

**DRAFT Minutes of the Norwich Selectboard Meeting of
Wednesday, February 14, 2024**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube.

All members of the public body present in Tracy Hall¹: Marcia Calloway, Chair; Priscilla Vincent; Pam Smith.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold.

All other active participants in the meeting²: Brennan T.M. Duffy, Town Manager; Barrie Rosalinda, Finance Director; Tim Baker, FEMA; Chris Kaufman, DPW Director; Chief Matt Romei; Demo Sofronas; Peter Orner.

Welcome. Meeting was called to order by Calloway at 6:32 p.m..

Agenda.

- Vincent moved to approve the agenda; seconded by Layton. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #2 Rick Brigham, Auditor. Auditor presentation with some Selectboard questions. No actions taken.

Item #3 Tim Baker FEMA Complex Project Manager, Infrastructure Branch Director, regarding Hemlock Road. Verbal explanation of FEMA practice,

- Calloway moved to proceed with an Architectural Engineering project to capture the expense of the prior engineer work and any temporary measurers the engineer needs to do to monitor and refine the design that will be developed to repair Hemlock Road. Seconded by Arnold. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #4 Update on Collective Bargaining Union Negotiations, Executive Session pursuant to 1 V.S.A. § 313(a)(1)(B)

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

The Selectboard entered Executive Session at 7:43 p.m.

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

The Selectboard entered Public Session at 9:20 p.m. Calloway asked Layton if she had a statement. Layton said the Selectboard has reviewed a Memorandum of Agreement reached with the union and our intention is to ratify the agreement upon review of final contract language.

In light of the late hour and the individuals still waiting to be heard, the Selectboard agreed to shift the agenda items to accommodate people, and to table the following items:

- ➔ **Item #5 Approval of Minutes** of January 20 and January 24, 2024.
- ➔ **Town Clerk's Q4 Report**
- ➔ **Town Manager Reports Discussion**

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

Item #8 Police Department request to purchase body cameras

- Layton moved to authorize the expenditure of up to \$30,000.00 from Budget Line 01-5-500304 for the purchase of integrated Motorola Body Worn Cameras and Cruiser Cameras; and, to authorize the Town Manager to sign a contract for this equipment in the total amount of \$84,079.04 with yearly installments not to exceed \$14,000.00 over the term of the five-year contract. Seconded by Vincent. Vincent, Layton, Calloway: Yes. Arnold: No. Smith: Abstain. **Motion Passed.**

Item #9 Town Line/Tax Border Dispute

- Vincent moved to
 - recommend that the Listers correct the Lister card, Grand List and NEMRC data to conform to the Davis to Adams deed, and survey dated 11/5/1990, which survey lines are accepted by the Town of Sharon and the State of Vermont; and
 - accept the corresponding change in the Grand List as to parcel 03-040a; and
 - instruct the Finance Office to issue a new bill to comport with the corrected Norwich tax map and Grand List as to parcel 03-040a.

Seconded by Smith. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #10 Affordable Housing VCDP grant application

- Layton moved that the Selectboard warn a public hearing regarding the VCDP grant application; seconded by Arnold. Arnold, Layton, Smith, Vincent: Yes. Calloway: No. **Motion Passed.**

Item #13 Pedestrian corridor

- Vincent moved to approve the use of monies from Operational Performance & Development Fund 51 for any studies related to construction of a pedestrian corridor along Beaver Meadow in the vicinity of the Kids' Bridge and Moore Lane, and from the Sidewalk Fund 27 for construction of as much as possible of said pedestrian corridor. Seconded by Calloway. Calloway, Layton, Vincent: Yes. Arnold, Smith: No. **Motion Passed.**
- Layton moved to approve an article for the August or November 2024 warrant to read: Shall the voters approve a change in purpose for Sidewalk Fund 27 to allow for "the development, construction and maintenance of sidewalks and bike paths?" Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #6 AP Warrants

- Smith moved to approve AP Warrant number 1097 in the amount of \$ 199,383.61 to be paid from the General Fund, and \$ 8,385.25 to be paid from Fund #12 Town Reappraisal Fund. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Smith moved to approve AP Warrant number 1098 in the amount of \$ 515.00 to be paid from the Fire Station Fund # 25. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Smith moved to approve AP Warrant number 1099 in the amount of \$ 5,117.05 to be paid from the Fire Equipment Fund #26. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Smith moved to approve AP Warrant number 1100 in the amount of \$ 90.11 to be paid from the General Fund. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #7 Correspondence

- Smith moved to accept the correspondence. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item # 11 Approve AOT Mileage Certificate

- Smith moved to approve the AOT Mileage Certificate as prepared by the Department of Public Works. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #12 Minute Taker. Ralph Hybels notified the Town Manager that he is currently unable to continue taking minutes of the Selectboard meetings. The Selectboard expressed their regret, thanked Ralph for his good work, and wished him all the best. The Town Manager’s office has advertised for a minute taker. Arnold volunteered to produce the minutes from the next regular meeting.

Discussion item: Preparation of Selectboard Town Meeting Presentation. Duffy and Calloway, with input from Finance Director Barrie Rosalinda, will create approximately ten PowerPoint slides for a presentation at the Town informational meeting on March 4th, to include:

- Capital plan slide prepared by Finance Department showing the ‘dip’ in Reserve Funds;
- Presentation of current staffing levels, to be posted on the website;
- An organizational chart;
- Collective bargaining contract
- Sidewalk work
- Accomplishments including progress on the Tracy Hall project.

The presentation will be reviewed by the Selectboard at the regular meeting on February 28, 2024.

Adjournment

- Smith moved to adjourn; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Meeting adjourned at 11:26 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair
Norwich Selectboard