

Minutes of the Selectboard Meeting of Wednesday, July 27, 2011 at 6:00 PM

Members present: Ed Childs, Chair; Roger Blake; Christopher Ashley; Steve Flanders (arrived 7:02 pm); Linda Cook; Pete Webster, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 12 people in the audience.

Also participating: Laura Duncan, Neil Fulton, Andy Hodgdon, Steve Leinoff, Cheryl Lindberg, Evan Pierce, Chief Robinson, Jonathan Vincent.

Childs opened the meeting at 6:01 pm.

1. Approval of Agenda (Action Item). The Selectboard approved the Agenda as presented.
2. Public Comments. There will be a public hearing on the Town Plan August 10th at 6:00 pm. Cook thanked all the volunteers who helped out at the Transfer Station during the changeover to the new windshield stickers. Ashley especially thanked Judy Trussell and Ryan Howe for their diplomacy with townspeople on the day he volunteered at the Transfer Station. Cook asked for more communication to the Selectboard when changes to public land are planned.
3. Town Manager's Report (Discussion). Webster thanked the Norwich Women's Club for the donation of the five flowering crabapple trees that have been planted near the Welcome to Norwich Sign. Webster said all parties had been contacted regarding clearing out the area in front of the apple orchard by the Hybels' house and reminded Cook that public lands are under the supervision and charge of the Town Manager as it is not a policy decision. The Town Manager has moved forward with implementing the health insurance change to MVP and does not anticipate any issues. The Transfer Station has almost reached the anticipated revenues on the sales of permit stickers. Tax bills went out on July 8th and some residents have already paid their taxes. Work on the Gile Mountain Trail project has begun through a grant applied for in January. The new carpeting has been installed. The Capital Facilities Committee had an informative tour of the Police/Fire property, the Public Works facility, Huntley Field and the Norwich Pool. The DPW Committee received approximately 330 surveys and is working on compiling the information. Norwich night at the Montshire is set for Sunday, September 18th starting at 3:30 pm. Webster is working on getting sponsorship to cover the cost of the free cookout starting around 5:30 pm. Ashley would like an update on the new electronic recycling at the Transfer Station. Webster replied that Hodgdon would give a full report at the August 10th meeting. Ashley also asked some questions about the HSA and HRA accounts and what funds were involved. Cook asked if Webster knew whether the union was on board with the change. Webster replied that he has not heard anything different from the negotiated compromise which the union agreed to.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Ashley **moved** (2nd Blake) to approve Check Warrant Report #12-3 for General Fund for the period from 7/7/11 to 7/27/11 in the amount of \$181,000.34. **Motion passed 3 to 1** (yes – Childs, Blake and Ashley; no - Cook). Blake **moved** (2nd Ashley) to approve Accounts Payable Warrant Number 12A Health Savings Accounts in the amount of \$27,375. **Motion passed.**

6. Request to Expend Designated Funds from Recreation Fund to Finish Playground at Huntley and Put New Cedar Shakes on Tennis Storage Shed Roof (Discussion/Action Item). Cook pointed out that the request does not include cost estimates for labor from Buildings and Grounds.

After some discussion, Blake **moved** (2nd Ashley) to approve the use of up to \$648.32 from the Recreation Designated Fund to put new cedar shakes on the tennis shed roof. **Motion passed.**

Ashley **moved** (2nd Blake) to approve the use of \$12,423 from the Recreation Designated Fund to improve the Huntley playground with two new pieces of equipment, a swing mat and playground specific fibar mulch. **Motion passed.**

The new Recreation Designated Fund balance will be approximately \$32,325.

5. **6:30 pm** - Interview and Appoint Laura Duncan to Recreation Council (Discussion/Action Item). During her interview Webster said he had met Duncan earlier when she expressed her concern regarding heat relief for the elderly. Aging in Place offered to help if needed. Webster asked that the Board consider a formal policy on this for the future. Both Blake and Webster thanked Duncan for bringing the matter to the Town's attention. After some further discussion, Cook **moved** (2nd Ashley) to appoint Laura Duncan to the Recreation Council for a three-year term ending in March, 2014. **Motion passed.**

7. Finance Committee – Budget Goals and Objectives (Discussion). Pierce, as Vice-Chair of the Finance Committee, passed out a document entitled Norwich Finance Committee Report of Current Economic Conditions and Recommendations to the Selectboard and Town Manager. After a quick review, Ashley said he hoped the Finance Committee did not expect the Selectboard to solve the national debt ceiling problem (it is mentioned twice in the document). Pierce said the Committee thought it was important enough to include in their report and recommendations. The document is meant to give the Board a place to start with the budgeting process. Ashley asked that the Selectboard review the document again when we are closer to the budget season.

8. Revised Charge for Committee to Review Real Property Assessment Functions (Discussion/ Action Item). Cook would like the Public Interfaces part of the charge to be removed. Ashley pointed out that the Listers have already done or are planning to do items listed under Public Interfaces. Vincent said the Listers would prefer that this section come out of the charge. Vincent also said the Listers did not get an opportunity to review two revisions of the charge, that the Statutes are clear on the Listers' responsibilities and that the process of developing and reviewing the charge by the Selectboard was flawed. The Board agreed to drop the Public Interfaces section from the charge. The Selectboard also discussed the Statement of Purpose section but left it as is. Fulton said section 6. would need to be changed also due to dropping Public Interfaces. Ashley and Fulton gave their marked up copies to Kramer with the agreed upon changes. Cook commends the current Board of Listers for their efforts to communicate better with the public.

Ashley **moved** (2nd Blake) to approve the revised charge for the Committee to Review Real Property Assessment Functions as amended during the meeting. **Motion passed.**

9. Approval for Purchase Order Greater than \$25,000 (2011/2012 Paving Program PO) (Action Item). Webster said these are the funds for the annual paving budget. The Elm Street section was amended to .512 miles. Questions were asked regarding the choices made for paving, funding, where we are at with the MARCON Report and paving Willey Hill Road. Hodgdon answered questions and said he cannot follow the paving plan in the MARCON Report due to lack of funding. Webster said he will again propose a three-year paving contract for this budget season.

Blake **moved** (2nd Ashley) to approve PO # 7141091 for the 2011/2012 paving program. **Motion passed.**

10. Feedback from Department Heads on Budget Presentation Format (Discussion/Possible Action Item). Webster said he has received mixed reviews from the Department Heads on the new budget presentation format. Department Heads in general question the need for this. He has left it with the Department Heads that one budget will probably be chosen to try the new format out.

11. Conflict of Interest Policy (Discussion/Possible Action Item). Ashley had circulated the revised draft to Board members and received no comments from them. However, Fulton suggests a change to Article 7. E. to be in accordance with Statutes. Fulton discussed why the change was necessary and the Selectboard agreed to make the change. Fulton and Ashley shared their notes with Kramer. Fulton was thanked for his input on the Policy.

Cook **moved** (2nd Blake) to adopt the revised Conflict of Interest Policy as amended. **Motion passed.**

12. Vehicle Acquisition and Replacement Policy (Discussion/Possible Action Item). Childs said the Policy had been crafted by Fulton with edits from Childs and Flanders. Fulton briefly reviewed the document and forms. Cook approves of the Step 1 and Step 2 process. Blake noted a typo in section 2.2.4. Ashley questioned the Life Cycle Cost Example graph and noted that he wants the bid criteria to be open to all vendors. After some discussion, it was agreed that the Town of Norwich Financial Management Policy makes it clear that bid specifications must be approved by the Town Manager. After some further discussion, the Board agreed by consensus to forward the Policy to the Capital Facilities and DPW Committees for their input.

13. Dispatch Agreements (Discussion/Action Item). Webster said that the changes will improve dispatch and save money. Webster passed our Leinoff's one page summary to the Selectboard. Leinoff said the new contract with Hanover is a win/win situation. Half of the Fire Department's EMS calls involve Hanover and this will speed up the response process. Hanover dispatch will also include better documentation, text messages to cell phones, working jointly with Hanover for grants and costs less money. Chief Robinson said the Police Department is staying with Hartford due to contractual obligations and frequency differences between New Hampshire and Vermont for Police use. Fulton said his memo gave an overview, that a full communications upgrade is expensive and went over the changes and new agreement. It is the goal of the Fire Department to switch to Hanover August 1st at noon if the Board approves the contract. The frequency bandwidth change has to be accomplished by January 1, 2013. Also discussed were back ups and fees. Cook thanked Fulton for the information provided to the Selectboard in their packets.

Cook **moved** (2nd Blake) to authorize the Town Manager to sign the Amendment to the Agreement between the Town of Hartford, Vermont and the Town of Norwich, Vermont for Provision of Emergency Dispatch Communications Services and the Agreement between the Town of Hanover, New Hampshire and the Town of Norwich, Vermont for Emergency Dispatch Communications Services. **Motion passed.**

14. 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) Nonresident –

- 1) #14 a). Letter from TRORC Re: Retaking of Route 132 in Sharon, Stratford, Thetford and Norwich by VTrans. Blake **moved** (2nd Ashley) to receive a letter from TRORC re: retaking of Route 132 in Sharon, Stratford, Thetford and Norwich by VTrans. **Motion passed.** It was noted that this is the next step in the process.

15. Selectboard

- a) Approval of the Minutes of the 7/6/11 and 7/9/11 Meetings. After some discussion, Ashley **moved** (2nd Cook) to approve the minutes of the July 6, 2011 Selectboard meeting as amended. **Motion passed 4 to 1** (yes – Childs, Blake, Cook and Ashley; no - Flanders). Blake **moved** (2nd Flanders) to approve the minutes of the July 9, 2011 Selectboard meeting. **Motion passed.** Ashley and Cook abstained. It was noted that Ashley and Cook had other Town commitments and were unable to attend the July 9th meeting. Cook also said she did not remember the meeting being warned or know when the agenda was developed. Cook would prefer agenda development to be at Selectboard meetings and asked that to be the case going forward.
- b) Information Dissemination (Discussion/Possible Action Item). Ashley missed the Fire District meeting and asked for an update. Blake said it was informational only and no decisions were made. Webster said the same information that was provided to the Selectboard at their June 22nd meeting was discussed along with how to coordinate projects. Ashley indicated that he would like a report. After some discussion, it was agreed that a discussion of the Fire District meeting would be on the agenda for August 10th.
- c) Selectboard Table for Meetings (Discussion/Possible Action Item). After a short discussion, the Board agreed to keep the tables in the current tighter v format.
- d) Review of Pending Items. It was agreed that items 1), 2), 8) and 16) would be taken off pending items.
- e) Review of Next Agenda (Discussion/Possible Action Item). A report on electronics recycling at the Transfer Station, Fire District meeting discussion and the Town Plan Hearing will be agenda items for the next meeting.
- f) Personnel (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Ashley **moved** (2nd Cook) to enter into Executive Session for the purpose of discussing personnel. **Motion passed.** The Selectboard moved into Executive Session at 8:02 pm.

At 9:19 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Ashley **moved** (2nd Blake) to adjourn. **Motion passed.** Meeting adjourned at 9:20 pm.

Approved by the Selectboard on August 24, 2011.

By Nancy Kramer
Assistant to the Town Manager

Edwin Childs
Selectboard Chair

Next Regular Meeting – August 10, 2011 at 6:00 PM

Pending Items:

- 1) Review Policy for Response to Appeals of DRB Decisions
- 2) Review Appropriation Request Policy
- 3) Update Finance Committee Statement of Purpose
- 4) Review of Town Plan Document (8/10/11)
- 5) Budget Development
- 6) Strategic Planning (8/10/11)
- 7) Develop Email Policy
- 8) Tour of Fire/Police Facilities
- 9) Tour of DPW Facilities
- 10) Review Recommendations for Facilities Improvements at the Fire/Police Facility
- 11) Evaluate Report from Capital Facilities Planning and Budgeting Committee (9/27/11)
- 12) Evaluate Report from Committee to Evaluate Public Works Department (9/27/11)
- 13) State of Vermont PACE Initiative
- 14) 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.