

**Minutes of the Special Selectboard Meeting of**  
**Wednesday, June 21, 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; Wade Cochran, Chief of Police; Cheryl Lindberg, Treasurer; Wilbert C. (Scooter) Hardy; Stuart Richards; Daniel Goulet; Joel Stettenheim; Troy McBride; Jim Merriam; Mary Gorman; Kris Clement; Linda Cook; Kris Clement; Robert Pape; Robert Gere; Linda Gray

**1. Welcome.** Meeting was called to order at 6:35 PM by Calloway. She also noted that from now on, anyone wishing to join via Zoom must present with both first and last names. This will help prevent unwanted intrusions, generally known as “Zoom bombing.”

**2. Agenda Review.** Calloway said in reference to Item #11 that there has been a change of counsel for the Plaintiff in the Katucki case, therefore, the Selectboard should postpone its discussion of this case until a later date, a point granted by consensus. Layton moved, seconded by Smith, to approve the agenda. **Passed unanimously.**

**3. Minutes – May 31 & June 7, 2023.** Smith moved, seconded by Layton, to approve the minutes of **May 31** and **June 7**. **Passed unanimously.**

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

**5. AP Warrant(s).** Layton moved, seconded by Vincent, to approve AP Warrant number 1008 in the amount of \$27,190. **Passed unanimously.**

Layton moved, seconded by Vincent, to approve AP Warrant number 1009 in the amount of \$105,559.71. **Passed unanimously.**

At this point, Calloway invited public comments on any issues not on the Agenda.

Richards urged the Board to “stop wasting money” defending the Town against the Katucki lawsuit regarding alleged violations of the Open Meeting Law (OML).

Duffy said that with her recent report to the Board, the Interim Finance Director, Joyce Hasbrouck is looking for feedback and direction. Calloway added that this particularly pertains to any actions that might require a motion by the Board.

Goulet, Stettenheim, Gorman (via Zoom), McBride (via Zoom), Richards, and Merriam (via Zoom) extended a previous meeting's debate concerning Norwich Solar Technologies' proposed development of a solar power array in Norwich.

Hardy expressed concerns regarding the recent trend toward Town employees working largely from home as well as particular issues related to DPW, the Town Clerk, and the Interim Town Manager.

Smith moved, seconded by Layton, to reclass expenditures in the amount of \$8,847 for the Public Safety Reserve Fund to the Speed Sign line item in the Operating Budget.

**Passed unanimously.**

Cook reported that had the Town employed a different vendor for handling food waste composting it might have saved \$10,000.

Duffy reported two of the Town Garage's support pillars are in such bad repair that a structural engineer has recommended it not be used at this time. He anticipated receiving further information in the next week on how long the building may be unsafe to use and what temporary measures might allow it at least to withstand the snow loads of the next winter.

**6. Planning Commission Appointments – 2 vacancies.** The Board heard from three applicants for the two current openings on the Planning Commission: Clement, Gere, and Pape. Arnold moved, seconded by Smith, to appoint Robert (Bob) Pape to the Planning Commission for a term expiring on April 30, 2025. **Passed unanimously.**

Smith moved, seconded by Vincent, to appoint Kris Clement to the Planning Commission for a one-year term. **Motion Passed** (Calloway, Layton, Smith, Vincent: **Yes**; Arnold: **No**).

**7. DPW Paving Bid Request.** Arnold moved, seconded by Layton, to authorize the expenditure of an amount not to exceed \$50,000 for the Transfer Station Paving Project, to be completed by Springfield Paving, \$30,000 of which is to be expended from the FY2023 operating budget and the remainder of which is to be expended from the Paving Fund. **Passed unanimously.**

**8. Three-month Extension of contract with TRORC for services of Kyle Katz, Planner.** Layton moved, seconded by Vincent, to approve the three-month extension of contract with TRORC for services of Kyle Katz. **Passed unanimously.**

**9. Delinquent Dog Licenses.** Chief Cochran expressed surprise via Zoom that a warrant concerning delinquent dog licenses had been proposed. He recommended against any such measure, suggesting that a simple letter from the Police Department should suffice. No action taken.

**10. Personnel Policy Revision Plan.** Layton said she's consulted the VLCT and that although there are templates available, she thinks there is sufficient expertise in Town administration to develop such a document. Layton moved, seconded by Arnold, to direct the Interim Town Manager and Assistant Town Manger to review and make recommendations for the Interim Town Manager to act upon previous motion to create an RFP for human resources support, and to ask the interim town manager to create a wage study RFP to support edits to personnel policy. **Passed unanimously.**

**11. Update on Katucki case.**

**Tabled.**

**12. Interim Town Manager contract discussion.** Layton moved, seconded by Vincent, to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1. V.S.A. § 313(a)(1). **Passed unanimously.**

Layton moved, seconded by Arnold to enter Executive Session pursuant to 1 V.S.A. § 313(a)(1)(A) to discuss the Interim Town Manager Contract, and to invite the Interim Town Manager. **Passed Unanimously.**

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

Layton moved, seconded by Arnold, to enter Public Session. **Passed unanimously.**  
**Entered Public Session: 9:34 PM.**

**13. Solar Preferred Site Letter.** Layton moved, seconded by Vincent, to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1. V.S.A. § 313(a)(1). **Passed unanimously.**

Layton moved, seconded by Arnold 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 and to invite the Interim Town Manager. **Passed Unanimously.**

**Entered Executive Session:** 9:36 PM.

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

**Entered Public Session:** 10:30 PM.

**14. Tracy Hall Report from Living Buildings and Priscilla Vincent, and Any Available Quotes for Boiler work.** Arnold moved to table Item #14 on account of the late hour. Motion failed for lack of a second. There ensued wide-ranging discussion of issues involved with various approaches to heating Tracy Hall in the future, with some urgency noted because as Duffy stated, to meet the needs of next winter, purchasing decisions must be made as soon as possible.

Arnold moved to request that the Interim Town Manager invite Living Buildings to present their recent report at a future meeting and to do so at a time no later than 7:00pm. **Motion fail for lack of second.**

The Board determined that an essential next step will be to engage an architect to help develop and compare options.

Arnold left the meeting at approximately 11:10pm.

**15. Continued discussion of Agenda planning for the remainder of 2023.**

**Tabled.**

**16. July meeting dates.** The Board determined they will hold another special meeting on June 28 to discuss the contract with the Interim Town Manager. The Board will return to the regular schedule of meetings on the second and fourth Wednesdays in July. Lindberg stated that the Listers will lodge the April 1, 2023, Grand List with the Town Clerk on Friday July 7, 2023. Smith stated the Selectboard will need to set the tax rate at the July 12 meeting to allow ample time for the Finance Office to issue tax bills. Tax bills must be mailed at least 30 days prior to the due date of August 30.

**Adjournment.** Layton moved to adjourn, seconded by Smith. **Passed Unanimously.**

**Meeting adjourned:** 11:28 PM.

Respectfully submitted,

Ralph C. Hybels,

Minutes Taker

Approved by the Selectboard on

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Marcia Calloway, Selectboard Chair

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NORWICH SELECTBOARD