

## Herb Durfee

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**From:** Herb Durfee  
**Sent:** Tuesday, February 16, 2021 6:48 PM  
**To:** 'claudette brochu'; Roger Arnold; Robert Gere; Mary Layton; John Langhus; Miranda Bergmeier  
**Cc:** 'Pamela Thompson Smith'; 'msbcalloway@gmail.com'  
**Subject:** RE: draft agenda feb 24, 2021

Claudette,

Regarding Board future meetings, we won't post that until after the re-org meeting.

The re-org could be held on Wed, March 3 or delayed it until Wed., March 10. For the last couple of years, the Board has "split" the re-organization over a couple of meetings. The first part is typically to get through the statutory requirements (Chair, V-C, meeting dates/times, rules of procedure, etc.) The following meeting has been to get into the various appointments.

Specifically, since last year was miserable related to appointments, I think it's important that the Board have some discussion about appointments and how you wish to proceed, including specifically what the Board wants advertised (recalling that some appointments are up in March and the balance are in April).

Suggestion:

1. Miranda/I can pull a complete list of appointments together, separated by March vs. April and statutory (Town Service Officer, Town Tree Warden, etc.) vs. "at will" of the Board (i.e., Energy Committee, PC, etc.) during the week of Feb 22.
2. We would have that as part of a "packet" for a re-organizational meeting on March 3.
3. March 3<sup>rd</sup> agenda would only include:
  - a. 1) the statutory re-organization but NO appointments, and
  - b. 2) a discussion of appointments and its advertising.
4. After the meeting on the 3<sup>rd</sup>, ALL appointments would be advertised on or about March 5 – i.e., advertising for both March and April appointments AND statutory positions identified to finish up re-organization.
  - a. The deadline for the March and statutory re-org appointment applications would be Thursday March 18 (to make the packet) and interviews/appointments would be conducted on March 24.
  - b. Any lingering March appointments not able to be made on March 24 would be conducted on April 14.
  - c. Similarly, April appointment applications would be due on April 22 (for the packet) and interviews/appointments would be conducted on April 28.
  - d. Any lingering April appointments not able to be made on April 28 would be conducted on May 12.

The dates above ASSUME the same regular meeting schedule (i.e., the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month)

Happy to chat about it, just trying to get the ball rolling to make the process work as efficiently and as effectively as possible.

Marcia and Pam (should you win office),

Are you two good with the Board continuing to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday's of the month? That's been the regular meeting schedule for quite some time. Sorry to ask in advance of Town Meeting, but your schedule insight is important to understand as we get closer to the re-organizational meeting. Thank YOU! 😊

Herb

Herbert A. Durfee, III  
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Town of Norwich  
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**From:** claudette brochu [<mailto:cbrochu30@gmail.com>]

**Sent:** Sunday, February 14, 2021 11:13 PM

**To:** Herb Durfee; Roger Arnold; Robert Gere; Mary Layton; John Langhus; Miranda Bergmeier

**Subject:** draft agenda feb 24, 2021

All,

Enclosed is the draft agenda. I have tried to keep it on the lighter side. Herb, I have sent this to all due to the shortened week and Mirnda being out until Friday. Please let us know if there are items we need to include.

I could not find the SB calendar of mtg dates on the website so am unsure if we have a schedule meeting March 3, hence item 9 on agenda. I am also wondering if Herb could provide verbal update for the public on the PD chief plan.

Let me know your thoughts.

C

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..

Updated 3/1/2021

Norwich Town Officers

<u>Agent to Prosecute</u>	<u>Length of term</u>	<u>Term expires</u>
<i>Vacant</i>	1 year term	Elected March 2020
<u>Audit Committee</u> (6 reg.) <i>Vacant, at-large member 3 year term</i> <i>Unspecified, ex officio Selectboard member</i> <i>Unspecified, ex officio Selectboard member</i> <i>Unspecified, ex officio Finance Cmtee member</i> <i>Unspecified, ex officio Finance Cmtee member</i> Cheryl A. Lindberg, <i>ex officio Town Treasurer (or Finance Cmtee member if Town Treasurer not on Finance Cmtee.)</i>		Selectboard appoints at large member March 20XX
<u>Cemetery Commission</u> Emily Myers Bonnie Munday Fred Smith, Jr., Chair Dan Goulet Robert Parker	5 year terms	Elected March 2021 March 2022 March 2023 March 2024 March 2025
<u>Childcare Committee</u> Bob Haynes Rebecca Holcombe, Chair Mary Layton, Secretary (SB liaison) Brian Loeb Neil Odell (School Bd liaison) Jamie Rosenfeld	short-term committee	Selectboard appoints
<u>Conservation Commission</u> Lynnwood Andrews Craig Layne Norman Miller Cheryl Asa Sage McGinley-Smith Chris Rimmer Cody Williams Courtney Dragiff David Hubbard	4 year terms	Selectboard appoints March 31, 2021 March 31, 2022 March 31, 2022 March 31, 2023 March 31, 2023 March 31, 2023 March 31, 2023 March 31, 2024 March 31, 2024
<u>Development Review Board</u> (7 reg., 2 alt.) John Lawe Sue Pitiger John Carroll Don McCabe Stanley Teeter Arline Rotman, Chair Richard Stucker, Vice Chair Matthew W. Stuart, alternate <i>vacant, alternate</i>	3 year terms	Selectboard appoints April 30, 2021 April 30, 2021 April 30, 2022 April 30, 2022 April 30, 2022 April 30, 2023 April 30, 2023 April 30, 2023 April 30, 20__

Updated 3/1/2021

	<u>Length of term</u>	<u>Term expires</u>
<u>Emergency Management Coordinator</u> Herb Durfee, Town Mgr.		Town Manager appoints
<u>Deputy Emergency Management Director</u> Alexander Northern, Fire Chief		Town Manager appoints
<u>ECFiber Governing Board</u> (1 reg., 1 alt.) Irv Thoma Robert Gere, alternate	1 year terms	Selectboard appoints April 30, 2021 April 30, 2021
<u>Energy Committee</u> (at least 5 reg.) Linda Gray, Chair Aaron Lamperti Norman Levy Suzanne Leiter Charles Lindner Susan Hardy Erich Rentz	3 year terms	Selectboard appoints March 31, 2021 March 31, 2021 March 31, 2021 March 31, 2022 March 31, 2022 March 31, 2023 March 31, 2023
<u>Finance Committee</u> (3-7 reg.) Linda Cook Cheryl A. Lindberg, Town Treasurer, <i>ex officio</i>	3 year terms	Selectboard appoints June 30, 2023
<u>Fire Warden</u> (1 reg, 1 deputy)  Linda Cook Alexander Northern, Deputy	5 year terms	State appoints upon Selectboard recommendation June 2023 June 2023
<u>Grand Juror</u> <i>vacant</i>	1 year term	Elected March 20__
<u>GUV Solid Waste Management District</u> (1 reg., 1 alt.) Neil Fulton, Representative Herb Durfee, Alternate	2 year terms	Selectboard appoints March 2021 March 2021
<u>Health Officer</u> (1 reg., 1 deputy) recommendation John Lawe, MD Bonnie Munday, Deputy H.O.	3 year terms	State appoints upon Selectboard  April 2021 May 2022
<u>Historic Preservation Commission</u> (up to __) Bill Aldrich Nancy Osgood, Chair Anne Silberfarb Phil Zea, Vice Chair Deborah Brien Jess Phelps Folger Tuggle	3 year terms	Selectboard appoints April 30, 2021 April 30, 2021 April 30, 2022 April 30, 2022 April 30, 2023 April 30, 2023 April 30, 2023
<u>Justices of the Peace</u> (12 reg.) John Carroll Ernie Ciccotelli Carolyn Clinton Nancy Dean	2 year terms	Elected February 2023 February 2023 February 2023 February 2023

Updated 3/1/2021

Justices of the Peace (cont'd)

	<u>Length of term</u>	<u>Term expires</u>
Fran DeGasta	2 year terms	February 2023
Linda Gray		February 2023
Corlan Johnson		February 2023
Suzanne Leiter		February 2023
Stuart Richards		February 2023
Arline Rotman		February 2023
Emily Scherer		February 2023
Fred Smith, Jr.		February 2023
Jonathan Teller-Elsberg		February 2023

Listers (3 reg.)

		Elected
Doug Wilberding	3 year terms	March 2021
Cheryl Lindberg, Chair		March 2022
Pam Smith		March 2023

Moderator

		Elected
John Carroll	1 year term	March 2021

Norwich School Board (5 reg.)

		Elected
Neil Odell, Dresden Vice Chair	3 year term	March 2021
Kelley Hersey, Vice Chair	3 year term	March 2022
Garrett Palm, Dresden Secretary	2 year term	March 2022
Tom Candon, Chair	3 year term	March 2023
Lisa Christie, Secretary	3 year term	March 2023

Planning Commission (7 reg.)

		Selectboard appoints
Jacqueline Allen	4 year terms	April 30, 2021
Ernie Ciccotelli, Vice Chair		April 30, 2022
Brian Loeb		April 30, 2022
Jeffrey Lubell		April 30, 2022
Melissa Horwitz, Chair		April 30, 2023
Leah Romano		April 30, 2023
Jeff Goodrich		April 30, 2024

Recreation Council (

		Selectboard appoints
Sarah Martin	3 year terms	March 31, 2021
David Bartlett		March 31, 2022
Kristin Fauci, Vice President		March 31, 2022
Ryan Gardner, President		March 31, 2022
Steve Gaughan		March 31, 2022
Cathy Girard		March 31, 2022
Bill Tine		March 31, 2022
Rob Johnson		March 31, 2023
Nina Sablan, Youth Member		

Selectboard (5 reg.)

		Elected
John Langhus	2 year term	March 2021
Mary Layton	3 year term	March 2021
Roger Arnold, Vice Chair	3 year term	March 2022
Claudette Brochu, Chair	2 year term	March 2022
Robert Gere	3 year term	March 2023

Updated 3/1/2021

	<u>Length of term</u>	<u>Term expires</u>
<u>Solid Waste Committee</u> (5 reg.)		Selectboard appoints
Andrew Scherer	TBD terms (2&3 yr terms)	TBD
Alex Thorngren		
<i>Vacant</i>		
<i>Vacant</i>		
<i>Vacant</i>		
<u>Surveyor of Wood and Lumber</u>		Selectboard appoints
David Hubbard	serves until successor named	
<u>Town Clerk</u>		Elected
Bonnie Munday	3 year term	March 2023
Judy Trussell, Assistant	no set term	Town Clerk appoints
<u>Town Service Officer</u>		Selectboard appoints
John Farrell	1 year term	March 2021
<u>Town Treasurer</u>		Elected
Cheryl Lindberg	3 year term	March 2023
Henry Scheier, Assistant	no set term	Town Treasurer appoints
Elaine Waterman, Assistant	no set term	Town Treasurer appoints
<u>Tree Warden</u>		Selectboard appoints
Thad Goodwin	1 year term	March 31, 2021
<u>Trustees of Public Funds</u> (3 reg.)		Elected
Douglas Wilberding	3 year term	March 2021
Cheryl Lindberg	3 year term	March 2022
Pamela Smith	3 year term	March 2023
<u>Two Rivers-Ottauquechee RC</u> (1 reg., 1 alt.)		Selectboard appoints
Rod Francis, Rep.	1 year term	April 30, 2021
<i>Vacant</i> , Alternate	1 year term	April 30, 20XX
<u>Upper Valley River Subcmtee of the CT River Joint Commissions</u>		Selectboard appoints
Melissa Horwitz	no set term	
<u>Watershed Land Management Council</u> (3 reg.)		
David Hubbard, Chair (At Large)	3 year term	March 31, 2022 Selectboard appoints
Will Haslett (Village)	3 year term	2022 Prudential Com appoints
Byron Haynes (Village)	3 year term	March 31, 2022 Selectboard appoints

# 2021 Calendar

## January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2021

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2021

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21	22	23	24	25	26	27
28	29	30	31			

## April 2021

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## May 2021

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30	31					

## June 2021

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

## July 2021

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September 2021

S	M	T	W	T	F	S
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## October 2021

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

## November 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## December 2021

S	M	T	W	T	F	S
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26	27	28	29	30	31	

2021 Holidays		Notes	
<b>Jan 01:</b> New Year's Day	<b>Oct 11:</b> Columbus Day	<b>XX red font</b> = holiday	
<b>Jan 18:</b> Martin Luther King Day	<b>Nov 11:</b> Veterans' Day		11/17 possible alt. SB mtg to
<b>Feb 15:</b> Presidents Day	<b>Nov 25:</b> Thanksgiving	<b>XX blue</b> = Selectboard mtg	avoid night before Thanksgiving
<b>May 31:</b> Memorial Day	<b>Nov 26:</b> Day after Thanksgiving		
<b>Jul 05:</b> Independence Day(observ)	<b>Dec 24:</b> Christmas Day(observ)	<b>XX green</b> = materials due by 3pm	
<b>Sep 06:</b> Labor Day		for next SB meeting packet	Kramer\payroll\2021 calendar.doc





**TOWN OF NORWICH SELECTBOARD  
PROCEDURE FOR RECEIPT OF RESIDENT CORRESPONDENCE**

Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople.

All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 3 pm of the preceding Thursday. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Town Manager and Selectboard Chair will review correspondence to identify those items that require Selectboard action. The Town Manager, Selectboard Chair or a designated representative will provide a brief oral review of all correspondence during the appropriate segment of the meeting agenda, and will include the name of the writer and a summary of the content of the correspondence. At the meeting, such correspondence will be reviewed, and where appropriate, voted on individually. The Board will determine whether a response is required from the Board.

When correspondence is received in the Town Offices a letter or email will be sent to the sender of each piece of such correspondence to acknowledge the Board's receipt of correspondence addressed to the Board and to indicate at what Selectboard meeting it will formally be received.

Hard copies will be made available upon request, in compliance with the State of Vermont retention time-table for municipal records, by the Town Manager's Office and will be posted on the Town's website. Selectboard correspondence can be viewed within Selectboard meeting packets.

The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read their correspondence into the record.

All correspondence not requiring Selectboard action will be received in one motion.

ADOPTED by the Norwich Selectboard on March 5, 2019.

\_\_\_\_\_  
Selectboard Chair

Effective Date: March 5, 2019



**Town of Norwich Selectboard  
Rules for Conduct of Regular and Special Meetings**

Whereas, the Selectboard is the governing body of the Town; and  
Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town; and  
Whereas, the Selectboard is required by law to make decisions in public, unless statutorily exempted;  
and Whereas, the public is entitled to a reasonable opportunity to express its opinion on matters  
considered by the Selectboard so long as order is maintained; and  
Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules  
established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. Absent a quorum the only action, which may be considered, is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda:
  - 4.1. Board members and the town manager may propose agenda items at a prior meeting or by email.
  - 4.2. Members should submit supporting information for inclusion in the packet by 9 am three business days before a meeting, where practical.
  - 4.3. The Chair finalizes the order of the agenda by noon three business days before a meeting, when practical.
  - 4.4. Changes may be made by consensus or by a vote of the Board at the beginning of regular meetings.
  - 4.5. Material introduced after the packet has been finalized shall be included in a subsequent packet for the record.
  - 4.6. Appointments and hearings may be allotted specific times.
  - 4.7. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting.
  - 4.8. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a time to be approved by a majority of the board.
  - 4.9. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure. A majority of the board may overrule the chair as a point of order.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).

10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.
11. These rules may be amended by majority vote of the Selectboard, and such rules must be adopted annually at the organizational meeting.

ADOPTED by the Norwich Selectboard on March 13, 2019.

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Selectboard Chair

Effective Date: March 13, 2019