

Minutes of the Special Selectboard Meeting of Wednesday, January 19, 2011 at 6:30 PM

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

There were about 17 people in the audience.

Also participating: Richard Blacklow, Linda Cook, Steve Flanders, Neil Fulton, Dennis Kaufman, Jonathan Vincent.

Blake opened the meeting at 6:30 pm.

1. Town-Wide Reappraisal Proposals (Discussion/Possible Action Item). Kaufman provided the Selectboard with additional information showing a summary of the three reappraisal proposals received and a spreadsheet showing comparisons of the three companies. Vincent said the Listers had sent out the RFP, received three bids, sent emails to the three asking for additional information and are recommending New England Municipal Consultants (NEMC). The total cost for NEMC, when projected over the next ten years, is \$208,360. They will be using Patriot software (AssessPro) which includes Windows 7 compatibility and Crystal Reports. AssessPro is currently used by nineteen Vermont towns and allows searches. Racusin has gotten feedback from five towns. Lister involvement in the reappraisal using NEMC is estimated to be \$25,000. Also discussed was what happens if selected appraiser is fired, personalities, CAMA software, what funds are in and will be added to the Town Reappraisal Designated Fund and language for Article 10. It was agreed that Fulton would write an explanatory paragraph for Article 10 to be included in the Town Report. Racusin asked for links to the other software choices in order to do some research. After some further discussion, Childs **moved** (2<sup>nd</sup> Lupien) to authorize the Town Manager to enter into a contract with NEMC for a Town-wide real property reappraisal. **Motion passed 3 to 1** (yes – Childs, Lupien and Blake; no – Racusin). The Town-wide reappraisal will not go forward if Article 10 fails at Town Meeting.

2. Review Draft 2011 Town Meeting Warning (Excluding School Articles) (Discussion/Action Item). Lupien questioned the appropriation requests for the Norwich Historical Society and Upper Valley Trails Alliance. After some discussion, Fulton said he will do some research on the subject. The Town budget number has been increased for an increased cost for dispatch services. The Grand List error was discussed. The Grand List was flat this year but Kaufman believes it will go up during the reappraisal time. In any case, the Board will have the exact Grand List number and will also have an updated Undesignated Fund amount when the tax rate is set. After a discussion of what the appropriate balance is for the Undesignated Fund, Childs **moved** (2<sup>nd</sup> Racusin) that the Town attempt to achieve an Undesignated Fund balance of 14% and adjust the tax rate accordingly. **Motion passed.** There was also some discussion of the 250<sup>th</sup> celebration article. Afterwards, Childs **moved** (2<sup>nd</sup> Lupien) to approve the draft 2011 Town Meeting Warning (excluding school articles). **Motion passed.**

3. Review of Current NORCAP Report and How To Move Forward with Department Heads (Discussion/Action Item). Lupien said the NORCAP Report was not generally accepted or sanctioned by townspeople. Lupien would like more community awareness and involvement. Childs wants a diverse group of people who are fiscally conservative mandated to put together a capital plan. Both Childs and Racusin want to move forward with the charge and appointments. Fulton will expand the membership number. Childs, Lupien, Fulton and the Town Manager will meet to iron out the charge and bring it to the January 26<sup>th</sup> Board meeting for approval.

Childs **moved** (2<sup>nd</sup> Racusin) to adjourn. **Motion passed.** Meeting adjourned at 8:26 pm.

Approved by the Selectboard on February 23, 2011.

By Nancy Kramer  
Assistant to the Town Manager

Roger Blake  
Selectboard Chair

Next Regular Meeting – January 26, 2011 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) 250<sup>th</sup> Celebration Plans
- 5) Town Eating Day Participation
- 6) Town Boundaries

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.