

Minutes of the Special Selectboard Meeting of  
Wednesday, October 20, 2021 at 5:30 pm

This meeting was conducted via teleconference using ZOOM and in person in Tracy Hall, in order to comply with Open Meeting Law requirements while providing remote access for attendees. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Interim Town Manager; Miranda Harris Bergmeier, Assistant to the Town Manager.

Also participating: Cheryl Lindberg.

1. Approval of Agenda. Layton **moved** (2<sup>nd</sup> Calloway) to approve the agenda. **Motion approved unanimously.**
2. Public Comment. No public comment was offered.
3. Discussion of Additional Support in Town Manager's Office. Arnold introduced the topic and reminded the SB members that Arnold raised the topic of additional help for the TM office. Francis said that he and Miranda Bergmeier had discussed the TM office's activities and projects and where the office could benefit from help. Francis said that the Town Report would be an excellent project to hire out to someone. Also, the website posting/updating duties would be appropriate for a part-time consultant of some sort. Layton said she thought these are reasonable requests and these are good duties to have an outside person do. Layton said she thought this sounded like a good idea, and asked about the total likely hours of this employment. Calloway asked what's different in the TM office now to justify the outside help. Gere said he thinks this request is justified. Brochu asked where the wage money will come from. She said she thought this request is justified. Francis said that Bergmeier's role in the TM office is now larger than it has been in the past, largely because she is serving as the institutional knowledge in the office. Also, Francis is continuing to do his Planning & Zoning work on top of the full-time interim TM work, which puts additional strain on the TM office. SB members asked about where in the budget funding for this outside help would come from. Francis said the money would come from the TM salary line. Cheryl Lindberg asked how Francis's salary right now is being allocated. Francis said he is being paid his customary Planning salary from the Planning budget and his additional Interim TM pay comes from the TM budget line. Gere expressed concern about the likelihood of the person hired to do the Town Report being interested in also posting things on the town's website. Layton **moved** (2<sup>nd</sup> Gere) to authorize the Interim Town Manager to write the job description for a Project Coordinator and to solicit applications for the position, the term of which shall end March 1, 2022 with the possibility of extension, as needed. **Motion approved unanimously.**
4. Adjourn. Layton **moved** (2<sup>nd</sup> Gere) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 6:17 pm.

By Miranda Bergmeier

Approved by the Selectboard on November 10, 2021

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Roger Arnold, Selectboard Chair

Next Meeting – October 27, 2021 – Meeting at 6:30

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