

Minutes of the Selectboard Meeting of Wednesday, June 12, 2013 at 6:30 PM

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

There were 3 people in the audience.

Also participating: Cheryl Lindberg, Doug Robinson, Nate Stearns, Elaine Warshell.

Flanders opened the meeting at 6:30 pm.

1. **6:30 pm** – Final Public Hearing on Town of Norwich Subdivision Regulations Amendments (Discussion/Action Item). Ashley **moved** (2<sup>nd</sup> Cook) to open the final public hearing on the Town of Norwich Subdivision Regulations Amendments. **Motion passed.** There followed a brief discussion of questions asked by Selectboard members Ashley and Cook and how they were handled. Ashley **moved** (2<sup>nd</sup> Childs) to close the final public hearing on the Town of Norwich Subdivision Regulations Amendments. **Motion passed.**

In accordance with 24 VSA §4442, Childs **moved** (2<sup>nd</sup> Ashley) to adopt the Amendments to the Norwich Subdivision Regulations included in the 2-20-13 Draft Amendments. **Motion passed.** The amendments shall be effective 21 days after adoption.

2. Approval of Agenda (Action Item). By consensus the Selectboard approved the Agenda.

3. Public Comments. Flanders welcomed members of the public and asked that people wishing to speak would state their name and address clearly. Flanders also stated that townspeople should consider the Town Manager the primary source of information. Flanders encouraged Selectboard members to meet individually with the Town Manager with any questions they might have between meetings. Warshell said her correspondence to the Board was to bring this matter to the Selectboard's attention. She then stated she would like the Board to answer two questions and read them. Ashley said the Selectboard is not unaware of the case. Childs said the annual Norwich Fair is July 11<sup>th</sup> through 14<sup>th</sup>. Cook said the Norwich churches rummage sale is July 12<sup>th</sup> through July 14<sup>th</sup>.

4. Town Manager's Report (Discussion). Planning is continuing on improving the area of the Green used for the ice rink. There was an unfortunate drowning at Patchen's Point several Norwich safety personnel responded to the call. The Town-wide reappraisal process is on schedule. Approximately 82 grievance hearings have been scheduled so far. The preliminary municipal Grant List value is \$694,767,000 as compared to the final April 1, 2012 Grant List of \$706,914,100. Fulton briefly reviewed the process for determining the new CLA. DuBois & King prepared simulations of the tower based on the July 12, 2012 balloon test. Radio and other equipment for the system are being delivered. The shelter at the Public Works building should be delivered next week. Bread Loaf has been retained to do the next phase in the facilities studies and will outline their approach to the Board at the June 26<sup>th</sup> meeting. Delinquent taxes at the end of May are higher than last year. Payment plan letters were sent out and the Town has received four signed plans back so far. Next step for the oldest delinquencies will be to start the tax sale process. Cook asked the Town Manager to keep the Selectboard updated on Patchen's Point.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Fulton explained that an additional warrant needed to be approved for the School payment. After a couple of questions,

Childs **moved** (2<sup>nd</sup> Moran) to approve Check Warrant Report #13-37 for General Fund in the amount of \$84,169.37, for Town Reappraisal Fund in the amount of \$15,667.20 and for Communications Construction Fund in the amount of \$1,777.75 for the period from 5/23/13 to 6/12/13. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Cook) to approve Check Warrant Report #13-38 for General Fund in the amount of \$477,835.04 for the period from 6/13/13 to 6/13/13. **Motion passed.**

6. Appointment of Cheryl Lindberg to the Finance Committee (Discussion/Action Item). After a brief discussion of Lindberg's role on the Committee, Ashley **moved** (2<sup>nd</sup> Cook) to waive the appointment provisions in the Charge for the Finance Committee and appoint Cheryl Lindberg to the Finance Committee for a three-year term ending in March, 2016. **Motion passed.**

7. Appointment of Nate Stearns to the Capital Facilities Planning and Budgeting Committee (Discussion/Action Item). Without discussion, Cook **moved** (2<sup>nd</sup> Childs) to appoint Nate Stearns to the Capital Facilities Planning and Budgeting Committee as the representative of the Finance Committee. **Motion passed.**

8. Request to Expend \$3,625 from the Police Special Equipment Designated Fund to Purchase a Digital Car Camera Transfer System (Discussion/Action Item). Fulton said the proposed wireless file transfer equipment would allow for secure and automatic file transfer, automatic removal of files from the CF card after transfer, to record an entire shift and not just when manually activated and for system software in the police vehicles to be automatically updated. After some discussion regarding video recording, microphone activation and legislation regarding license plate readers being tightened up, Ashley **moved** (2<sup>nd</sup> Childs) to authorize the Town Manager to spend approximately \$3,625 from the Police Special Equipment Reserve Fund to purchase file transfer equipment. **Motion passed.**

9. Selectboard Response to §248a Application for Certificate of Public Good for Radio Communications Tower (Discussion/Action Item). Fulton said that the Planning Commission response to the Vermont Public Service Board has already gone in. Fulton indicated that the draft before the Selectboard has wording that clearly indicates that the tower would be owned and operated by the Town to provide emergency services and public works communications services. After discussion the Board indicated full enthusiastic support for the project. Childs **moved** (2<sup>nd</sup> Ashley) to approve the Selectboard response to §248a Application for Certificate of Public Good for Radio Communications Tower and authorize the Chair to sign. **Motion passed.**

10. Approval of Bond Package for July Bond Sale (Discussion/Action Item). Fulton distributed the paperwork to the Selectboard shortly after he received it from Paul Giuliani. The documents require a number of signatures including the Treasurer and Town Clerk. Fulton has made hand written adjustments to Schedule C that Giuliani has approved. The Board discussed: some of the language, costs of bonding and what Selectboard signatures were needed. Cook asked if the Town Manager would do an updated spreadsheet on spending so far for the Board. Fulton said he would. It was agreed that the Selectboard would sign the document tomorrow in the presence of the Town Clerk. Afterwards, Childs **moved** (2<sup>nd</sup> Ashley) to approve and adopt the Series 1 Vermont Municipal Bond Bank documents including the Resolution and Certificate, Loan Agreement, Tax Certificate, Certificates of Registration, IRC Section 148 and 265 Certification and Information Return for Tax-Exempt Governmental Obligations and authorize the appropriate signatures. **Motion passed.**

11. Street Vendor Ordinance (Discussion/Possible Action Item). Fulton said the Town has had a Street Vendors Ordinance for a number of years. Due to the considerable number of comments on the recent door-to-door salesmen visiting the Town of Norwich, Fulton and Chief Robinson have revised the Ordinance to tighten it up, allow property owners to post a “No Solicitation” sign and have the Police Department maintain a “Do Not Solicit” list. There was discussion regarding: the requirement of a second offense before the permit can be revoked, farm products being exempted but still need certification from the Department of Health and a permit if going door-to-door, why the “Do Not Solicit” list takes 7 days before it is effective and only lasts two years, religious and political exemptions and putting a notice out on the Norwich Listserv when a permit is issued.

Pursuant to Title 24 VSA § 1971, Cook **moved** (2<sup>nd</sup> Moran) for the Selectboard to adopt the Ordinance to Regulate Street Vendors and Door-to-Door Solicitors in the Town of Norwich and authorize the Chair to sign. **Motion passed.**

12. Strategic Plan Development (Discussion/Action Item). Flanders said that he and Cook have met and put together a template for the first step which is an invitation for established organizations in the Town of Norwich to suggest a direction for strategic planning in a form provided by the Selectboard. Board members suggested adding the Norwich Public Library and the Norwich Business Council to the distribution list and posting the invitation on the Town website. After some further discussion, Ashley **moved** (2<sup>nd</sup> Cook) to ask the Chair to take into consideration the changes discussed tonight and authorize the Chair to sign the letter. **Motion passed.**

13. Selectboard Goals and Objectives for 2013-14 (Discussion/Possible Action Item). Flanders has updated the goals based on the input from the last meeting and has developed a draft calendar incorporating these goals. After discussion of meeting with the School Board, the Selectboard agreed by consensus to leave it off goals. Flanders asked for comments on lessons learned, TM/SB roles handout and orderly budgeting process for Town record preservation. The Board discussed needing to talk about the budgeting process and Town Meeting presentation ahead of time and to have frank conversations going forward. Cook and Ashley asked for some further clarification of status under adopt a capital improvement program and review annually. Flanders said he would work on a revised version and distribute to the Board.

14. Review of Appointment of Selectboard Members to Selectboard Committees (Discussion/Possible Action Item). Cook would like to review appointments of Selectboard members to committees annually. Ashley and Moran agreed that reviewing this annually was not a bad idea. Childs pointed out that previous practice had been to appoint once for temporary committees. Flanders said that the Board should take this into consideration when forming new committees. After some discussion, the Selectboard agreed by consensus that appointments would be reviewed at the organizational meeting.

15. Correspondence (Please go to [www.norwich.vt.us](http://www.norwich.vt.us), click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Resident –

- 1) #15 a) and b). Letter from Elaine Warshell Re: Town Manager’s Refusal to Follow Vermont Law and Letter from Anne Garrigue Re: Norwich Public Library’s Use of Transfer Station. Ashley **moved** (2<sup>nd</sup> Childs) to receive a letter from Elaine Warshell re: Town Manager’s refusal to follow Vermont law. **Motion passed.** Fulton pointed out

that the matter Warshell is referring to is clearly the purview of the Board of Listers. Ashley mentioned that the Town does have a Conflict of Interest Policy and that legal opinions are not cut and dried. Ashley does not see a law that has been violated. Childs **moved** (2<sup>nd</sup> Moran) to receive a letter from Anne Garrigue re: Norwich Public Library's use of Transfer Station. **Motion passed.** Fulton said nonprofits can use the Transfer Station under the new policy they just need to buy a sticker. After some discussion, it was agreed that as this is a Town Manager policy Fulton would send a response.

16. Selectboard

- a) Approval of the Minutes of the 5/8/13 Meeting. After some discussion of rewording Fulton's comment in 14. d), Childs **moved** (2<sup>nd</sup> Ashley) to approve the minutes of the May 8, 2013 Selectboard meeting. **Motion passed 4 to 1** (yes – Ashley, Childs, Flanders and Moran; no - Cook).
- b) Review of Next Agendas (Discussion/Possible Action Item). Representatives from Bread Loaf will discuss the facilities study project process, two committees will be invited and possibly the Investment Policy will be on the agenda for June 26<sup>th</sup>. The July 10<sup>th</sup> absence of two Selectboard members and a response to Warshell were discussed.

Cook **moved** (2<sup>nd</sup> Moran) to adjourn. **Motion passed.** Meeting adjourned at 8:56 pm.

Approved by the Selectboard on July 15, 2013.

By Nancy Kramer  
Assistant to the Town Manager

Stephen N. Flanders  
Selectboard Chair

Next Regular Meeting – June 26, 2013 at 6:30 PM

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