

Minutes of the Special Selectboard Meeting of  
Wednesday, June 7, 2023, at 6:30 pm

This hybrid meeting was held in the Multipurpose Room in Tracy Hall.

Members present: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; Priscilla Vincent

Also participating: Brennan Duffy, Interim Town Manager; Cheryl Lindberg, Treasurer; Mary Gorman; Joel Stettenheim; Jim Merriam; Alexander Hoehn; Linda Cook; Keith Moran; Alexander Northern; Brion McMullen; Matthew Swett; Lindsey Putnam; Linda Gray; Aaron Lamperti.

**1. Welcome.** Meeting was called to order at 6:30 PM by Calloway.

**2. Agenda Review.** Layton moved, seconded by Smith, to approve the agenda.  
**Passed unanimously.**

**3. Minutes.** Layton moved, seconded by Smith, to approve the minutes of **May 10**, including approved corrections. **Passed unanimously.**

Layton moved, seconded by Smith, to approve the minutes of **May 24**, including approved corrections to include that at that meeting Vincent moved, seconded by Arnold, to authorize the Town Treasurer to move \$2MM into a six-month-term certificate of deposit at Mascoma Savings Bank, which passed unanimously. The present motion also **passed unanimously.**

**4. Correspondence.** Layton moved, seconded by Vincent, to accept the correspondence. **Passed unanimously.**

Stettenheim, Gorman, Merriam, and Richards further commented on issues raised in the last meeting's discussion of Norwich Solar Technologies' application to develop solar arrays in Norwich.

Lindbergh reported that the 2023 Grand List abstract has been filed with the Town Clerk, with Smith adding that it is available now online as well.

**5. AP Warrant(s).** Layton moved, seconded by Smith, to approve AP Warrant number 1007. **Passed unanimously.**

**6. Forest Fire Warden appointment.** Deputy Fire Chief Swett spoke to the history of the position in Norwich. Layton mentioned that there have been reports of citizens being unable to get through by telephone to report a forest fire. With the position now being more extensively advertised, several candidates had applied. The Board heard first from Linda Cook, the 15-year incumbent. She was followed by Hoehn, who said he's been a resident of Norwich for twenty years and a professional firefighter in the Hartford, VT, department for four, while also serving in the Norwich department. Moran said he hadn't known anyone else was applying and is unfamiliar with many of the technical issues faced in modern firefighting, having greater experience with starting (controlled) fires than with putting them out. He withdrew his application.

Northern, the present Fire Chief, expressed the opinion that at some point the Warden role ought to be incorporated as part of the Chief's role, though he suggested that not take place until he is no longer Chief.

Griggs, a longtime member of the Norwich Department and resident of the Town since 1962, suggested that the Board appoint Hoehn as Warden with Chief Northern as Deputy Fire Warden for the time being as the position is upgraded with more presence at the Station.

Arnold moved, seconded by Vincent, to appoint Hoehn as Norwich Forest Fire Warden for a five-year term. **Motion Passed** 4-1, with Calloway No.

**7. Conservation Commission appointment.** Putnam, who was the only applicant, said she is willing to serve, though generally, she prefers work in the field. Layton moved, seconded by Smith, to appoint Lindsay Putnam to the Conservation Commission for a term expiring March 31, 2025. **Passed unanimously.**

**8. DPW Request for equipment maintenance work.** Layton moved, seconded by Smith, to approve the Department of Public Works' Request to approve funding to sandblast and paint two of the DPW Freightliner Trucks not to exceed the amount of \$11,600. This incorporated a friendly amendment from Smith to specify that the money will come from the Highway Equipment Designated Fund. **Passed unanimously.**

**9. RFQ Draft for Town Manager search.** Calloway said it should be considered the Board's homework for each member to review Arnold's draft, which was not yet ready for the present meeting.

**Tabled.**

**10. ARPA fund/surplus planning for project details and public process.**

**Tabled.**

Vincent proposed an ad hoc volunteer committee be formed to examine the many interrelated issues that will be involved in renovations to Tracy Hall. General agreement was reached to accept Vincent's offer to reach out to various Norwich citizens with expertise relevant to the various issues involved. Vincent said she will endeavor to deliver such a list at the Board's next meeting.

Duffy said the "Living Buildings" report still has not been received. Gray, of the Norwich Energy Committee, said she will nudge Jeff Grout to expedite its delivery, which should be in time to inform the work of a committee formed along the lines suggested by Vincent. Calloway said it would be best if the report were in hand by the next meeting, June 21.

Layton suggested a new boiler for Tracy be ordered now so people will not be cold there next winter.

Via Zoom, Lamperti reminded the Board there is already a proposal on the table from one vendor for meeting the Hall's energy needs.

**The remainder of these minutes, following a break at 8:50 PM, are derived from notes of Calloway and Layton as shared by the Board Chair.**

**11. Possible Personnel Hire, Executive Session.** Layton moved, seconded by Vincent, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(3) to consider the appointment or employment of an employee. **Passed Unanimously.**

**Entered Executive Session: 8:55 PM.**

Layton moved, seconded by Arnold, to enter Public Session for the purpose of inviting the Town Manager to join the Executive Session. **Passed unanimously.**

**Entered Public Session: 8:56 PM.**

Layton moved, seconded by Vincent, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(3) to consider the appointment or employment of an employee. **Passed unanimously.**

**Entered Executive Session:** 8:57 PM.

Vincent moved, seconded by Layton, to enter Public Session. **Passed unanimously.**

**Entered Public Session:** 10:00 PM.

Layton moved, seconded by Vincent, to authorize the Interim Town Manager to make a conditional offer of employment. **Motion Passed 4-1**, with Smith No.

**12. Solar Preferred Site Letter.** Layton moved, seconded by Smith, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body. **Passed Unanimously.**

**Entered Executive Session:** 10:03 PM.

Layton moved, seconded by Arnold, to enter Public Session for the purpose of inviting the town manager to join the Executive Session. **Passed unanimously.**

**Entered Public Session:** 10:03 PM.

Layton moved, seconded by Smith, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body. **Passed unanimously.**

**Entered Executive Session:** 10:05 PM.

Layton, seconded by Smith, moved to enter Public Session. Passed unanimously.

**Entered Public Session:** 11:07 PM.

Pursuant to advice of counsel, the Board took no further action at this time.

Arnold left the meeting at 11:08 PM.

### **13. Outline plan for selectboard meetings through the end of 2023.**

The Board reviewed a memo and draft calendar prepared by Calloway, agreeing that each member will prepare a memo to the Board regarding their thoughts on work for the remainder of 2023.

**Adjournment.** Layton moved to adjourn, seconded by Smith. Layton, Smith, Vincent, Calloway, Yes. Arnold, not present. **Motion Passed.**

**Meeting adjourned:** 11:09 PM.

Respectfully submitted,

Ralph C. Hybels,

Minutes Taker

Approved by the Selectboard on

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Marcia Calloway, Selectboard Chair