

Minutes of the Selectboard Meeting of Wednesday, August 22, 2012 at 6:30 PM

Members present: Christopher Ashley, Chair; Ed Childs; Linda Cook; Steve Flanders; Keith Moran; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 17 people in the audience.

Also participating: Becky Dabora, Andy Hodgdon, Chris Lang, Cheryl Lindberg, Norm Miller, Sharon Racusin, Doug Robinson, Alan Schned, Van Chesnut.

Ashley opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Public Comments. Lang addressed the Board regarding his problem with Town roads and getting rocks in tires that caused flat tires. Schned and Dabora both spoke briefly about the tower and continuing questions. Cook said there was a public forum on the Norwich Pool Dam and Recreation area where three alternatives were presented by DuBois & King. Diagrams of the alternatives are on the wall in the multipurpose room in Tracy Hall and public input is being sought.
5. Appointment of Norman Miller to Conservation Commission (Discussion/Action Item). Miller asked if his interview could be moved up as he had other commitments and had not been notified and the Selectboard agreed to do so. After a brief interview, Flanders **moved** (2<sup>nd</sup> Childs) to appoint Norman Miller to the Conservation Commission for an unexpired term ending in March, 2013. **Motion passed.**
3. Town Manager's Report (Discussion). The due date for the 1<sup>st</sup> installment of taxes was Friday, August 17<sup>th</sup>. Total taxes billed amounted to \$7,609,080. Total received as of the due date \$7,361,736. At this point Neil asked Hodgdon to speak. Hodgdon has received a paving grant for \$175,000. Feedback from Town employees on the health insurance plan change is very positive. The rehab of bridge #41 is mostly done. The resurfacing of the tennis courts has been successfully completed. FEMA reimbursements are going well. The Town has received approval for the Town Pool Dam for \$567,248. Federal money is coming in faster than the State. Narrowbanding of equipment is proceeding. The VTel Letter of Intent has been signed and the Section 248a application is being prepared. The plan is to distribute bid documents in September and award the contract in November. The Pool consultant has proposed three alternatives for rebuilding and is working on a draft report. The fish ladder is still under discussion. The car fire mentioned in the Fire Chief's report was briefly discussed. Wild parsnips cannot be sprayed. They need to be pulled by hand. Hodgdon is having his crew mow around them this year in the bad spots and will mow those areas first next year.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Once again Fulton pointed out that the dollar amount of the warrant was high due to the 1.2 million paid to the Norwich School District. Flanders **moved** (2<sup>nd</sup> Childs) to approve Check Warrant Report #13-6 for General Fund in the amount of \$1,246,375.32 for the period from 8/16/12 to 8/22/12. **Motion passed.**

6. Errors and Omissions (Discussion/Action Item). Lindberg explained that the Listers had determined that the parcel was incorrectly listed or accessed during the preparation of the 2012 Grand List and is asking for Selectboard approval to correct the error. After some discussion, Flanders **moved** (2<sup>nd</sup> Childs) to change the Grand List for parcel 10-037.00 to a Homestead value of \$679,100, a non-residential value of \$117,500 and a total value of \$796,600. **Motion passed.**

7. Appointment with Sharon Racusin Re: Advance Transit Update (Discussion). Racusin introduced Chesnut and passed out an informational sheet to the Board and Town Manager. Chesnut reviewed ridership numbers to date stating that the overall fixed route number was 550,000 which is a new record high. The new federal legislation that has passed will provide two years of stability for funding. The successful capital campaign paid off the building mortgage. There are three planning studies underway: a transit development plan, a fare systems feasibility study and a fair share analysis. 593 surveys were distributed and 578 were returned. Most responses were very favorable to Advance Transit saying the buses are clean and comfortable, drivers were polite and safe and schedules were easy to find. For FY13, Norwich has appropriated \$10,160 for Advance Transit.

8. Approval of Purchase Order for Winter Sand for FY13 (Discussion/Action Item). Fulton said that a notice for winter sand bids was published in the Valley News for three days and only one bid was received. Fulton is recommending the Selectboard approve the purchase order for \$61,600. After some discussion of price and need for more sand, Cook **moved** (2<sup>nd</sup> Childs) to approve a purchase order in the amount of \$61,600 to Twin State Sand & Gravel for Winter Sand. **Motion passed 4 to 1** (yes – Ashley, Childs, Flanders and Cook; no - Moran).

9. Public Input on FY14 Town Budget (Discussion). None.

10. Selectboard Discussion of FY14 Budget Guidelines (Discussion/Possible Action Item). Fulton provided the Board in his memo prior budget guidelines for FY09-FY13 and attached a chart showing Municipal Cost Index, Construction Cost Index, Consumer Price Index and Produce Price Index. Fulton said that the chart clearly shows the cost of providing services is increasing. Flanders said he would like to see the same services provided as in the FY13 budget but would like to see paving included in the Public Works budget. Flanders also wants to know the tax impact. Fulton will estimate the tax impact in his budget memo based on the 2012 Grand List. Ashley asked if small cutbacks could be made knowing that several capital projects are coming down the road and to look at tradeoffs. Moran would like to see less capital fund use, to trim the budget here and there and be more efficient with taxpayers' money. Cook is interested in seeing the zero based budgets and possibly limiting some services. Childs is looking for an update on how the Town is progressing on the MARCON Report recommendations. The Selectboard also discussed: Irene cleanup costs, federal changes in January, the progress of the Capital Facilities Committee and the facilities study.

11. Appropriation Request and Disbursement Policy (Discussion/Possible Action Item). Fulton said the Board had asked him to have the Policy reviewed before it was distributed to outside agencies this year. Fulton consulted Paul Gillies and his memoranda in response were included in the Selectboard packet. Section 2 of the Policy has been modified as recommended by Gillies. Fulton also added a section to the request form asking the requesting agency to cite the specific statutory authority that authorizes Town Meeting to approve the appropriation. After some discussion, Childs **moved** (2<sup>nd</sup> Flanders) to approve the revised Appropriation Request and Disbursement Policy and Form for use by agencies requesting a FY14 appropriation. **Motion passed.** Cook asked that appropriate measures be taken to educate the outside agencies.

12. Town Manager Position Classification and Review Process (Discussion/Possible Action Item). Flanders has written down guidelines to be used for the recruitment and performance review of the Town Manager in his PowerPoint presentation. Flanders briefly reviewed his slides which included everything from position description and classification to next steps and optional numerical rating. Flanders purpose was to provide the Selectboard with an objective way to do the process. Cook and Childs both would like to see the review process made as simple as possible. Moran said that Flanders has put together a map for the process and would like to study it further. Ashley would like the Board to start the current evaluation process by discussing and coming to a consensus on how to move forward. Fulton, when asked his opinion, said he had only had two formal reviews in his career and both were in Norwich. Fulton prefers something very simple and believes that numeric rating is not very useful. Ashley asked that starting the evaluation process be put on next month's agenda.

13. 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) #13 a), b), c), d), e) and f). Letter from Alan Schned Re: Communications Tower, Email from Jim Tobin Re: Communications Tower, Letter of Thanks from SEVCA, Letter from GMEDC Re: Support of Our Organization, Letter from TRORC Re: FY13 Annual Dues and Letter from Ames Byrd Re: Communications Tower. Childs moved (2<sup>nd</sup> Flanders) to receive a letter from Alan Schned re: communications tower, an email from Jim Tobin re: communications tower, a letter of thanks from SEVCA, a letter from GMEDC re: support of our organization, a letter from TRORC re: FY13 annual dues and a letter from Ames Byrd re: communications tower. **Motion passed.**

14. Selectboard

- a) Approval of the Minutes of the 6/27/12, 7/11/12 and 7/25/12 Meetings. Childs moved (2<sup>nd</sup> Moran) to approve the minutes of the June 27, 2012 (as amended), July 11, 2012 and July 25, 2012 Selectboard meetings. **Motion passed.**
- b) Review of Next Agenda (Discussion/Possible Action Item). Errors and omissions, the Classification and Compensation Study, proposal from ABC Dairy, Strategic Planning, Facility Study Report and review of Town Manager evaluation process will be items on the September 12<sup>th</sup> agenda.

Cook **moved** (2<sup>nd</sup> Moran) to adjourn. **Motion passed.** Meeting adjourned at 8:29 pm.

Approved by the Selectboard on September 12, 2012.

By Nancy Kramer  
Assistant to the Town Manager

Christopher Ashley  
Selectboard Chair

Next Regular Meeting – September 12, 2012 at 6:30 PM

Pending Items:

None

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