

Minutes of the Selectboard Meeting of Wednesday, January 26, 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 10 people in the audience.

Also participating: Watt Alexander, Linda Cook, Phil Dechert, Steve Flanders, Neil Fulton, Scooter Hardy, Nancy Hoggson, Cheryl Lindberg, Don McCabe, Keith Moran, Chief Robinson.

Blake opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). The request to expend designated funds from the Highway Equipment Fund was removed from the agenda and reviewing the revised Capital Facilities Planning and Budgeting Committee charge was put in as item #5. Afterwards, by consensus, the Selectboard approved the Agenda.
2. Public Comments. None.
3. Town Manager's Report (Discussion). Webster said the quarterly meeting of The Municipal Network, sponsored by the three regional planning commissions, the Upper Valley League of Women Voters and Vital Communities, is February 3rd from 5-7:45 pm at the VFW in Hartford. The Dartmouth Club of the Upper Valley's annual seminar is on "What's Wrong with Public Education? How Did We Get Here? What Are The Solutions?". It is being held February 5th from 9 am to 12 pm at Filene Auditorium in Moore Hall. The municipal woodpile is totally depleted. There followed a discussion about Jake's good work, how to renew the woodpile and the annual Wood Bee. There will be a discussion of how to best use Town Meeting at the February 9th Selectboard meeting. Public Works is out straight. There was a brief discussion of how much salt has been used so far this season. Funding for a new communications network was also briefly discussion.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After discussion of three items, Racusin **moved** (2nd Lupien) to approve Check Warrant Report #11-15 for the period from 1/13/11 to 1/26/11 in the amount of \$63,218.93; of which \$59,774.90 is General Fund and \$3,444.03 is Highway Garage Fund. **Motion passed.**
5. Review Revised Capital Facilities Planning and Budgeting Committee Charge (Discussion/Possible Action Item). Webster went over the proposed charge stating that the goal was for total transparency. The Committee will conduct at least three public forums. After some discussion, Childs **moved** (2nd Lupien) to approve the Capital Facilities Planning and Budgeting Committee charge and to advertize for members. **Motion passed.** Interviews and appointments will be at the February 23rd Selectboard meeting. Board members will craft questions for discussion at their February 9th meeting.

6. Appointment with Nancy Hoggson Re: 250th Budget (Discussion/Possible Action Item). Hoggson went over the schedule of events which will be in this year's Town Report. July 1st there will be a concert on the Green, June 17th there will be a Norwich families then and now event at the Historical Society, July 8th through 10th is the Norwich Fair, July 16th is the 2nd annual House & Garden Tour and November 10th is the 7th annual Norwich Antiques Show and historic bus tours. Her budget includes expenses for the whole effort including publicity and the Marion Cross School projects. Lupien questioned the pole banners expense. Racusin asked about Norwich University involvement and was told they have been contacted and will be involved. After further discussion of the budget, Board involvement and events, Racusin **moved** (2nd Childs) to add an article to the Town Warning appropriating \$1,500 for the 250th anniversary celebration of Norwich's founding under the direction and control of the Town Manager to be available upon passage and any unspent funds as of June 30, 2012 be returned to the General Fund. **Motion passed.**

7. Process to Evaluate Public Works Department (Discussion/Possible Action Item). Childs submitted a revised outline for the review of the Public Works Department. Goals discussed are to evaluate the Department's performance and cost effectiveness. Doing a survey was again discussed and Cook suggested Ralph Hybels as a resource for this. Several people asked for less Selectboard membership on the committee and more residents of Norwich. The Board agreed by consensus to advertize in the Valley News for this committee along with the Capital Facilities Planning and Budgeting Committee, do interviews and appointments at their March 9th meeting and to finalize the charge at their February 9th meeting. There was also some discussion of doing interviews in Executive Session. Childs **moved** (2nd Lupien) to authorize the Town Manager to proceed with advertising for the committee. **Motion passed.**

8. Review Selectboard Financial Policy # 2 – Undesignated Fund Balance (Discussion/Possible Action Item). Blake questioned the percentage differences between paragraph 3.2 and 4.2. Fulton explained that 3.2 is a quote from GFOA and the range in 4.2 is for the Board to decide upon. There was some discussion of having the Best Practice document as an attachment to the Policy, GFOA standards being more for cities and disasters like hurricanes and getting Finance Committee input. After some further discussion, Childs **moved** (2nd Racusin) to approve the amendments to Selectboard Financial Policy # 2 Undesignated Fund Balance. **Motion passed.**

9. Town Eating Day Coordinator Meeting (Discussion/Possible Action Item). The Board would like to coordinate something for the Town Eating Day (TED) event. Alexander said the TED Committee has avoided Selectboard participation in TED and focused on appointed boards and committees. It is designed to help volunteers open up to constructive participation, a job fair for volunteers. The TED Committee would like interviews and appointments to Town boards and committees moved to June. Alexander also stated that the TED Committee is unwilling to broaden their mission at this point. Lupien would like to see more Selectboard involvement. After some further discussion, it was agreed that the TED Committee would meet with the Board in the fall to discuss the appointment process. TED is February 26th.

10. Selectboard

- a) Approval of the Minutes of the 1/12/11 Meeting. Childs **moved** (2nd Lupien) to approve the minutes of the January 12, 2011 Selectboard meeting. **Motion passed.**

Childs **moved** (2nd Racusin) to adjourn. **Motion passed.** Meeting adjourned at 8:45 pm.

Approved by the Selectboard on February 9, 2011.

By Nancy Kramer
Assistant to the Town Manager

Roger Blake
Selectboard Chair

Next Regular Meeting – February 9, 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) 250th Celebration Plans
- 5) Town Eating Day Participation
- 6) Town Boundaries

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