved** (2nd Lupien) to receive a memo from VLCT re: voting delegates at VLCT Annual Business Meeting. **Motion passed.** By consensus, the Board selected Pete Webster as the voting delegate.

b) Resident –

- 1) #12 d). Email from Virginia Close Re: Parsonage. Lupien **moved** (2nd Childs) to receive an email from Virginia Close re: Parsonage. **Motion passed.** Blake briefly reviewed.
- 2) #12 f). Email from Ann Marie Smith Re: Parsonage Acquisition. Bagnato **moved** (2nd Childs) to receive an email from Ann Marie Smith re: Parsonage acquisition. **Motion passed.**
- 3) #12 g). Email from Dan Weintraub Re: Thoughts Before Moving. Lupien **moved** (2nd Bagnato) to receive an email from Dan Weintraub re: thoughts before moving. **Motion passed.**

- 4) #12 h). Email from Brooke Adler Re: Parsonage Purchase. Childs **moved** (2nd Bagnato) to receive an email from Brooke Adler re: Parsonage purchase. **Motion passed.**
- 5) #12 i). Email from Robert Pitiger Re: Bond Financing for Parsonage Purchase. Lupien **moved** (2nd Bagnato) to receive an email from Robert Pitiger re: bond financing for Parsonage purchase. **Motion passed.** Blake briefly reviewed.
- 6) #12 j). Email from Susan Pitiger Re: Parsonage Purchase. Lupien **moved** (2nd Bagnato) to receive an email from Susan Pitiger re: Parsonage purchase. **Motion passed.** Blake briefly reviewed.
- 7) #12 k). Letter from Brion McMullan Re: Greater Upper Valley August Bond Vote. Bagnato **moved** (2nd Lupien) to receive a letter from Brion McMullan re: Greater Upper Valley August bond vote. **Motion passed.**
- 8) #12 l). Letters from Jean Astley Re: Parsonage. Childs **moved** (2nd Lupien) to receive a letters from Jean Astley re: Parsonage. **Motion passed.**

13. Selectboard

- a) Approval of the Minutes of the 7/2/10, 7/7/10, 7/20/10, 7/28/10 and 8/4/10 Meetings. Childs **moved** (2nd Bagnato) to approve the minutes of the July 2, 2010, July 7, 2010, July 20, 2010, July 28, 2010 and August 4, 2010 Selectboard meetings. **Motion passed.**

Lupien **moved** (2nd Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:04 pm.

Approved by the Selectboard on September 7, 2010.

By Nancy Kramer
Assistant to the Town Manager

Roger Blake
Selectboard Chair

Next Regular Meeting – September 7, 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

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.