

Minutes of the Special Selectboard Meeting of Wednesday, March 30, 2011 at 4:30 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 5 people in the audience.

Also participating: Phil Dechert, Neil Fulton, Keith Moran.

Childs opened the meeting at 6:32 pm.

1. Coordinate with Planning Commission for Review of Town Plan Document. Dechert said the Town Plan should be coming to the Selectboard for approval in May. The Board will discuss with the Planning Commission and then set a date for a Public Hearing. Minor changes can be made without restarting the process.
2. Use of Norwich Digest to Improve Communications between Selectboard and Citizenry. After some discussion, Kramer was asked to post the link to the Selectboard packet on the Town's website to the Digest.
3. Review Process for Adding Nonprofit Items to Town Meeting Warning. The Board discussed the process and whether or not statutory requirements were met. After some further discussion, the Selectboard asked that a review of the appropriation request letter and process be added to pending items.
4. Sidewalk Extension from Huntley Meadow to Norwich Pool. Webster said the shoulders have been widened, shrubs cut, a new crosswalk put in and a radar speed monitoring device added after a neighborhood meeting with Hodgdon, members from the Transportation Committee, Kearney and Webster last spring. There was some discussion regarding grant possibilities and need versus want.
5. Selectboard Promotion/Support for Broadband Service Expansion. Ashley would like the Town to fully support broadband expansion. ECFiber and the Town's commitment to that process were discussed. After some further discussion, it was agreed to ask for an update on what bills are pending from the Town's Vermont representatives when they come to a Board meeting.
6. Energy Committee Goal for Hydro-Generation at Norwich Pool. The Energy Committee has no plans to pursue hydro-generation at the Norwich Pool. The Committee is focused on pursuing projects that may become available with the PACE program if the bill passes.
7. Budget Funding - Bridge Replacement Projects. The Selectboard discussed the lack of State funding for projects and starting a fund during the budget process. After some further discussion, the Board agreed by consensus to have the Capital Facilities Planning and Budgeting Committee look into this and also do a risk assessment.
8. Relationship between Selectboard and Finance Committee - Review Finance Committee Statement of Purpose. The Board discussed how to proceed with the appointment process. The Finance Committee is looking to provide useful advice. Possible conflict of interests for two members of the Committee and the skill set needed to be a Committee member were discussed. It was agreed that Childs would contact Mackall and ask him to fill out an application. The Selectboard will go forward with Finance Committee interviews and appointments at their April 13<sup>th</sup> meeting.
9. Review of Email Policy. Emails are public documents if discussing Selectboard business. After some discussion, the Board agreed to work on developing an email policy.
10. Discuss Format for Budget Development. The Board discussed adding a price tag for services rendered in future budgets. The Board also discussed the possibility of Selectboard members presenting different parts of the budget at Town Meeting. Budget development will be added to pending items.

11. Review of Town Manager Evaluation Form. Flanders went over the previously used forms and the new Performance Expectations and Review form he has developed. Flanders believes that the previously used models did not work. Cook would like to see goals set, would like more examples and is looking for a standard that future Selectboards can use. This will be an agenda item for April 13<sup>th</sup>.

12. Goal Setting – Selectboard Review of Department Head Goals. After some discussion, the Board asked Webster to put together a list of department projects/goals ahead of the budget season.

13. Bandstand Policy Discussion. After some discussion, it was agreed that Webster will develop a rental policy for the bandstand to help build funds for future repairs/maintenance for the Board's April 27<sup>th</sup> meeting.

14. Review of Pending Items. See Pending Items below for updates.

Flanders **moved** (2<sup>nd</sup> Ashley) to adjourn. **Motion passed.** Meeting adjourned at 7:33 pm.

Approved by the Selectboard on April 13, 2011.

By Nancy Kramer  
Assistant to the Town Manager

Edwin Childs  
Selectboard Chair

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

Pending Items:

- 1) Schedule Annual Review of Selectboard Approved Policies (4/13/11)
- 2) Review/Revise Town Manager Evaluation Form (4/13/11)
- 3) Discussion with Board of Listers (4/13/11)
- 4) Bandstand Rental Policy (4/27/11)
- 5) Review Appropriation Letter and Process (5/11/11)
- 6) Update Finance Committee Statement of Purpose (5/11/11)
- 7) Review of Town Plan Document (5/25/11)
- 8) Review Town Manager List of Department Projects/Goals (5/25/11)
- 9) Budget Development (6/8/11)
- 10) Vehicle Acquisition and Replacement Policy (6/8/11)
- 11) Strategic Planning (6/8/11)
- 12) Develop Email Policy (7/27/11)
- 13) Tour of Fire/Police Facilities (8/24/11)
- 14) Review Recommendations for Facilities Improvements at the Fire/Police Facility (8/24/11)
- 15) Evaluate Report from Capital Facilities Planning and Budgeting Committee (9/27/11)
- 16) Evaluate Report from Committee to Evaluate Public Works Department (9/27/11)
- 17) Code of Conduct Policy for Town Manager and Selectboard
- 18) Charge for Committee Reviewing Junk Policies
- 19) 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.