

**Minutes of the Selectboard Meeting of  
Wednesday, November 8, 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; Pamela Smith; Priscilla Vincent

Member absent: Roger Arnold

Also participating: Brennan Duffy, Town Manager; Joyce Hasbrouck, Interim Finance Director; Cheryl Lindberg, Listers Clerk; Wayne Kniffin; Lilly Trajman, Town Clerk;

Note that sections are presented here in the order they were addressed at the meeting, which may occasionally differ from their sequential item numbering.

**Welcome.** Meeting was called to order by Calloway at 6:30 PM. She reminded anyone wishing to join via Zoom® to present with both first and last names to help prevent unwelcome intrusions, commonly known as “Zoom-bombing.”

**1. Agenda.** Calloway noted she had received news from the Town Manager of the resignation of the Town Assessor and the Listers’ intent to hire another assistant in addition to having already hired Cheryl Lindberg as a clerk.

Layton moved, seconded by Vincent, to approve the Agenda. Discussion ensued, including Cheryl Lindberg via Zoom, regarding potential changes in the Listers’ Office. Layton amended her motion to include Item 8.1 for further discussion of these matters. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**Budgeting and Capital Planning.** Duffy commented briefly on the budgeting process for FY25 and introduced Joyce Hasbrouck, Interim Finance Director, to the discussion via Zoom. Barrie Rosalinda, the recently hired permanent Finance Director also joined through Zoom.

Hasbrouck delivered an extensive presentation on capital planning, both in general and specifically in Norwich, which can be read in its entirety at <http://norwich.vt.us/wp-content/uploads/2023/11/00-Selectboard-Packet-11-08-2023-indexed.pdf>, beginning on page 3,

**Public Comment.** Rick Morales, Public Affairs Specialist from SBA Disaster Assistance, joined the meeting in person to present information on applying for additional funds still available to cover damages from the July flooding. In addition to businesses, the support is available for nonprofits, homeowners and renters. For assistance in applying, he advised going in person to the Disaster Recovery Center in Barre, which represents both FEMA and SBA.

**2. Committee Appointment for Recreation Council: youth member (tabled from 10/25/2023).**

Layton moved, seconded by Vincent, to appoint Charlie Forbush to the Recreation Council for a 3-year term ending 11/7/2026. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**3. Town Clerk request to spend monies from Records Restoration Account # 45.**

Layton moved, seconded by Vincent, to authorize the expenditure of \$1,625.50 from the Record Restoration Designated Fund # 45 for 3 additional land records books and paper, and shelving. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**4. Preservation Assistance Grant for Smaller Institutions (Funding Opportunity Number: 20240111-PG) from the National Endowment for the Humanities.**

Layton moved, seconded by Vincent, to authorize the Town Clerk to work with the Town Manager to apply for a Preservation Assistance grant from the National Endowment for the Humanities up to the amount of \$10,000.00 and to issue bids to preservation and conservation firms to get estimates for a survey of the Town of Norwich vault contents. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**5. Fire Department Request to spend monies for Apparatus from Fund # 6.** Chief Alex Northern appeared via Zoom to speak in support of the Fire Department's request.

Layton moved, seconded by Vincent, to authorize the expenditure of \$1,547.00 from the Fire Apparatus Designated Fund #6 to purchase required modification items which were not previously included in the Selectboard's approval of the new fire engine expense in May 2021. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

## **6. Police Department request to spend monies for equipment from Fund #21.**

Duffy spoke in support of this request. Layton moved, seconded by Vincent, to authorize the expenditure of \$1,996.45 from the Police Special Equipment Fund #21 to purchase state-mandated soft restraint equipment for the transportation of persons in mental health crisis, pursuant to 18 V.S.A. § 7511(d) (as effective July 1, 2023). Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

## **7. Hemlock Road Update and Possible Decisions.**

Duffy reported that the geotechnical analysis has been completed, which concluded that while the slope remains problematic, the road can be partially reopened, which has already been put into effect. He said the DPW Director was recommending the placement of concrete “Jersey barriers” to firmly separate the approved passage from the portion of the road still at risk from slope failure.

Layton moved, seconded by Vincent, to authorize the expenditure of \$9,040.00 from account # 01-5-703215.00 Other Projects to purchase up to twenty (20) jersey-style concrete barriers from Weed Precast to create a single lane traffic channel on Hemlock Road to provide a temporary method of access to properties pending future permanent repair work. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

## **8. Update on Collective Bargaining Union Negotiations, Executive Session pursuant to 1 V.S.A. § 313(a)(1)(B) to discuss labor relation agreements with employees.**

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). Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

Layton moved, seconded by Vincent, to enter Executive Session under 1 V.S.A. § 313(a)(1)(B) to discuss labor relations agreements with employees and to invite the Town Manager. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**TIME ENTERED EXECUTIVE SESSION: 8:37**

Layton moved, seconded by Smith, to enter public session. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**TIME ENTERED PUBLIC SESSION: 9:32 PM**

**8.1 The Listers' Request to Hire an Identified Person for a Newly Created Position.**

Following extensive discussion, including Cheryl Lindberg as the Listers' Clerk, it was determined that in fact since the total expenditure will be under \$10,000, the Town Manager is authorized to manage the hiring process in its entirety and so there was no need for a motion.

**9. Approval of Minutes.**

Layton moved, seconded by Vincent, to approve the minutes of October 25, 2023 as amended. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**10. Correspondence.** Layton moved, seconded by Smith, to accept the correspondence. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

**11. AP Warrant.** Layton moved, seconded by Vincent, to approve AP Warrant number 1070 in the amount of \$1,800.00 for monies from Account 11-5-500322.00 for police cruiser decals. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

Layton moved, seconded by Vincent, to approve AP Warrant number 1071 in the amount of \$89,011.28 for expenses paid from the General Fund. Calloway, Layton, Smith, Vincent, Yes; Arnold, Absent. **Motion Passed.**

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

**Meeting Adjourned: 10:37 PM.**

Respectfully submitted,  
Ralph C. Hybels  
Minutes Taker

Approved by the Selectboard on

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Marcia Calloway, Selectboard Chair

PLEASE NOTE: JUNCTION ARTS & MEDIA (formerly CATV) POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.