

Minutes of the Selectboard Meeting of Tuesday, November 23, 2010 at 5:30 PM

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

There were about 12 people in the audience.

Also participating: Richard Blacklow, Phil Dechert, Neil Fulton, Dennis Kaufman, Jill Kearney, Steve Leinoff, Bonnie Munday, Chief Robinson, Roberta Robinson, Allen Rowell, Jonathan Vincent, Steve Wheelock.

Blake opened the meeting at 5:32 pm.

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

2. Public Comments. None.

3. Town Manager's Report (Discussion). Webster went over the budget schedule which will be posted in his report. The Solar Project RFB went out via email November 12th. The field trip to Charlestown, MA to learn about the Casella ZeroSort went well and was very informative. The joint Norwich Selectboard/Norwich School Board meeting was a good one. Webster will continue to explore opportunities for savings and efficiencies with Linda Kelley. The Recreation Council will be applying for a grant to fund the creation of a mountain bike course around Huntley Field. Kearney spoke briefly about this project. Webster also discussed the continuing demands on the Tree Warden's budget and the Bragg Hill encroachment on Town property.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Childs **moved** (2nd Lupien) to approve Check Warrant Report #11-11 for the period from 11/11/10 to 11/23/10 in the amount of \$691,599.54; all of which is General Fund. **Motion passed.**

5. Approval of Town-wide Reappraisal RFP (Discussion/Action Item). All planned interviews with software providers are done. The RFP does not specify any particular software. Kaufman believes the RFP details need to be reviewed. Racusin suggested an independent review by someone outside of the Listers Office. Blake would like to know the total cost for everything. Wheelock said he would provide the Selectboard with the common body of knowledge. Wheelock also said the State software is the least accommodating. Fulton said there should be a pre-bid meeting like the one done for the Solar Project RFB. Vincent would like to get the RFP out and see what response the Town gets.

After taking up item #6 on the agenda, the Selectboard and Listers agreed that the RFP would be reviewed and taken up as the first item on the agenda November 30th.

6. Submittal of Municipal Planning Grant (Discussion/Action Item). Dechert said this is the same grant program the Town has applied for regularly over the past 15 years except last year. Dechert reviewed the outline of the project, said the application deadline is November 30th and that he has budgeted \$1,000 for the match. The State requires the Legislative Body to approve the submission of a grant application and the matching funds and designate grant officials. The Planning Commission has approved. Racusin said she was not happy about the materials for this grant not being in the Selectboard packet.

After some further discussion, Childs **moved** (2nd Lupien) that the Selectboard enter into and agrees to the requirements and obligations of this Municipal Planning Grant program including a commitment to match funds of up to \$1,000. The Board also designates the Town Manager as the Authorizing Official, the Selectboard Chair as the Alternate Authorizing Official and Dechert as the Grant Administer. **Motion passed.** Racusin abstained.

7. 2nd Budget Work Session with Department Heads (Discussion/Action Item). Blake spoke about the budget work session being a discussion between Department Heads and the Board and asked that public comments be made at the end of each session.

Police Station/Police Department – Robinson submitted two budgets. The level services budget is up 2.15%. Robinson said the 5% reduction budget was tough for him to project due to Rataj's absence this year and return next year. Other items discussed were: speeding, texting, fuel efficiency, an increase in calls, Police Special Equipment Designated Fund, not replacing a cruiser in FY12, the unmarked car, crossing guards, training and life expectancy of radar monitoring devices. Lupien would like to see the 5% cut which would mean doing away with crossing guards and reducing training.

Town Clerk – Items discussed were: reductions in notarizing documents, losing revenue from passports, Town Clerk's Assistant, recording activity and backup plans.

BCA/BOA/Statutory Meetings – Munday spoke about these items being driven by elections and tax appeals.

Audit/Finance Department – Items discussed were: the new outside auditors contract, replacing Robinson's assistant's computer, cutting assistant's hours in 5% reduction budget, possible increase in Dues/Mtgs/Educ line item, electronic payments to vendors, paying taxes online and the service contract for software.

Fire Department/Fire Station/Emergency Management – Items discussed were: dispatch fees, heating costs, designated funds, new members, the number of calls, the new Quint and vehicle maintenance. Leinoff said the department would be unable to take on new members in the 5% reduction budget.

Recreation Department – Items discussed were: the liner for the skating rink, instructor fees, Circus Camp, lifeguards, pool use, field rental revenue, Huntley improvements, youth programs and assessments, volunteers, online registration, MCS rental fees and special events and supplies. Lupien again asked for a 5% reduced budget.

8. 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) #8 a). East Central Vermont CEDS Committee Fall Workshop. Lupien **moved** (2nd Childs) to receive the East Central Vermont CEDS Committee fall workshop invitation. **Motion passed.** Blake reviewed.

9. Selectboard

- a) Approval of the Minutes of the 11/3/10 and 11/10/10 Meetings. Childs **moved** (2nd Racusin) to approve the minutes of the November 3, 2010 and November 10, 2010 Selectboard meetings. **Motion passed.**

Childs **moved** (2nd Lupien) to adjourn. **Motion passed.** Meeting adjourned at 7:55 pm.

Approved by the Selectboard on December 8, 2010.

By Nancy Kramer
Assistant to the Town Manager

Roger Blake
Selectboard Chair

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

Next Regular Meeting – December 8, 2010 at 6:30 PM

Pending Items:

- 1) Vehicle Acquisition and Replacement Policy/NORCAP Report/Strategic Planning
- 2) Code of Conduct Policy for Town Manager and Selectboard
- 3) Charge for Committee Reviewing Junk Policies
- 4) 250th Celebration Plans
- 5) Town Eating Day Participation
- 6) Town Boundaries

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