

Minutes of the Selectboard Meeting of Wednesday, March 28, 2012 at 6:30 PM

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

There were 6 people in the audience.

Also participating: Phil Dechert, James Dwinell, Cheryl Lindberg, Alison May, Frank Olmstead, Nate Stearns.

Ashley opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Public Comments. None.
3. Town Manager's Report (Discussion). Fulton will provide further dates for the finer photograph of elected officials and the Town Manager since none of the proposed dates worked for the whole Selectboard. Fulton is taking a long weekend off starting tomorrow afternoon and Dechert will be Acting Town Manager in his absence. Mud season is about over and both graders are out working this week. Interviews for the Assessing Clerk position took place this week. Fulton has received three proposals for the Contract Assessor and will have his recommendation before the Selectboard for their April 11<sup>th</sup> meeting. Fulton and the Listers are working on making the transition sooner than July 1. Fulton is reviewing three proposals for the pool consultant which have all been submitted to FEMA for review. Once he hears from FEMA, Fulton will make a decision on his recommendation and hopefully will have it before the Board for their April 25<sup>th</sup> meeting. Flanders reported that the Lebanon Airport summit that he and Fulton attended was an effort for the city management to create a dialog with city residents and stakeholders from surrounding municipalities. He explained that the Airport's deficits, which are borne by Lebanon taxpayers, have been reduced to about \$250K/annum. He noted that there was no conclusion arrived at in the gathering. The inventory and assessment of sidewalks has been completed. Fulton is negotiating with NorthEast Waste Services and hopes to achieve a 5% savings. Fulton is looking at a 75/25% program sponsored by the Natural Resources Conservation Service for Emergency Watershed Protection Program for repairs to two non-Town owned properties damaged by Tropical Storm Irene. There was some discussion regarding why the Town rents hydrants from the Norwich Fire District. Fulton said it is a stand by charge to use the water.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Cook questioned a mileage reimbursement for a Public Works employee on Page 3 of the Warrant. There followed a discussion between the Town Manager and the Selectboard regarding their responsibilities. Fulton said it is his responsibility to approve and manage Department expenses. Fulton also said his management of the budget will be within or under what Town Meeting approved. Fulton then asked that the Board respect each others roles and that if they have questions about expenditures they come to him not a Department Head. Afterwards, Childs **moved** (2<sup>nd</sup> Flanders) to approve Check Warrant Report #12-34 for General Fund for the period from 3/15/12 to 3/28/12 in the amount of \$75,349.51. **Motion passed 4 to 0.** Cook abstained.
5. Town of Norwich Open Positions Interviews/Appointments (Action Item). Candidates present and interviewed were Frank Olmstead and Nate Stearns. Cook discussed what she does as Town Service Officer and the Citizen Assistance Fund. Moran supports the Fund as a recurring line item in the Town budget. Olmstead spoke in support of reappointing Pierce and Hubbard to the Conservation Commission. Ashley commented on the remaining unfilled open positions which will be reposted.

Flanders **moved** (2<sup>nd</sup> Childs) to appoint Frank Olmstead as the Agent to Prosecute for a one-year term ending in March, 2013, David Hubbard and William Pierce to the Conservation Commission for four-year terms ending in 2016, Nate Stearns to the Finance Committee for a three-year term ending in March, 2015, Bill Aldrich to the Historic Preservation Commission for a three-year term ending in March, 2015, Deborah Hall as a Trustee of Public Funds for a one-year term ending in March, 2013 and Ellen Gnaedinger to the Watershed Land Management Council for a three-year term ending in March 2015. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Childs) to appoint Linda Cook as the Town Service Officer for the period April 15, 2012 through April 14, 2013. **Motion passed.** Cook recused herself.

6. Town Manager Recruitment Process (Discussion). After asking the Selectboard if they had any further input and receiving a negative response, Ashley said the Board has decided to do an evaluation of Fulton and will discuss next steps in Executive Session.

7. Finance Committee Charge (Discussion/Possible Action Item). Flanders reviewed the changes in the current draft and proposed that May's suggested revision in her March 26<sup>th</sup> email be incorporated. Fulton recommends giving the Norwich School Board another chance to review the document before it is adopted. Moran recommends grandfathering anyone already on the Finance Committee. Cook said that she is still not comfortable with the document and questioned whether the Finance Committee should support the budget. Dwinell thinks the charge is good and that all sorts of people are needed on the Committee. After some further discussion, Ashley suggested expanding the conflict of interest to include the whole district and breaking the documents into two parts, the charge and guidance. There was discussion of considering grandfathering the current members as part of the motion to adopt the charge at a future meeting. Flanders offered to make these changes and to meet with Cook to work out her reservations with the document. The Board agreed by consensus to share the revised document with the Norwich School Board before adopting.

8. Selectboard and Town Manager Goals (Discussion/Possible Action Item). After adding review the Town Manager evaluation process as item #10 under Selectboard goals and some discussion, Childs **moved** (2<sup>nd</sup> Cook) to adopt the 10 goals and objectives each for the Selectboard and Town Administration. **Motion passed.**

9. 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) Resident –

- 1) #9 a), c), d), e), f), i) and j). Email from Franny Eanet Re: Discussion of Town Manager Recruitment Process, Email from Robert Pitiger Re: Town Manager Recruitment Public Input, Email from Sue Pitiger Re: Town Manager Discussion, Email from Jack Harned Re: Discussion of Town Manager Recruitment Process, Email from Liz Russell Re: Town Manager, Email from Bill Pierce Re: Town Manager and Email from Virginia Close Re: Town Manager. Ashley reviewed briefly the emails received. Afterwards, Childs **moved** (2<sup>nd</sup> Flanders) to receive emails from Franny Eanet re: discussion of Town Manager recruitment process, Robert Pitiger re: Town Manager recruitment public input, Sue Pitiger re: Town Manager discussion, Jack Harned re: discussion of Town Manager recruitment process, Liz Russell re: Town Manager, Bill Pierce re: Town Manager and Virginia Close re: Town Manager. **Motion passed.**
- 2) #9 b), g), h), and k). Email from Bill Pierce Re: Willey Hill Road, Email from Vicky Fish Re: Willey Hill Road, Email from Pamela Miles Re: Paving Willey Hill and Email from Alice Werbel Re: Willey Hill Road. Flanders **moved** (2<sup>nd</sup> Childs) to receive emails from Bill Pierce re: Willey Hill Road, Vicky Fish re: Willey Hill Road, Pamela Miles re: paving Willey Hill and Alice Werbel re: Willey Hill Road. **Motion passed.** Fulton said that paving Willey Hill Road

would be discussed during the budget process for FY14.

10. Selectboard

- a) Approval of the Minutes of the 3/7/12 and 3/14/12 Meetings. Cook **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the March 7, 2012 Selectboard meeting. **Motion passed.** After a brief discussion, Childs **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the March 14, 2012 Selectboard meeting as amended. **Motion passed.**
- b) Zoning Administrative Officer Reappointment (Discussion/Action Item). Fulton said that under Statute the reappointment needs to be done every three years after receiving the Planning Commission recommendation. Dechert briefly spoke about the process. It was noted that the Planning Commission recommendation was a 6-0 vote. Fulton supports Dechert's being reappointed. Childs **moved** (2<sup>nd</sup> Flanders) that Phil Dechert be reappointed as Zoning Administrator for a period ending May 31, 2015. **Motion passed.**
- c) Review of Pending Items (Discussion/Possible Action Item). It was agreed that for the next meeting there would be no pending items as the charge is being dealt with.
- d) Review of Next Agenda (Discussion/Possible Action Item). The contract for the Contract Assessor, the digital scanning system for the Town Clerk's Office and amendments to the Labor contract will be on the agenda for April 11<sup>th</sup>.

11. Personnel (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Childs **moved** (2<sup>nd</sup> Flanders) to enter into Executive Session for the purpose of discussing personnel and to invite Neil Fulton to join the Session for a portion of the Session. **Motion passed.** The Selectboard moved into Executive Session at 7:59 pm.

At 9:32 pm the Selectboard moved into public session. No action was taken as a result of the Executive Session.

Flanders **moved** (2<sup>nd</sup> Childs) to adjourn. **Motion passed.** Meeting adjourned at 9:33 pm.

Approved by the Selectboard on April 11, 2012.

By Nancy Kramer  
Assistant to the Town Manager

Christopher Ashley  
Selectboard Chair

Next Regular Meeting – April 11, 2012 at 6:30 PM

Pending Items:

- 1) Update Finance Committee Statement of Purpose

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.