

Minutes of the Selectboard Meeting of Wednesday, May 9, 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 7 people in the audience.

Also participating: Chris Clapp, Tom Gray, Jill Kearney, Cheryl Lindberg, Chief Robinson, Barry Rotman.

Ashley opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard added correspondence from Jeff Goodrich and Nancy Hoggson re: selection of professional services to the agenda as items 10 i) and j) and then approved the Agenda.

2. Public Comments. None.

3. Town Manager's Report (Discussion). The Assessing Clerk started on April 23<sup>rd</sup> and the Contract Assessor started work on April 16<sup>th</sup> and has assumed responsibility for the April, 2012 Grand List. The Town continues to make progress with FEMA. Bridge 41 has been resolved. Reconsideration of Bloody Brook has been submitted to AOT. The Town has estimated expenditures of \$1,263,350 so far and the amount approved by FEMA is \$1,247,581. A permit for the project to remove debris piles on Bloody Brook and Charles Brown Brook has been issued by ANR. The Fire District is scheduled to start work on replacement of 1200' of water main on Main Street on or about May 29<sup>th</sup>. The code and facilities deficiencies study is going well and Fulton expects to have a draft report in June. The classification and compensation study has started and employees are working on completing their position questionnaires. AOT has retained RSG to complete the design of the Safe Routes to School sidewalk from the Congregational Church to Carpenter. Construction on this project should start in the spring of 2013. Ashley asked the status of the Class 1 takeover and was told the MOA is still not completed. Moran questioned the planning project on Route 5 South involving onsite wastewater suitability research. Gray, Vice Chair of the Planning Commission, briefly explained the project saying this is private land and the consultant was retained through a Municipal Planning Grant and no on-site investigation is planned.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Cook asked if the street sweeping was for the entire Town. Fulton responded that all paved areas are being done. After a brief discussion, Cook **moved** (2<sup>nd</sup> Childs) to approve Check Warrant Report #12-40 for General Fund for the period from 4/26/12 to 5/9/12 in the amount of \$66,345.44. **Motion passed.** Childs **moved** (2<sup>nd</sup> Cook) to approve Check Warrant Report #12-40 for Recreation Facility & Improvement Fund for the period from 4/26/12 to 5/9/12 in the amount of \$1,300. **Motion passed.** Childs **moved** (2<sup>nd</sup> Flanders) to approve Check Warrant Report #12-40 for Highway Garage Fund for the period from 4/26/12 to 5/9/12 in the amount of \$1,666.67. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Cook) to approve Check Warrant Report #12-40 for Police Station Fund for the period from 4/26/12 to 5/9/12 in the amount of \$1,666.66. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Childs) to approve Check Warrant Report #12-40 for Fire Station Fund for the period from 4/26/12 to 5/9/12 in the amount of \$1,666.67. **Motion passed.** Childs **moved** (2<sup>nd</sup> Flanders) to approve Accounts Payable Warrant #12-39 dated April 30, 2012 in the amount of \$1,307.41. **Motion passed.**

5. Town of Norwich Open Positions Interviews/Appointments (Action Item). Clapp was present and interviewed. Kearney spoke in support of Clapp. Ashley said that Goodrich had indicated his interest in an email but had said he could not attend the meeting.

Cook **moved** (2<sup>nd</sup> Flanders) to appoint Chris Clapp to the Recreation Council for a three-year term ending in March, 2015. **Motion passed.**

Flanders **moved** (2<sup>nd</sup> Childs) to appoint Jeff Goodrich as the TRORC voting representative for a one-year term ending April, 2013. **Motion passed.**

6. Appointment with Tom Gray Re: Update on Status of Capital Planning Process (Discussion Item). Gray provided the Selectboard with a one page summary of what information had been provided to the Committee and the status of projects. Gray said the Committee was active September through November and then took a break until more information was available. Moran questioned the Committee's support of the communications tower. Gray said the need for the tower has been established, a grant has been received for the equipment on the tower and that additional grants are being pursued. If these efforts are unsuccessful, the tower will have to come before the voters as a bond vote and another public forum would be held. Cook said she was looking for the Committee to coordinate the material with a plan and put it in a report prioritizing projects. Gray indicated that once the dollars are finalized the Committee would work on their report. Ashley thanked Gray and the Committee for their work and appreciates their efforts as a critical process. The one page summary will be placed on the Town website.

7. FY12 Audit Engagement Letter (Discussion/Action Item). When the Town put out a request for proposals for a three-year audit engagement in 2010 A.M Peisch & Company submitted the lowest bid and their proposal was accepted. Fulton explained that if the total federal grant funds received in any given fiscal year exceeds \$500,000 the Town will be required to have a single audit of those funds. There was some discussion regarding who requests the audit and Fulton replied that the Town Manager is doing so. Moran questioned the proposed audit fee of \$11,750 as high for what they are doing. Fulton responded that a forensic audit would run considerably higher than \$11,750. Fulton also pointed out that the Town is required to have an outside audit due to eliminating the office of Town Auditor. After some further discussion, Cook **moved** (2<sup>nd</sup> Flanders) to authorize the Town Manager to execute the Letter of Engagement with A.M Peisch & Company for the FY12 audit including the single audit if required. **Motion passed.**

8. Amendment to Bargaining Unit Agreement (Discussion/Action Item). Fulton said the Building Maintenance Custodian has petitioned to join Local 3797, AFSCME Council 93, AFL-CIO that represents some of our Police and Public Works employees. His petition has been granted and a MOA, negotiated by the previous town manager, has been agreed to by the Vermont AFSCME Coordinator. After some background discussion and questions regarding portions of the MOA which Fulton answered, Childs **moved** (2<sup>nd</sup> Moran) to authorize the Town Manager to execute the Amendment to the Memorandum of Agreement between AFSCME Local 3797 and the Town of Norwich Vermont. **Motion passed.**

9. License Plate Readers (Discussion Item). Fulton supplied the Board with a one-page sheet showing the information he has gathered and listing the pluses and minuses from his perspective. Fulton has spent a fair amount of time reviewing the privacy policy. Fulton lists as pluses that it would assist an officer in locating violators and also with investigations. Minuses are: possibly having to purchase a new unit at Town expense if the unit fails after the warranty period and before the eight year commitment ends, LPRs collect and retain information in searchable databases, he has not found any legislation that establishes any expectation of privacy for the data collected and the information may be considered a public record. Flanders questioned their usefulness. Chief Robinson responded that after research he has been told that alerts as to violators, which include Amber alerts, average about five a day. After some further discussion, Cook asked where the Town Manager stood. Fulton said he is leaning against it and is concerned about privacy issues. Fulton believes there are other issues that deserve higher priority and that the Town could look at this again when the laws have changed to protect information. Chief Robinson repeated that he still feels this would be a great tool for his officers to have.

10. 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) #10 a), b), c), d), e), f), g) and h). Emails from Stan Williams, Mary Gorman, Ralph Hybels, April Andrews, Lizann Peyton, Robyn Mosher, David Toomey and Len Calandrella Re: License Plate Readers. Flanders **moved** (2<sup>nd</sup> Childs) to receive emails from Stan Williams, Mary Gorman, Ralph Hybels, April Andrews, Lizann Peyton, Robyn Mosher, David Toomey and Len Calandrella re: License Plate Readers. **Motion passed.**
- 2) #10 i) and j). Emails from Jeff Goodrich and Nancy Hoggson Re: Selection of Professional Services. Flanders **moved** (2<sup>nd</sup> Childs) to receive emails from Jeff Goodrich and Nancy Hoggson re: selection of professional services. **Motion passed.** Fulton said that he believed these two emails were addressed to him and as such he had responded to them. Ashley thought that they should be received by the Selectboard because the Board was copied on the emails. Ashley supports the choice that was made as the best choice for rebuilding or replacing the Town Pool and that he is comfortable with Fulton meeting with Goodrich and Hoggson to discuss.

11. Selectboard

- a) Approval of the Minutes of the 4/25/12 Meeting. Cook asked for clarification on road width and Fulton replied that the preferred road width is 20' but that many existing Town roads do not meet this criteria. Childs **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the April 25, 2012 Selectboard meeting. **Motion passed.**
- b) Trip Report – VLCT Selectboard Institute (Discussion). Flanders said the sessions he attended covered: how to respond to a public records request, open meeting compliance, internal controls, managing municipal highways and managing public records. Flanders recommends: all Selectboard members obtain a copy of the VLCT Selectboard Handbook, the Town Manager devise a public records form, review of email protocol among Selectboard members, review of the State requirements for retention of records and look into the Town's financial holdings being in securitized accounts. Fulton said that the current Selectboard procedures are based on the VLCT model and that Dechert has been tasked with updating the records retention policy

- c) Automatic Reply to Correspondence (Discussion/Possible Action Item). Ashley would like to let people know when the Board received the correspondence and when it would be on the agenda to be formally received. After some discussion, it was agreed the response would be amended to indicate the Town Manager will communicate with the correspondent if an additional response is needed. Flanders **moved** (2<sup>nd</sup> Moran) to approve the automatic reply to correspondence as amended. **Motion passed.**
- d) Selectboard Goals (Discussion/Action Item). Fulton has provided the Board with a chart where they can rank the ten goals and also provided background information on the goals. The Selectboard then ranked the goals. The first five were: adopt a capital improvement program and review annually, review and adopt a charge for the strategic planning committee, review Town Manager evaluation process, adopt updated Personnel Policies and review outside agencies appropriation policy. It was agreed that the strategic planning charge would be on the next meeting's agenda. The capital improvement program will need to wait for the Facilities Committee's report in the fall. The Selectboard also discussed the Town Manager review process and form. Fulton discussed his morning meeting with Vital Communities Corporate Council and shared a chart on strategic planning that came from that.
- e) Review of Next Agenda (Discussion/Possible Action Item). Strategic planning and background material prepared by the Town Manager will be on the next meeting's agenda. After discussion, it was agreed by consensus that the next meeting's format would be similar to the budget meetings held in the fall. Public comment on strategic planning will be placed after the Board discussion.

Cook **moved** (2<sup>nd</sup> Moran) to adjourn. **Motion passed.** Meeting adjourned at 8:31 pm.

Approved by the Selectboard on June 13, 2012.

By Nancy Kramer  
Assistant to the Town Manager

Christopher Ashley  
Selectboard Chair

Next Regular Meeting – May 23, 2012 at 6:30 PM

Pending Items:  
None

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.