

Minutes of the Norwich Selectboard Meeting of Wednesday, February 28, 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 Hall: Marcia Calloway, Chair; Priscilla Vincent; Pam Smith.

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

Also Participating: Town Manager Brennan Duffey, Jeff Lubell, Lucinda Walker, Aaron Lamperti, Lynnwood Andrews, Jack Cushman

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

Agenda. • Layton moved to amend the agenda to include discussion of letter of support for Norwich Library grant and a discussion of scheduling organizational meeting; seconded by Vincet. Motion passed unanimously.

Public Comment made by Jeff Lubell.

Approve Draft Meeting Minutes.

Layton moved (2nd Vincent) to approve the minutes of January 20, 2024. Motion passed unanimously.

Layton moved (2nd Smith) to approve the minutes of January 24, 2024 as amended. Motion passed unanimously

Layton moved (2nd Vincent) to approve the minutes of February 14, 2024. Motion passed unanimously.

AP Warrants

Layton moved (2nd Vincent) to approve AP Warrant number 1101 in the amount of \$ 120,615.47 to be paid from the General Fund. Motion passed unanimously

Layton moved (2nd Vincent) to approve AP Warrant number 1102 in the amount of \$ 4,859.79 to be paid from the Operational Performance and Development Fund # 51. Motion passed unanimously

Layton moved (2nd Vincent) to approve AP Warrant number 1104 in the amount of \$ 5,489,405.47 to be paid from the General Fund. Motion passed unanimously.

4A) Discussion of letter of support for Norwich Library Grant

Layton moved (2nd Arnold) to approve and endorse a letter of support for the U.S. Treasury capital projects fund for libraries to be signed by the town manager. Motion passed unanimously.

4B) Discussion of Organizational meeting scheduling.

Layton moved (2nd Vincent) that an organizational selectboard meeting be scheduled for March 6 at 6:30 pm. Motion passed unanimously.

5) Preferred Siting Letter Lamperti-Eanet at 557 New Boston Road

Arnold moved (2nd Layton) to authorize the signing of a preferred site letter for a solar array on property owned by Lamperti-Eanet at 557 New Boston Road. Motion Passed. Yes: Arnold, Calloway, Layton, Vincent. Abstain: Smith

6) Commission Appointments

Arnold moved (2nd Layton) to appoint Lynnwood Andrews as the Norwich representative to the Upper Valley Local River Subcommittee of the Connecticut River Joint Commission. Motion passed unanimously.

The Board agreed to re-order the agenda.

7) Collective Bargaining Union Contract.

Layton moved (2nd 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). Motion passed unanimously.

Layton moved (2nd Vincent) to enter Executive Session under 1 V.S.A. § 313(a)(1)(B) to discuss labor relations agreements with employees, and under 1 V.S.A. § 313(a)(1)(A) to discuss contract issues, and to invite Town Counsel and the Town Manager.

The Board moved into executive session at 7:35 PM.

Arnold moved (2nd Layton) to enter public session. Motion passed unanimously.

The Board entered public session at 8:08 PM.

Vincent (2nd Layton) moved to ratify the FY24-FY28 Renewal Collective Bargaining Agreement, and the related Memorandum of Agreement, with New England Police Benevolent Association. Motion passed unanimously.

8) Review and Discussion of financial implications for non-bargaining and bargaining employees.

The Board discussed the financial implications for non-bargaining and bargaining employees and agreed to table for future discussion.

9) Preparation of Selectboard Town Meeting Presentation

The Board discussed the presentation and offered suggestions for edits. The Board agreed to have Brennan Duffy offer the presentation for the town at the informational session.

10) Norwich Inn Liquor License

Layton moved (2nd Vincent) to recess the meeting of the selectboard for the purpose of executing the duties of the local control commissioners under authority of 7 V.S.A. § 167 et seq. Motion approved unanimously.

The Selectboard meeting was recessed at 9:38

Layton moved (2nd Vincent) to approve the Second-Class License, application number 37377, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to approve the Third-Class Restaurant/Bar License, application number 37376, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to approve the Outside Consumption Permit, application number 37373, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to close the Norwich Liquor Commission session and reconvene the Selectboard meeting. Motion approved unanimously.

The Selectboard meeting reconvened at 9:41 PM

8) Update on Listers

Calloway moved (2nd Layton) 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). Motion passed unanimously.

Calloway moved to enter executive session pursuant 1 V.S.A. § 313(a)(1)(f) for the purposes of providing professional legal services to the body and to invite the town manager. Motion passed unanimously.

The Board entered executive session at

Arnold moved (2nd Layton) to enter public session. Motion passed unanimously.

The Board entered public session at 10:59 PM

Motion by Calloway to follow past practice of including the proposed compensation for Listers in the annual budget to be voted by the registered voters of Norwich at the August 2024 election to allow the voters to decide if the method of remuneration will remain stipend or become an hourly wage (2nd Smith). Unanimous.

Discussion Item:

Town Manager Report

Finance Office:

- 1) Has completed tax collection and closed out the tax year with the issuance of the Delinquent Tax Report.
- 2) Working with Sullivan & Powers on the Single Audit.
- 3) The VLCT wage survey has been completed and submitted.
- 4) The Workman's Compensation Audit is underway.
- 5) Gather certificates of insurance for 1099 vendors.
- 6) The Finance Director has been reviewing the wording of the Master Financial Policy for possible suggested revisions.
- 7) Reconciliation of the balance sheet with NEMRC; and,
- 8) Doing lien release research tied to records in the Town Clerk's office.

Planning & Zoning:

The candidate for Planning Director has declined the offer. The position will be advertised again with a deadline to apply of March 31, 2024.

Police Department:

- 1) A PACIF grant will be sought for a messaging board to get out public information for events such as road closures.
- 2) Road closure and event policy and a template for requests.
- 3) The body cam order has been approved and submitted.
- 4) A conditional offer has been made to a candidate for the Administrative Assistant in the Police Department.
- 5) A second crossing guard candidate has been identified.
- 6) Coffee with a Copy was held in February; and,
- 7) A meeting was held with area mental health professionals

Town Clerk:

They have been busy preparing for the informational meeting for Town Meeting and the election.

DPW:

- 1) Spring weight limits have been posted on Town roads.
- 2) The new tractor has been ordered, which is expected in early April.
- 3) Structures and paving grants have been prepared.
- 4) Requests for bids for culvert replacement this summer will be sent out soon.

Recreation:

- 1) Good Life Camp has sold out.
- 2) Mud season and other indoor activities; sports camps throughout the summer are being developed.

Town Manager's Office:

- 1) Town Reports are in.
- 2) MERP Energy Audit has been completed with a blower test with a report expected within the next 2-4 weeks.
- 3) Architectural work on TH will be postponed until the energy audit results are received.
- 4) CBA has been completed.
- 5) The Hemlock Road change order has been sent to Stantec.
- 6) The pedestrian corridor is being discussed with DuBois & King.
- 7) The affordable housing initiative for the CDCP grant is underway with the warning for a public meeting going out soon; and
- 8) Preparation for the informational session for the Town Meeting is underway.

Adjournment

Layton (2nd Vincent) moved to adjourn. Motion passed unanimously.

Meeting adjourned at 11:34 pm

Submitted by Roger Arnold

Approved by the Selectboard on March 27, 2024

Signed _____
Marcia S. Calloway, Chair