

## Minutes of the Selectboard Meeting of Wednesday, April 27, 2011 at 5:30 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 14 people in the audience.

Also participating: Ernie Ciccotelli, Phil Dechert, Neil Fulton, Tom Gray, Dennis Kaufman, Bill Lyons, Arline Rotman, Chief Robinson, Barry Rotman, Tom Sterling, Jonathan Vincent.

Childs opened the meeting at 5:30 pm.

1. Approval of Agenda (Action Item). Cook **moved** (2<sup>nd</sup> Flanders) to approve the Agenda.
2. Review/Revise Town Manager Evaluation Form (Discussion/Action Item). Flanders briefly reviewed the latest form called Performance Expectations and Review saying it is based on the Town Manager's job description. After some discussion, the Selectboard extensively reviewed Develops Budget, Manages Expenditures and Income and Manages Town Departments sections under Supporting Goals and Scoring Level of Performance. The review period was also discussed. When asked for his comments Webster said he was surprised at the detail the Board was taking and appreciates the effort to be objective in their review. After some further discussion, the Board agreed by consensus to have a working session on May 4<sup>th</sup> to finish the work on the evaluation form and process and that Ashley and Flanders would compare notes and provide the Selectboard with a hard copy revised form Friday, April 29<sup>th</sup>. Cook asked that no separate conversations regarding changing draft documents, except the Ashley and Flanders meeting, occur outside of the working session.
3. Public Comments. Chief Robinson reminded people that Take Back Day is Saturday, April 30<sup>th</sup> from 10:00 am to 2:00 pm at the Norwich Police Station. Blake reviewed Norwich 250<sup>th</sup> planned celebrations. Cook said the July 1<sup>st</sup> concert on the Green will start at 7:00 pm and the Olde Home Day parade will be on July 9<sup>th</sup> this year instead of September. It was also noted that another Town-wide photo will be taken on Saturday, September 17<sup>th</sup> during the Norwich Charter Day celebration with the Norwich University Color Guard present. The special website [www.norwich250.org](http://www.norwich250.org) will be launched by May 15<sup>th</sup>.
4. Town Manager's Report (Discussion). Webster attended the April Prudential Committee meeting. Green Up Day is Saturday, May 7<sup>th</sup>. Webster has attended the last two meetings of the DPW Committee and is pleased with their progress. Dave Hubbard has shared some concerns of the Conservation Committee regarding Blood Brook and erosion issues at Huntley Field. Webster will meet with interested individuals Friday to look at. The Town Manager has looked into and is pursuing establishing a Safety Committee. Dispatch coverage and exploring options continues. The Town may opt to start the grievance process to terminate our contract with Hartford. There will be an interactive webinar tomorrow on creating lean budgets sponsored by ICMA in the multipurpose room from 1-2:30 pm. The Selectboard was invited. The new roof on the Fire Department has been completed. Norwich roads are still posted. Webster will be hosting this month's town managers meeting at the Norwich Inn. Webster shared Beth Phillips-Whitehair's note of thanks to Tracy Hall folks for the memorial service for Phil Phillips held at Tracy Hall. The "new" grader will be arriving in a week or so. Ashley asked if there was anything the Selectboard could do to help on the dispatch issue.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Flanders **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #11-21 for General Fund for the period from 4/14/11 to 4/27/11 in the amount of \$97,876.53. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve Check Warrant Report #11-21 for Fire Station Fund for the period from 4/14/11 to 4/27/11 in the amount of \$28,121. **Motion passed.**

6. DPW Review Committee (Discussion/Possible Action Item). The Committee will be presenting their Scope of Work to the Board at the Selectboard's May 11<sup>th</sup> meeting. A survey will be done and funds will come from the Town Administration budget. Public participation meetings for the DPW Committee are planned for May 24<sup>th</sup>, July 12<sup>th</sup> and September 13<sup>th</sup>.

7. Request by Listers to Expend Funds from Assessor Wage Line Item for Professional Services to Retain New England Municipal Consultants to Assist with Preparation of the 2011 Grand List (Discussion/Action Item). Vincent briefly reviewed the contract stating that it allows for five days of inspections. If more time is needed the Listers will come back to the Selectboard. The July 1, 2013 date on page two of the contract was discussed. It was determined the date should be July 1, 2011. Flanders **moved** (2<sup>nd</sup> Blake) to authorize the Town Manager to sign the amended contract with New England Municipal Consultants for assistance with preparing the April 1, 2011 Grand List and to authorize transferring monies from the Assessor wage line item to pay for the professional services. **Motion passed.**

8. Discussion of Decision of Valuation Appeal Board and Future Actions by Town (Discussion/Possible Action Item). Ciccotelli said the decision is not well written in general but it is clear the Listers were determined to be correct on the one issue. The year/years to be used by Property Valuation and Review and how they will apply are undetermined. Vincent is questioning whether the Town should continue the appeals or drop. The Listers would like Webster to call the Chair and seek clarification. Kaufman went over the history and said the CLA, based on this decision, will change for 2009 and 2010. Kaufman takes some of the blame for the perceived sales chasing. Kaufman would like the Town to require building permits for changes to a structure that will increase the value of the home. Ashley **moved** (2<sup>nd</sup> Flanders) to authorize the Town Manager to seek clarification of the decision of the Valuation Appeal Board as it relates to the 2009 Grand List. **Motion passed.**

After a reminder by Fulton that this vote was time sensitive, Blake **moved** (2<sup>nd</sup> Flanders) to authorize the Town Manager to request a reduction in the education tax liability as a result of the recalculated CLA and for the monies to be applied against next ensuing year's education tax liability. **Motion passed.**

9. Town of Norwich Open Positions Interviews/Appointments (Action Item). Candidates interviewed were: Ernie Ciccotelli, Bill Lyons, Arline Rotman and Tom Gray. All were thanked for applying.

Cook **moved** (2<sup>nd</sup> Ashley) to reappoint Ernie Ciccotelli to the Development Review Board for a three-year term ending in April, 2014. **Motion passed.** Cook **moved** (2<sup>nd</sup> Ashley) to appoint William Lyons as an alternate to the Development Review Board for a three-year term ending in April, 2014. **Motion passed.** (Done later when Lyons arrived.) Cook **moved** (2<sup>nd</sup> Ashley) to appoint Mindy Penny as an alternate to the Development Review Board for an unexpired three-year term ending in April, 2013. **Motion passed.** Cook **moved** (2<sup>nd</sup> Flanders) to appoint Arline Rotman to the Development Review Board for a three-year term

ending in April, 2014. **Motion passed.** Cook **moved** (2<sup>nd</sup> Ashley) to reappoint Folger Tuggle to the Development Review Board for a three-year term ending in April, 2014. **Motion passed.** Cook **moved** (2<sup>nd</sup> Blake) to reappoint Tom Gray to the Planning Commission for a four-year term ending in April, 2015. **Motion passed.** Cook **moved** (2<sup>nd</sup> Blake) to reappoint Daniel Johnson to the Planning Commission for a four-year term ending in April, 2015. **Motion passed.**

10. Capital Facilities Planning and Budgeting Committee Interviews/Appointments (Action Item). Candidates interviewed were: Neil Fulton, Barry Rotman and Tom Sterling. Fulton indicated that he would encourage the Committee to have a report with Town support to the Selectboard for the budget season.

Flanders **moved** (2<sup>nd</sup> Blake) to appoint Ed Childs as the Selectboard representative, Tom Gray as the Planning Commission representative, John Lawe as the Development Review Board representative and Evan Pierce as the Finance Committee representative to the Committee. **Motion passed.** Childs recused himself.

Ashley **moved** (2<sup>nd</sup> Cook) to appoint Bill Flynn, Neil Fulton, Barry Rotman, Tom Sterling and Bob White to the Capital Facilities Planning and Budgeting Committee. **Motion passed.**

Childs thanked all candidates for their willingness to take on the work of this Committee. Childs asked about availability of Committee members present for an organizational meeting. After much discussion, the meeting was set for 6:30 pm Monday, May 2<sup>nd</sup> in the multipurpose room.

11. Bandstand Rental Policy (Discussion/Possible Action Item). Webster explained that he took the Tracy Hall Rental Policy and made changes to accommodate the Bandstand. The Board asked for additional changes to 2. (a), 4., 6. and 9. Fee charged for Police Officers was also discussed. The Board agreed that they should only deal with the financial changes in the document as it was a Town Manager's policy. Flanders **moved** (2<sup>nd</sup> Ashley) to accept the schedule of charges for the Bandstand that included charging \$100.00 an hour, \$150.00 for half day and \$200.00 for full day use. **Motion passed.** The Selectboard asked Kramer to circulate a cleaned up copy to the Board after revisions.

## 12. Selectboard

- a) Approval of the Minutes of the 4/13/11 Meeting. After some discussion of changes needed, Flanders **moved** (2<sup>nd</sup> Ashley) to approve the amended minutes of the April 13, 2011 Selectboard meeting. **Motion passed.**
- b) Schedule Dates for Selected Policies Review (Discussion/Action Item). After some discussion, the Board agreed by consensus to review the selected policies at their May 11<sup>th</sup> meeting.
- c) Authorize Town Manager to Sign Quitclaim Deed for New Owner of Norwich Full Gospel Voice Church (Discussion/Action Item). Webster explained why the Quitclaim Deed was needed. After some discussion, Ashley **moved** (2<sup>nd</sup> Flanders) to authorize the Town Manager to sign a Quitclaim Deed for the new owner of the Norwich Full Gospel Voice Church pending a favorable review by Town Counsel. **Motion passed.**
- d) Review of Pending Items (Discussion/Action Item). The Selectboard discussed having a pending item to start the process of requiring permits for interior building improvements that increase the value of the building. It was agreed that the Listers

should be involved with the Planning Commission “driving the bus”. Afterwards, the Board discussed the May 11<sup>th</sup> agenda and supporting the grievance process for the Hartford dispatch contract. It was agreed by consensus that the Selectboard would have an executive session at the start of the May 11<sup>th</sup> meeting to discuss this. Kramer was asked to include a review of next agenda at the end of Board meetings.

Cook **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 8:22 pm.

Approved by the Selectboard on May 11, 2011.

By Nancy Kramer  
Assistant to the Town Manager

Edwin Childs  
Selectboard Chair

Next Regular Meeting – May 11, 2011 at 6:30 PM

Pending Items:

- 1) Review/Revise Town Manager Evaluation Form (5/4/11)
- 2) Schedule Annual Review of Selectboard Approved Policies (5/11/11)
- 3) Charge for Committee to Review Real Property Assessment Functions
- 4) Review Appropriation Letter and Process (5/11/11)
- 5) Update Finance Committee Statement of Purpose (5/11/11)
- 6) Review of Town Plan Document (5/25/11)
- 7) Review Town Manager List of Department Projects/Goals (5/25/11)
- 8) Budget Development (6/8/11)
- 9) Vehicle Acquisition and Replacement Policy (6/8/11)
- 10) Strategic Planning (6/8/11)
- 11) Develop Email Policy (7/27/11)
- 12) Tour of Fire/Police Facilities (8/24/11)
- 13) Review Recommendations for Facilities Improvements at the Fire/Police Facility (8/24/11)
- 14) Evaluate Report from Capital Facilities Planning and Budgeting Committee (9/27/11)
- 15) Evaluate Report from Committee to Evaluate Public Works Department (9/27/11)
- 16) Permits – Interior Building Improvements
- 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.