

Minutes of the Selectboard Meeting of Wednesday, May 11, 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 5 people in the audience.

Also participating: Phil Dechert, Margo Doscher, Jim Gold, Jill Kearney, Cheryl Lindberg, Chief Robinson.

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. The Norwich Listers will hold an informational forum to discuss the Town-wide reappraisal Wednesday, May 18th at 6:30 pm in the Tracy Hall multipurpose room. The DPW Committee will hold a public forum May 24th at 6:30 pm in the Tracy Hall multipurpose room to review the scope of the Committee's work and the Committee's draft work plan. The Memorial Day parade and cookout on the Green is scheduled for May 29th starting at noontime. The Norwich Fair will be held on the Green July 7th through July 10th. The Olde Home Day parade will be held Saturday July 9th this year as part of the 250th celebrations. Gold thanked the Norwich Police Department for an incident well handled on Waterman Hill Road. Blake said the trip to Andover, MA with the charter was successful and the digitally enhanced photo of the charter should be completed in a couple of weeks.
3. Town Manager's Report (Discussion). Kearney spoke about the big success of Touch-A-Truck Day which was very well attended. Jonathan Brush has thanked Kearney and Webster for the skating rink liner that was used this year with great success. The Town has received notice of the latest redetermination of the CLA which has gone up slightly. Webster thanked Dechert for his 20 years of service to the Town as of Friday, May 13th. Webster has received notice from the engineer of the Norwich Safe Routes to School project that it is on hold until the right-of-way can be determined, probably next March or April. Webster is meeting with a consultant on benefits Friday, May 13th at 1:00 pm. There is an effort underway by Thetford, Strafford and Sharon to have Route 132 taken over by the State. Webster would like the Selectboard's support to have Norwich join with the other three towns in this effort. There is a TAC meeting May 18th in Hartford where this is on the agenda. It looks like the Town will end up with a surplus of about \$85,000 on the FY11 budget. Webster has met with Dechert and Lucy Gibson to go over possible projects to apply for a Transportation Enhancement grant. The Letter of Intent to the State is due June 3rd. The Town will be going out shortly for three-year bids on the Town's banking services. Through a series of miscommunications the grader the Town was going to purchase has been sold to somebody else. The company we were going to purchase the grader from is looking for a similar one for the Town. Cook believes this should be back on an agenda for the Board to reapprove. Ashley feels that since most of the spring grading has been done that there is time now to revisit this purchase. The transmission of the Town's second grader is not in great shape. After some discussion, it was agreed that the purchase of a second grader would be on the Selectboard agenda for May 25th. The Board also discussed the Route 132 take over by the State and agreed by consensus to support the request. Also discussed further were: healthcare benefits and Board participation in the May 13th meeting, the plaque for the bandstand and that once banking bids were in it would come to the Selectboard for a decision.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Cook **moved** (2nd Flanders) to approve Check Warrant Report #11-22 for General Fund for the period from 4/28/11 to 5/11/11 in the amount of \$55,916.91. **Motion passed.** Flanders **moved** (2nd Cook) to approve Check Warrant Report #11-22 for Police Station Fund for the period from 4/28/11 to 5/11/11 in the amount of \$145.46. **Motion passed.**

5. DPW Review Committee's Scope of Work (SOW) (Discussion/Possible Action Item). Doscher reviewed the SOW and said the DPW Committee had a productive meeting coming up with it. Doscher also made a couple of cosmetic changes to the SOW. The Board asked that Department of Public Works be the standard going forward. The Committee will present a Work Plan for the Selectboard's review and approval May 25th.

6. Approval of Transfer of Funds from Kids and Cops Designated Fund to Police Department FY12 Community Relation Line Item (Discussion/Action Item). Webster spoke about the fund saying it has \$914 in it at present. It has been determined that this fund is a special fund that received gifts. After some discussion, the Board asked that Chief Robinson provide a proposal to the Selectboard stating what he will spend the monies on and then they will approve the expenditure.

7. Review of Capital Assets Accounting Policy, Selectboard Financial Policy #2, Capital Budget Policy, Conflict of Interest Policy and Annex to Selectboard Financial Policies (Discussion/Possible Action Item).

Capital Assets Accounting Policy – The Board discussed the definition of capital assets, that the Finance Office has a list of capital assets and that a replacement policy does not exist. The Selectboard also discussed the relationship between this policy and the Capital Budget Policy. After some further discussion, the Board asked that Roberta Robinson and the outside auditors review the two policies for inconsistencies.

Selectboard Financial Policy #2 – Flanders discussed why the policy had been amended in January of this year. Cook discussed the 10 to 20 percent range in Section 4.2 saying that she would like to see the 20% reduced as she is not comfortable with that balance. Childs believes the range should stay as stated. After some further discussion, Cook asked that the Selectboard look at this year's budgets keeping this in mind.

Capital Budget Policy – Flanders would like to see extensive changes to bullets under Section 5.0. Flanders reviewed his suggested changes. Ashley also would like language changes. Flanders will draft changes for the Board's review.

Conflict of Interest Policy – Flanders would like changes in Article 3. Section I and Article 4. heading. Ashley has concerns about the Selectboard judging other elected officials. He would like to see a better definition for public officer or public official. Dechert said that legislation had been passed on adopting conflict of interest ordinances for local officials. He will get the Secretary of State's 2008 thoughts on this legislation to Kramer to distribute to the Selectboard. After some further discussion, Childs agreed to have a dialog with VLCT regarding this policy and the Board will further review on June 8th.

Annex to Selectboard Financial Policies – After a discussion of what represented fire equipment versus apparatus, Flanders **moved** (2nd Ashley) to amend the Annex to Selectboard Financial Policies Section 2.2 to add Tree Planting Fund with a footnote of March 1, 2011. **Motion passed.**

8. Review Appropriation Letter and Process (Discussion/Possible Action Item). Flanders initiated a discussion of who qualifies for a Town appropriation and who doesn't. Also discussed were how to educate the public, sending the letter out earlier and changes to the form to include compliance with 24 V.S.A. § 2691 and 22 V.S.A. § 142. Kramer will make revisions and forward to the Selectboard. The parameters for acceptance for an appropriation will be discussed at the May 25th Board meeting.

9. Update Finance Committee Statement of Purpose (Discussion/Possible Action Item). Flanders reviewed his changes to the Statement of Purpose. Flanders has shared his suggestions in preliminary form with Keith Moran, Chair of the Finance Committee, and Anne Day, Chair of the Norwich School Board. Cook said we are asking unpaid volunteers for a lot of technical advice and knowledge. Ashley thinks the Finance Committee should be asked for their guidance and the Norwich School Board should be consulted on their interest. After some discussion of reducing the verbiage, the Selectboard agreed by consensus to have Cook and Flanders work on a shorter charge.

10. Correspondence (Please go to 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). Letter from Phil Dechert, CLG Coordinator Re: Norwich Historic Preservation Commission Membership. Ashley **moved** (2nd Flanders) to receive a letter from Phil Dechert, CLG Coordinator re: Norwich Historic Preservation Commission Membership. **Motion passed.** Dechert said terms were not set in the ordinance but standards for membership are. After some discussion, it was agreed the Commission will develop an ad for increased membership and the ordinance will be distributed to the Board. Flanders **moved** (2nd Ashley) to adopt three-year terms for the Historic Preservation Commission members and set expiration terms of 2012 for Aldrich, 2013 for Blake and 2014 for Hoggson and Brink. **Motion passed.**
- 2) #10 b). Letter from Susan Voake, NHS Re-enactor Day Program Consultant Re: Revolutionary War Re-enactor Program for Marion Cross School Sixth Graders. Flanders **moved** (2nd Blake) to receive a letter from Susan Voake, NHS Re-enactor Day Program Consultant re: Revolutionary War Re-enactor Program for Marion Cross School sixth graders. **Motion passed.**
- 3) #10 c). Memo from Phil Dechert Re: Policy for Response to Appeals of DRB Decisions. Ashley **moved** (2nd Flanders) to receive a memo from Phil Dechert re: Policy for Response to Appeals of DRB Decisions. **Motion passed.** A review of this Policy will be added to pending items.

11. Selectboard

- a) Approval of the Minutes of the 4/27/11 Meeting. After some discussion of changes, Ashley **moved** (2nd Flanders) to approve the minutes of the April 27, 2011 Selectboard meeting as amended. **Motion passed.**
- b) Review Town Manager Evaluation Form and Process (Discussion/Action Item). Webster has reviewed the evaluation the forms and likes both. Ashley **moved** (2nd Blake) to accept the template for Performance Expectations and Review dated May 4, 2011. **Motion passed.** Ashley **moved** (2nd Blake) to accept the template for Performance Input dated May 4, 2011. **Motion passed.** Questions for Departments Heads were reviewed. There was discussion regarding interim versus annual review of Department Heads and the need to update the Town Personnel Policies. Webster suggested including people not working for the Town in the review process. Ashley **moved** (2nd Flanders) to approve the Department Head Questions dated May 9, 2011. **Motion**

passed. By consensus the Board agreed that Ashley and Cook will distribute and explain the questions to Department Heads.

- c) Review of Pending Items (Discussion/Possible Action Item). Add in items discussed in the minutes.
- d) Review of Next Agenda (Discussion/Possible Action Item). Sticker policy, wrap up of this year's budget, the grader and appropriation process will be on the May 25th agenda.

Cook **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 9:50 pm.

Approved by the Selectboard on May 25, 2011.

By Nancy Kramer
Assistant to the Town Manager

Edwin Childs
Selectboard Chair

Next Regular Meeting – May 25, 2011 at 6:30 PM

Pending Items:

- 1) Capital Budget Policy
- 2) Conflict of Interest Policy (6/8/11)
- 3) Review Policy for Response to Appeals of DRB Decisions
- 4) Charge for Committee to Review Real Property Assessment Functions
- 5) Review Appropriation Letter and Process (5/25/11)
- 6) Update Finance Committee Statement of Purpose
- 7) Review of Town Plan Document
- 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) Permits – Interior Building Improvements
- 18) Code of Conduct Policy for Town Manager and Selectboard
- 19) Charge for Committee Reviewing Junk Policies
- 20) 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.