

Minutes of the Selectboard Meeting of Wednesday, March 23, 2011 at 6:30 PM

Members present: Ed Childs, Chair; Roger Blake; Christopher Ashley; Steve Flanders; Linda Cook; Pete Webster, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 32 people in the audience.

Also participating: David Bibeau, Jake Blum, Liz Blum, Susan Blum, Joshua Durst, Neil Fulton, Todd Gammell, Jeff Goodrich, Daniel Goulet, John Hanchett, Scooter Hardy, Jamie Hess, Nancy Hoggson, Jill Kearney, Chris Lang, Everett Logan, Suzanne Lupien, Brion McMullan, Bill Miles, Norm Miller, Keith Moran, Bonnie Munday, Frank Olmstead, Arthur Owen, Harry Roberts, Allen Rowell, Henry Scheier, Paul Sellmann, Gerry Tolman, Jonathan Vincent.

Childs opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda as presented.
2. Public Comments. Lupien, in her farewell comments, said she would like the Board to look into the snow blower tool used for sidewalks, that the Town Manager evaluation was incomplete and the process should be reviewed and, in parting, thanked everyone and said "don't buy that grader". Rowell said he had not been contacted by the Town Manager regarding contracting grader routes. Flanders asked that townspeople keep an eye on Norwich's post office in regard to post office closings.
3. Town Manager's Report (Discussion). The Safe Routes to School sidewalk project is moving forward and the right-of-way work being done by the State should be finished by late April. Webster has concerns about the new Board of Listers getting up to speed on their office's operations. Wheelock, the Town appraiser, resigned Wednesday. There was a snow/ice slide off the west side of Tracy Hall last week and three cars were damaged. Webster is open to any suggestions the Selectboard or townspeople may have. Webster spoke about Senate Bill 223 eliminating funding for the Lebanon Airport and asked that the Board consider sending a letter of support for the Lebanon Airport to New Hampshire legislators. Webster is planning on bringing each Department Head before the Board to discuss their department starting with Dechert at the April 13<sup>th</sup> meeting. Mud season is well under way. There has been some interest expressed in paving Willey Hill. The 2<sup>nd</sup> National Prescription Drug Take Back Day is Saturday, April 30<sup>th</sup> 10:00 am to 2:00 pm. Norwich's collection site will be the Police Department. Webster would like the Selectboard to have a discussion regarding rental of the bandstand. Harrison Monahan is still looking for suggestions for his Eagle Scout project. The Town will be pursuing an Act 250 permit to build a tower on Town-owned Public Works land eventually to improve communications.

Blum spoke about the three Listers having signed up for training. They had a good meeting with New England Municipal Consultants, who will be doing the Town-wide reappraisal. A public forum on the reappraisal process will be held in May.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After some discussion, Blake **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #11-19 for the period from 3/10/11 to 3/23/11 in the amount of \$175,713.69; of which \$161,602.71 is General Fund, \$8,801.00 is Fire Equipment Fund, \$503.68 is Police Station Fund and \$4,806.30 is Police Cruiser Fund. **Motion passed.**
5. Liquor Licenses (Renewals) (Action Item). Ashley **moved** (2<sup>nd</sup> Cook) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.**

Ashley **moved** (2<sup>nd</sup> Cook) to approve the liquor license applications for Norwich Wines & Spirits, Norwich Inn (2), Dan & Whit's General Store and Carpenter and Main Restaurant. **Motion passed.** Munday passed out applications to the Board for their signatures.

Cook **moved** (2<sup>nd</sup> Blake) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**

6. Appointment with Margaret Cheney and Jim Masland to Discuss House Bill H.155 Re: PACE and Other Pending Legislation (Discussion). Cheney and Masland were unable to make the meeting.

7. Request to Expend Designated Funds from Highway Equipment Fund to Purchase a Grader (Action Item). Webster gave a brief recap ending with the statement that he believes it is in the best interests of the Town financially to replace the grader. Childs is in support of the grader purchase because it is in accordance with the NORCAP Report, the cost analysis is supportive, the inspection report of the current grader and he believes it will extend the life of both graders and allow the Town to offer sharing with other towns. Flanders, after originally doubting the wisdom of purchasing the grader, supports the purchase due to his analysis which led to his conclusion that "operating two graders costs slightly less than operating one and accomplishes the work in half the time". Blake was undecided until this evening but believes analysis shows the old grader needs to go and he has faith in the Department Head's decision and supports the regional approach. Ashley is comfortable with the numbers and current level of services. Ashley supports the purchase but is disappointed that contractor numbers were not pursued. Cook said it would cost somewhere between \$12-15,000 to contract Rowell's services for grading. Cook would like to look at all options and rely on grader #1. Cook questions whether the Town has adequate manpower for two graders and as such is not sold on buying the grader today.

At this point, Childs asked for public comments asking that comments be limited and not repeat what has already been said before. Moran reminded the Selectboard that the Finance Committee does not support the purchase. Hanchett would like an analysis of the grader we are considering purchasing, but would rather buy new. Roberts thinks the Board should hold off on the purchase and establish the need. Owen, Lang and Hardy are opposed to the purchase. Scheier spoke of his concerns about moving forward with the purchase considering the opposition and would like to see capital planning go forward first. Fulton reminded townspeople of the inspection report on the current grader and that the one we would purchase will be certified.

After some further discussion, Flanders **moved** (2<sup>nd</sup> Ashley) to approve the use of up to \$135,000 from the Highway Equipment Designated Fund for the purchase of a used grader 2006 model 672D John Deere. **Motion passed 4 to 1** (yes – Childs, Blake, Ashley and Flanders; no - Cook).

The new Highway Equipment Designated Fund balance will be approximately \$28,536.

8. Town of Norwich Open Positions Interviews/Appointments (Action Item). Applicants present: Frank Olmstead, Daniel Goulet, Joshua Durst, Brion McMullan, David Bibeau, Bill Miles, Everett Logan and Jamie Hess were thanked for all they do and asked agreed upon questions regarding their interest in their respective appointments and applications. Flanders would like the Selectboard to have a discussion regarding when it is appropriate to hire the Town Attorney at some point. After some discussion of what the Finance Committee makeup should be, Flanders **moved** (2<sup>nd</sup> Ashley) to table appointment to the Finance Committee until the April 13<sup>th</sup> meeting. **Motion passed 4 to 1** (yes – Childs, Blake, Ashley and Flanders; no - Cook). Recruitment for an alternate to TRORC was briefly discussed and will be on the April 13<sup>th</sup> agenda.

Cook **moved** (2<sup>nd</sup> Ashley) to appoint Frank Olmstead as the Agent to Prosecute for a one-year term ending in March, 2012. **Motion passed.** Cook **moved** (2<sup>nd</sup> Flanders) to appoint Daniel Goulet to the Conservation Commission for a four-year term ending in 2015. **Motion passed.** Cook **moved** (2<sup>nd</sup> Blake) to appoint Brion McMullan and Pete Webster to serve as Representative and Alternate, respectively, to the Board of Supervisors of the Greater Upper Valley Solid Waste District for two-year terms ending in March, 2013. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Blake) to appoint David Bibeau to the Recreation Council for a one-year term ending in March, 2012. **Motion passed.** Blake **moved** (2<sup>nd</sup> Flanders) to appoint Everett Logan and Bill Miles to the Recreation Council for three-year terms ending in March, 2014. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Blake) to appoint Linda Cook as the Town Service Officer for the period April 15, 2011 through April 14, 2012. **Motion passed.** Blake **moved** (2<sup>nd</sup> Ashley) to appoint Jamie Hess as the TRORC voting representative for a one-year term ending April, 2012. **Motion passed.**

9. Committee to Evaluate Public Works Department Interviews/Appointments (Action Item). Susan Blum spoke about membership on the Committee and encouraged the Board to not “load up” the Committee with Selectboard members. After some discussion, Ashley **moved** (2<sup>nd</sup> Blake) to appoint Cook and Flanders as Selectboard representatives and Moran as the Finance Committee representative to the Committee. **Motion passed.** Applicants present: Jake Blum, Todd Gammell, Jeff Goodrich, John Hanchett, Norman Miller, Paul Sellmann and Gerry Tolman were thanked for their interest and asked agreed upon questions regarding their opinion on how the Department of Public Works should be run, their understanding of the charge and skill set required and applications.

After some further discussion, Ashley **moved** (2<sup>nd</sup> Cook) to appoint Jake Blum, Margo Doscher, Todd Gammell, James Gold, Jeff Goodrich, John Hanchett, Norman Miller, Paul Sellmann and Gerry Tolman to the Committee to Evaluate Public Works Department. **Motion passed.**

10. Correspondence (Please go to [www.norwich.vt.us](http://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) Resident –
  - 1) #10 a). Memo from Harry Roberts Re: Road Grader Purchase. Flanders **moved** (2<sup>nd</sup> Ashley) to receive a memo from Harry Roberts re: road grader purchase. **Motion passed.**
- b) Nonresident –
  - 1) #10 b). Memo from TRORC Re: Transportation Enhancement Grant Applications. Cook **moved** (2<sup>nd</sup> Blake) to receive a memo from TRORC re: Transportation Enhancement grant applications. **Motion passed.** The Town is applying for a grant.

11. Selectboard

- a) Approval of the Minutes of the 3/2/11 and 3/9/11 Meetings. After some discussion, Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the March 2, 2011 and March 9, 2011, as amended, Selectboard meetings. **Motion passed.**
- b) Letter of Thanks for Solar Committee (Action Item). After some discussion regarding who should be thanked, Ashley **moved** (2<sup>nd</sup> Cook) that the letter be revised to go to all involved in the project. **Motion passed 3 to 2** (yes – Childs, Cook and Ashley; no – Blake and Flanders).
- c) Review Rules for Conduct of Special and Regular Meetings (Discussion/Possible Action Item). After some discussion, Ashley **moved** (2<sup>nd</sup> Flanders) to amend the Rules for Conduct of Special and Regular Meetings as discussed. **Motion passed.**
- d) Appoint Representative from Selectboard to 250th Celebration Committee (Discussion/Action Item). This item was discussed before 11. c). Hoggson gave some of the history and pole banners were briefly discussed. Flanders **moved** (2<sup>nd</sup> Ashley) to appoint Roger Blake to be the Selectboard representative to the 250<sup>th</sup> Celebration Committee. **Motion passed.**
- e) Set Date for Interviews/Appointments to Capital Facilities Planning and Budgeting Committee (Discussion/Action Item). After a brief discussion of how many applications have been received so far, the Board set April 7<sup>th</sup> for the deadline for applications and will interview/appoint at their April 13<sup>th</sup> meeting.
- f) Review of Town Manager Evaluation Form (Discussion/Possible Action Item). Will be on the agenda for the special Selectboard meeting on March 30<sup>th</sup>.
- g) Review of Pending Items (Discussion/Action Item). Will be on the agenda for the special Selectboard meeting on March 30<sup>th</sup>.
- h) Personnel (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Ashley **moved** (2<sup>nd</sup> Blake) to enter into Executive Session for the purpose of discussing personnel and to invite Pete Webster to join the session. **Motion passed.** The Selectboard moved into Executive Session at 9:44 pm.

At 10:59 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Flanders **moved** (2<sup>nd</sup> Ashley) to adjourn. **Motion passed.** Meeting adjourned at 11:00 pm.

Approved by the Selectboard on April 13, 2011.

By Nancy Kramer  
Assistant to the Town Manager

Edwin Childs  
Selectboard Chair

Special Selectboard Meeting – March 30, 2011 at 4:30 PM

Next Regular Meeting – April 13, 2011 at 6:30 PM

Pending Items:

- 1) Tour of Fire/Police Facilities
- 2) Schedule Annual Review of Selectboard Approved Policies (4/13/11)
- 3) Review/Revise Town Manager Evaluation Form (4/27/11)
- 4) Code of Conduct Policy for Town Manager and Selectboard (4/27/11)
- 5) Discussion with Board of Listers - Consider Formation of Committee to Evaluate Lister Department (4/27/11)
- 6) Charge for Committee Reviewing Junk Policies
- 7) Review Recommendations for Facilities Improvements at the Fire/Police Facility (8/24/11)
- 8) Evaluate Report from Capital Facilities Planning and Budgeting Committee (9/27/11)
- 9) Evaluate Report from Committee to Evaluate Public Works Department (9/27/11)
- 10) Town Boundaries
- 11) Vehicle Acquisition and Replacement Policy
- 12) Strategic Planning

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.