

## Town of Norwich Selectboard Meeting Minutes

April 10, 2024

**Active Participants:** At Tracy Hall: Selectboard Members Pam Smith and Priscilla Vincent; Rob Gere and Neil Fulton. On Zoom: Selectboard members Roger Arnold, Marcia Calloway, and Mary Layton; Town Manager Brennan Duffy, Tom Griggs, Lynnwood Andrews, Linda Gray, Will Smith, Cheryl Lindberg, Town Clerk Lily Trajman.

The meeting was called to order by the Chair at 6:30 pm.

### Item #1 Agenda:

Layton moved, second by Vincent to approve the agenda as amended to add as agenda item 8a Norwich Times Article. Vote: Yes: Arnold, Vincent, Smith, Layton No: Calloway

**Item #2 Chair's Report:** The Chair met with the Town Manager and the Assistant Town Manager to clarify how the agenda is processed and to produce the agenda for April 10<sup>th</sup>.

**Item #3 Public Comments:** None

### Item #4 Selectboard and Town Manager Goals:

There was discussion of possible goals and of possible metrics to measure the goals. Calloway stated the contractual terms: clearly defined goals, reasonable and within the time frame, prioritized, written, and evaluation to be completed before the end of each year of employment. Vincent stressed good stewardship of taxpayers' money and that good management includes intangible factors that are difficult to measure. Layton wondered if HR improvement was currently necessary given both employee turnover and new management by Duffy. Seven goals were identified: Hiring for open positions, Human Relations practice, Tracy Hall improvements, Beaver Meadow Road Bike and Pedestrian pathway implementation, Affordable Housing project, FEMA documentation and response, Roads and Culverts repair. Calloway identified four categories of work: Ongoing management, Disasters/Emergencies (e.g. Hemlock Road), Special Projects (Tracy Hall), and "What Walks in the Door" which may include tasks that should be handled by someone other than the Town Manager (e.g. Affordable Housing grant proposal.) Arnold asked if the evaluation form used for Town employees could be used for the Town manager, and if VLCT might have a performance rubric. Duffy will put the Town of Norwich standard evaluation form in the packet for the next meeting. Calloway will create a compilation of goals and performance objectives together for the next packet. The Selectboard decided not to hold a special meeting to complete the evaluation framework but to consider the draft created by Calloway at the April 17<sup>th</sup> meeting.

### Item #5 Committee Appointments:

Layton moved, second by Vincent to appoint Michael J. Loots to the Conservation Commission for a 3-year term ending March 2026 moved Vote: Yes, Unanimous. Loots was not present. Lynnwood Andrews advocated for her appointment and said she might not have been aware that she should appear at the meeting.

Vincent moved, second by Calloway to appoint Robert Gere, Linda Gray, and Thomas C. Griggs to the Norwich Energy Committee for a 3-year term ending March 2027. Vote: Yes, Unanimous. All candidates were present either at Tracy Hall or on Zoom and all spoke to why they were interested in the position. The Selectboard took a straw poll before the motion was made.

Layton moved, second by Vincent to appoint Neil Fulton to the Greater UV Solid Waste District for a 2-year term ending March 2026. Vote: Yes, Unanimous. Fulton suggested we ask the Town Manager to be the alternate. Duffy will speak with Fulton about the requirements of the position.

Pam Smith applied to be a Trustee of Public Funds for a term ending August 13, 2024. The Selectboard decided to keep the position open to see if someone new is interested. Cheryl Lindberg advocated for filling the position immediately.

**Item #6 Olcott Road Bridge Update:**

Layton moved, second by Calloway, to authorize the Town Manager to hire a structural engineer to evaluate the Olcott Road Bridge to seek input on next steps for the repair or replacement of this bridge. Vote: Yes, Unanimous.

Calloway moved, second by Layton, to authorize the Town Manager to issue an RFP for the repair of the Olcott Road bridge pursuant to the structural engineer's report. Vote: Yes, Unanimous.

There was discussion about creating policy to require developers to cover the cost of infrastructure related to their projects, and also concern about private driveway and bridge design that is not up to standard for fire and rescue service. Arnold wanted to know about documentation of the installation of Olcott Bridge and if documentation is required presently. Layton suggested that if not already required that it could be part of the permitting process. Lily Trajman wanted to know if development of parcels adjacent to Olcott Road could be accessed in the future via Union Village Road. Duffy said that issue is to be determined.

**Item #7 FERC Letter - Final Approval:**

Layton moved, second by Vincent to authorize the Chair to sign the FERC letter as amended. Vote: Yes, Unanimous.

Lynnwood Andrews was available to take questions and was thanked and commended for her work on this letter which asked for greater responsibility for recreational access, water fluctuations, ecological effects, and change due to climate caused events.

**Item #8 Receipt of Correspondence:**

Layton moved, second by Calloway to approve the receipt of all correspondence as presented in the packet. Vote: Yes, Unanimous. Correspondence included the Auditors letter, Richard Corum regarding a late tax payment caused by postal system error, Stephen Hepburn about keeping order at Selectboard meetings, Town Clerk showed Town Informational Meeting Minutes are by statute the responsibility of the Selectboard, Town Clerk report for the first quarter of 2024.

**Item #8a Norwich Times Article:** Layton agreed to write an article, possibly about recreation, with the assistance of the Recreation Director.

**Break 9:46 to 9:52 pm:**

**Item #9 Approval of March 27, 2024 Minutes:**

Vincent moved, second by Layton to approve the March 27, 2024 minutes as amended.  
Vote: Yes, Unanimous.

**Item #10 Approval of AP Warrants:**

Layton moved, second by Calloway to approve AP Warrant number 1114 in the amount of \$90,632.46 to be paid from the General Fund.  
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1115 in the amount of \$204,360.00 to be paid from the General Fund.  
Vote: Yes, Unanimous.

Layton moved, second by Calloway to approve AP Warrant number 1110 in the amount of \$16,365.50 to be paid from the Records Restoration Fund #45.  
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1111 in the amount of \$166,136.00 to be paid from the Highway Equipment Fund #7  
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1112 in the amount of \$6,325.00 to be paid from the Fire Equipment Fund #26.  
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1113 in the amount of \$20,541.57 to be paid from the Town Reappraisal Fund #12.  
Vote: Yes, Unanimous

**Item #11 Draft Policy – Resolutions and Letters of Support:**

Layton moved, second by Calloway to accept as first read of the draft Norwich Selectboard Policy on Requests for Statements of Support  
Vote: Yes – Calloway, Layton, Smith & Vincent; No - Arnold

**Item #12 Adjournment:**

Layton moved, second by Calloway to adjourn the meeting at 10:08 pm. Vote: Yes, Unanimous

Approved: April 24, 2024

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Pamela T. Smith  
Selectboard Chair