

Minutes of the Selectboard Meeting of Wednesday, October 27, 2010 at 6:30 PM

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

There were about 17 people in the audience.

Also participating: Jean Astley, Richard Blacklow, Linda Cook, Phil Dechert, Steve Flanders, Dennis Kaufman, Steve Leinoff, Chief Robinson, Demo Sofronas, Jonathan Vincent.

Blake opened the meeting at 6:30 pm.

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

2. Public Comments (Discussion). Cook asked about the 250th celebration committee. Bagnato says there will be an organizational meeting either November 8th or 11th and once the date is set he will draft an invitation that will go out on the Town Email List and the Norwich Digest. Cook also inquired if the Dresden Fields have been ruled out as a site for the Solar Project and Webster said that the Town Garage is the first choice at present. Kaufman has had inquiries from Doris Roberts about the continuing tax-exempt status of the Upper Valley Community Grange and what she needs to do. The five properties due for renewal in 2011 are The University Grange, the Root District Game Club, the Beaver Meadow Union Chapel and two parcels of land owned by the Norwich Fire District. Kaufman explained the Board's options. After some discussion, the Selectboard asked that representatives from the four entities attend their November 10th meeting to discuss. Lupien said Remembrance Day is November 20th at the Congregational Church at 1:00 pm where Norwich residents lost will be honored, all our welcome. Bagnato initiated a discussion of what would be on the agenda for the special meeting on November 3rd. It was agreed that follow up and pending items would be discussed and merged to one list. Also on the agenda will be long-range/strategic planning. Lupien asked that special meetings be confirmed with her via telephone.

3. Town Manager's Report (Discussion). Webster has received all budgets and has started his individual meetings with Department Heads. Webster once again pointed out that this will be an exceedingly difficult budget season especially if guidelines proposed by the Finance Committee are followed. Lupien pointed out that Public Works, Lister, Police and Recreation budgets did not show a 5% decrease in FY11. Webster is considering shutting down Tracy Hall for the week between the Christmas and New Year's holidays. The possibility of a mile long mountain bike path around the perimeter of Huntley Field, suggested by Jennie Hubbard, is being looked at by the Recreation Council and Town Manager. Norwich University will be conducting a legacy march from the Town of Norwich to their campus. The Master Site Plan for Public Works is being finished up by A.C.E.S. and will include identified areas for both the Solar Project and communications tower. Fulton would like to apply for a grant for the communications tower from the Vermont Department of Safety that would require a 20% match from the Town.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd Bagnato) to approve Check Warrant Report #11-09 for the period from 10/14/2010 to 10/27/2010 in the amount of \$129,378.85; of which \$110,648.86 is General Fund, \$12,092.50 is Highway Garage Fund, \$2,061.02 is Solid Waste Fund, \$547.98 is Police Cruiser Fund, \$3,870 is Recreation Facilities Fund and \$158.49 is Fire Station Fund. **Motion passed.** After the vote, Lupien questioned a \$5,551.31 payment to Millennium Roads for dust control.

5. Request to Expend up to \$28,800 from Fire Station Designated Fund for Roof Repairs (Discussion/Action Item). The Selectboard and Town Manager toured the Police and Fire Stations on October 15th. A representative from Dayco was present and answered questions. Webster recommends this expenditure. Leinoff was questioned about the shape of the building and the structural soundness. The new roof will actually carry less weight than the old one. Leinoff has asked for an estimate to properly insulate the building and said Buildings and Grounds can do the necessary window repairs. The heating system would need to be replaced when the addition is done. Lupien said she is torn about making these repairs until the Police Station problem has been addressed.

After some further discussion, Bagnato **moved** (2nd Childs) to approve the use of up to \$28,800 from the Fire Station Designated Fund for an insulated new roof for the Firehouse, removal of the existing chimney and for Vermont Division of Fire Safety permit fees. **Motion passed 3 to 1** (yes – Childs, Bagnato and Blake; no – Lupien).

The new Fire Station Designated Fund balance will be approximately \$3,563.

6. Draft RFP for Town-wide Reappraisal (Discussion/Action Item). All of the Listers were present. Kaufman said the Listers have taken the RFP from 2002 and reworked it. The Listers have drafted the RFP so that none of the State approved vendors will be excluded. Dates will need to be finalized with the Selectboard. The second RFP for Computer Aided Mass Appraisal software should be completed by the end of next week. Also discussed were: who signs the RFP, bonding issues and having sufficient funds to offer a contract. After some discussion, the Board agreed to put both RFPs on the November 10th agenda for further discussion.

7. Code of Conduct Policy for Town Manager and Selectboard (Discussion/Action Item). Childs has gone through Racusin's document and compared to his. Childs would prefer sticking with his format. Bagnato would like to see one more draft keeping Selectboard and Town Manager duties and conduct together. Childs will work on housekeeping items and references to Statutes and bring back to the Board. Lupien asked if some attempt could be made to make it less complicated and confusing. The Selectboard had a brief discussion of comments made on the code of conduct by Donald Kreis in an email dated October 26, 2010.

8. Capital Planning and Budget Advisory Committee Charge (Discussion/Possible Action Item). After some discussion of the 10/6/2010 Draft charge that came from the NORCAP update group, Lupien said she would like the Board to draft their own charge and is willing to take a shot at it. Childs **moved** (2nd Bagnato) to accept Lupien's offer. **Motion passed.** Lupien will draft a charge for review at the Selectboard's November 3rd special meeting.

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) Nonresident –

- 1) #9 a). TRORC 9/22/10 Minutes. Bagnato **moved** (2nd Lupien) to receive TRORC 9/22/10 minutes. **Motion passed.**

10. Selectboard

- a) Approval of the Minutes of the 10/13/10 Meeting. Childs **moved** (2nd Lupien) to approve the minutes of the October 13, 2010 Selectboard meeting. **Motion passed.**
- b) Town's Representative to Upper Valley Transportation Management Association (UVTMA) (Discussion/Possible Action Item). Dechert gave a brief review of the history of the UVTMA. Planning people are often chosen to represent their towns. Dechert feels the representative should be someone with knowledge of Town transportation policies. Dechert started attending at Webster's request when it was learned that Norwich did not have anyone attending the meetings. After some discussion of having a Selectboard member attend and the need for strong regional planning knowledge, the Board by consensus left the appointment as is. Sofronas volunteered to be the alternate.

Childs **moved** (2nd Lupien) to adjourn. **Motion passed.** Meeting adjourned at 8:15 pm.

Approved by the Selectboard on November 10, 2010.

By Nancy Kramer
Assistant to the Town Manager

Roger Blake
Selectboard Chair

Special Selectboard Meeting – November 3, 2010 at 6:30 PM

Next Regular Meeting – November 10, 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

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