

Minutes of the Selectboard Meeting of
Wednesday, April 13, 2022 at 6:30 pm

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Town Manager.

Also participating: Linda Cook, Alex Gottlieb, Craig Layne, Irv Thomae, Don McCabe, Charlie Lindner, Brad Wible, Philip Zea, Brian Loeb, Ernie Cicotelli, Jeff Lubell, Jaci Allen

1. Approval of Agenda. Arnold requested that the Board add approval for the purchase of computers to the agenda. Layton **moved** (2nd Gere) to approve the agenda as modified. **Motion approved unanimously.**
2. Public & Selectboard Comment. No public comments
3. Consent agenda. Layton **moved** (2nd Calloway) to approve the consent agenda. Layton acknowledged the letter suggesting towns plan sunflowers in support of Ukraine. Arnold thanked John Carrol for his letter regarding public participation at Selectboard meetings. **Motion approved unanimously.**
4. Committee appointments.

Layton moved (2nd Gere) to appoint Linda Cook to the Solid Waste Committee for a term expiring in April 2023. **Motion approved unanimously.**

Layton moved (2nd Brochu) to appoint Alex Gottlieb and Craig Layne to the Conservation Commission for terms to expire on March 31, 2026. **Motion approved unanimously.**

Irv Thomae provided an update on significant happenings this past year on the EC Fiber Governing Board and took Board Member questions. Gere explained the role of alternate reps. Joshua Bohar, one of the current EC Fiber Alternate Reps, said he would not be seeking reappointment due to a new job and a conflict of interest but said long-term service is an asset. After some discussion, Layton **moved** (2nd Brochu) to appoint Irv Thomae as representative and Robert Gere as alternate representative to the EC Fiber Governing Board for terms to expire on April 30, 2023. **Motion passed 4-0-1 (Yes – Arnold, Brochu, Calloway, Layton; Abstain – Gere)**

Layton **moved** (2nd Gere) to appoint Don McCabe to the Development Review Board for a term to expire on April 30, 2025. **Motion approved unanimously.**

Layton **moved** (2nd Gere) to appoint Charles Lindner and Brad Wible to the Energy Committee for terms to expire on March 31, 2025. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to appoint Philip Zea to the Historic Preservation Commission for a term to expire on April 30, 2025. **Motion approved unanimously.**

Arnold explained that applicant Vincent Crowe was not able to attend but has provided a recording to support his applicant. Arnold explained that Commissioner Leah Romano resigned

from her seat expiring in April 2023. After some discussion, the Board agreement to make an appointment to the vacant seat this evening.

Layton **moved** (2nd Gere) to appoint Marc Aquila to a vacant Planning Commission term expiring in April 2023. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to appoint Ernie Ciccotelli, Brian Loeb, and Vincent Crowe to the Planning Commission for terms to expire on April 30, 2026. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to appoint Marisa Lorenzo to the Rec Council for a term to expire on March 31, 2025. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to appoint Thad Goodwin as Tree Warden for a term to expire on March 31, 2023. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to appoint Jeff Lubell as representative and Jacqueline Allen as alternate representative to the Two Rivers-Ottawaquechee Regional Commission for terms to expire on April 30, 2023. **Motion approved unanimously.**

5. Presentation on American Rescue Plan Act Funds. Francis introduced Sarah Wraight from TRORC. Sarah Wraight shared her screen and presented a slideshow. Board Members agreed to have a follow-up discussion at their April 27 meeting.

6. Police Department Expenditure Requests.

Layton **moved** (2nd Brochu) to approve the purchase of body armor replacement for the Police Department from the The Safariland Group in the amount of \$2,979.00, half of which cost will be reimbursed by a regular State of Vermont grant, resulting in a net cost of \$1,489.89? Brochu clarified that this would be coming out of the Police Special Equipment Reserve Fund. Calloway asked if this grant was certain. Francis said yes. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to approve the expenditure of \$2,985.76 for repairs to the 2013 Ford Police Interceptor sedan, per the quote by Coop Service Center. Arnold noted that this expenditure would come from the Cruiser Reserve Fund. **Motion approved unanimously.**

7. Town Clerk Expenditure Request: Records Digitization.

Layton **moved** (2nd Brochu) to approve the purchase of services from Cott Systems for the scanning and indexing of the Town Clerk's land records and attachments in the amount of \$26,058.00. Arnold clarified that this expenditure is from the Records Restoration Reserve Fund. **Motion approved unanimously.**

[Added Agenda Item] Expenditure Request for Computers. Brochu **moved** (2nd Layton) to approve the purchase of six desktop computers and six laptop computers for a total amount of \$14,625.00 to be paid from the general administration reserve fund. **Motion approved unanimously.**

8. Town Manager Report. Arnold asked for an update on the Reciprocal License Agreement between the Town and the School, a requirement before proceeding to permitting for a Trail in Milt Frye Nature Area. Francis said that we are awaiting comments from the school via legal

counsel and that their work is in process. Francis said a draft was sent by the Town in January and the Town's Counsel followed up in March. Calloway asked about the Zoning Administrator position being advertised considering her memo regarding the position and its statutory roles and reporting. Francis said the memo was with counsel and the position has been advertised in the Valley News and on the town website.

9. Layton (2nd Brochu) **moved** to enter executive session under 1 VSA § 313(a)(3) to discuss a personnel issue and to include the Town Manager. **Motion approved unanimously.**

The Board entered executive session at 9:12 PM.

Layton **moved** (2nd Gere) to enter public session. **Motion approved unanimously.**

The Board entered public session at 10:39 PM.

Calloway said that the Board takes seriously the concerns of all town employees, including the Town Manager, and is committed to ensuring a safe, healthy, and welcoming work environment for all employees. Calloway (2nd Layton) **moved** to authorize the Chair and one other Board member to identify and contract with an HR professional to investigate recent complaints and to work to assist the town in building a positive work environment for all. Brochu volunteered to work with Arnold on this. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 10:41 PM.

Approved by the Selectboard on April 27, 2022

Roger Arnold, Chair

Next Meeting – April 27 at 6:30 pm

PLEASE NOTE: CATV POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD