

Minutes of the Selectboard Meeting of Wednesday, October 24, 2012 at 6:30 PM

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

There were about 11 people in the audience.

Also participating: Phil Dechert.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Fulton asked that the Executive Session at the end of the meeting be taken off the agenda, afterward by consensus the Selectboard approved the Agenda.
2. Public Comments. None.
3. Town Manager's Report (Discussion). The paving on Beaver Meadow Road is underway. The debris removal from Bloody and Charles Brown Brooks funded by a grant has been completed. Hartford dispatch for fire and police has completed the transition to narrowband. Hanover fire dispatch is in the process of changing the Hayes Hill transmitter and receiver to narrowband. Hanover dispatch has changed from 5 kHz to 4 kHz deviation and will complete the change to 2.5 kHz shortly. All field units for police and fire are narrowband. A waiver for Norwich does not help because the dispatch system base transmitters and receivers are controlled by Hanover and Hartford. Bids are due on December 7th in Hanover on the regional communication system. Additional information requested for the fire and police grants has been submitted. The frequency coordination process has been completed and the FCC is waiting for feedback from Canada for the Hurricane Hill police license. Meetings with Department Heads on the FY14 budget will be completed this week. The budget binders will be distributed to the Selectboard on December 9th. The litigation cases with Wilson Road, Schaffner and Hardy have been settled. Bridge #41 work has been completed. Flanders asked what was being done regarding the memo from the Norwich Planning Commission re: Communications Tower received at the Board's October 10th meeting. Fulton replied that he and Dechert are working on a table of costs which, when completed, will be posted on the Town website. Cook asked when the outside audit report would be in and Fulton said mid-December. The single audit is being done and a request for proposals for the next three years outside audit has gone out.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Flanders **moved** (2nd Childs) to approve Check Warrant Report #13-12 for General Fund in the amount of \$220,743.22, for Town Reappraisal Fund in the amount of \$7,405.20, for Citizen Assistance Fund in the amount of \$500 and for the DPW Bridge Fund in the amount of \$31,300 for the period from 10/11/12 to 10/24/12. **Motion passed.**
5. Strategic Planning (Discussion/Possible Action Item). Flanders said the Subcommittee on Strategic Planning, consisting of himself and Cook, met and developed the two documents in the packet: a Strategic Plan Development Overview with Timeline and a PowerPoint presentation for the public workshop on strategic planning. The 2nd page of the overview lays out the Selectboard's and working groups' roles. The overall responsibility stays with the Selectboard while the individual topics may be assigned to the working groups. He and Cook have developed an ambitious timeline that envisions having the public workshop soon with a goal of handing off the working groups assignments before the holidays. Childs felt that the timeline was too

ambitious and that more lead time is needed. Also the budget cycle starts in November. Moran also thought it was too short a window. After further discussion, the Board agreed to set the public workshop for November 27th at 7:00 pm. Fulton was asked to submit a letter to municipal agencies, departments and committees asking for their input and participation. Fulton was also asked to reserve \$5,000 in the FY14 budget for strategic planning. Flanders then reviewed the PowerPoint slides. He has proposed four steps to strategic planning: identify current status, envision desired future, identify positives and negatives in the way and identify roadmap to achieve goals. Flanders also went over the eight categories in which he has folded in ideas from the last Selectboard meeting: economic sustainability, environmental sustainability, public facilities, village traffic, commercial townscape, residential townscape, internet connectivity and parks, trails and routes. He is proposing that 10 minutes be allotted to generating new ideas at the public workshop, then allowing people to weigh in at posters, representing each main idea, and afterwards ideas would be summarized. The Selectboard would then consolidate the ideas with priorities, identify potential working groups and adopt a timeline. Moran said that any one of the suggested ideas could be complicated and suggested having the community weigh in on each individually. Dechert spoke about working groups often not being very effective and suggested the Board go out and visit with different groups rather than asking them to come to a Selectboard meeting. Afterwards the Board could prescreen. Dechert felt that it was important to find out what is already being done. Fulton suggested setting priorities after the Selectboard has received public input. It was agreed that the Board would take the timeline off the table until after the November 27th public workshop.

6. Review of Selectboard/Town Administration Goals and Objectives (Discussion/Possible Action Item). Cook stated that the Selectboard has already completed #8, review outside agencies appropriation policy and #10, review Town Manager evaluation process. After discussion, #1 was changed to "Define the strategic planning process", #3, meet with the School Board as appropriate, was dropped and #5 was changed to "Review updated personnel policy". Fulton said that Personnel Policies revisions would not come before the Board until the second half of FY13. There was some discussion of the codification process. Under Town Administration, #5, the Classification and Compensation Study, has been completed. Number 7, repair or replace pool dam, is underway. As part of the budget process, #9, encourage departments to reduce energy use, and #10, develop costs for sidewalk program, will be reviewed.

7. 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) #7 a). Letters from Scott McGee Re: Traffic Signal at Bottom of Hill Just Before Ledyard Bridge. Flanders **moved** (2nd Childs) to receive letters from Scott McGee re: traffic signal at bottom of hill just before Ledyard Bridge. **Motion passed.** Fulton said the letters were forwarded by him to the State and the State's response has been shared with McGee. The problem with the lights has been fixed.

8. Selectboard

- a) Approval of the Minutes of the 10/4/12, 10/10/12 and 10/17/12 Meetings. After some discussion, Flanders **moved** (2nd Childs) to approve the minutes of the October 4, 2012, October 10, 2012, as amended, and October 17, 2012 Selectboard meetings. **Motion passed.**
- b) Review of Next Agenda (Discussion/Possible Action Item). The main item on the next agenda will be budget work sessions with Public Works, Tree Warden, Police Department, Fire Department and emergency management.

Moran **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 7:41 pm.

Approved by the Selectboard on November 14, 2012.

By Nancy Kramer
Assistant to the Town Manager

Christopher Ashley
Selectboard Chair

Next Regular Meeting – November 14, 2012 at 6:00 PM

Pending Items:
None

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