

## Town of Norwood Board of Trustees

Wednesday, May 8, 2024

Regular Session 7:00pm

NORWOOD COMMUNITY CENTER 1670 Naturita St, Norwood, CO 81423- And - Via Zoom

### CALL TO ORDER:

The regular meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 7:00pm.

### ATTENDANCE:

Mayor, Candy Meehan	PRESENT	Trustee, Shawn Fallon	PRESENT
Trustee, Michael Grady	PRESENT	Trustee, Morgan Rummel	PRESENT
Trustee, Niven Drybrough	PRESENT	Town Clerk, Amanda Pierce	PRESENT
Town Manager, Deana Sherriff	PRESENT	Deputy Town Clerk, Becky Hannigan	PRESENT
Public Works Director, Randy Harris	PRESENT		

**Others:** Multiple community members via Zoom. Those in person are asked to sign in on the sign in sheet.

### PUBLIC COMMENT:

**Mike Grafmyer, as a taxpayer** – Mr. Grafmyer handed out papers to the board. He stated after last month's board meeting, he gave the mayor the benefit of the doubt but did more research on the attorney bills. He pointed out the following facts that he found: fact one, the Mayor began conversations with the attorney in October of 2023 and did not have permission from the board of trustees until the November meeting at which time she asked for the boards consent to engage with David Reed about updating the IGA (Intergovernmental Agreement) with the Norwood Water Commission and the Norwood Sanitation District, the November minutes do not show that she had consent but the attorney bill for \$405 before the Mayor had verbal consent. Fact two, \$4,460 was spent with the attorney before there was even a mention of an IGA which did not occur until 12-14 (he pointed out to the board the documents he handed out with highlights showing the facts that he was speaking about). Fact three, a total of \$7,077 was spent on researching dissolution of the Sanitation District. Fact four, the mayor stated she had discussion in hopes of gaining knowledge on what would need to be done if the Norwood Sanitation District had a large failure or financial need yet the first mention of the Norwood Sanitation District with the attorney on March 6<sup>th</sup> was not "what needs to be done" but it was "Potential to absorb Norwood Sanitation District and is it even legally constituted". Fact five, at last month's meeting concerning the memo sent from the attorney regarding the dissolution of the sewer district she said she had not saw the document, yet all the board members had received the document on 3-22 and the mayo spent two days on March 18<sup>th</sup> and March 20<sup>th</sup> reviewing and revising the document. Fact six, only \$3,772.50 were spent on the IGA. Mr. Grafmyer stated that the attorney bills through the months of March total \$13,996.50. Grafmyer stated the mayor had the bill presented to you under the line item of Law Firm for the IGA. Mr. Grafmyer stated that this is very unethical as the trustees were kept in the dark on what was being discussed with the attorney. He encouraged the board members to look very hard at the attorney bills as he was unable to analyze \$5,705 as there was no subject to what was being discussed. Mr. Grafmyer stated that he believes we have witnessed a breach of faith and trust and an impeachable offense and showed where he listed the state statutes on the papers he had given the board.

- Mayor Meehan called on Nancy Willis, but Nancy stated she did not want to speak.
- Mayor Meehan asked if Mr. Nelson wanted to speak and he said no.
- Mayor Meehan called on Kerry Welch, but Kerry stated that she would like to speak in stakeholders report.

**Bernice White** – She stated she wanted to answer Shawn's questions, but Mayor Meehan stated in public comment the board is not allowed to ask "you" questions. Bernice stated, "well I just wanted to answer his questions." Mrs. White stated at the last meeting, or two meetings ago, she was gone due to her heart, but she got better. When she got better she saw the proclamation and she called everyone on her board and asked "why? What are we doing? what is the documentation?" and she stated she was told that the documents would be

brought to her and show her the proof and they did not have time for her. She then had time to review the minutes from the meeting that she was not able to attend, at which point she then felt that it made sense after reviewing the minutes. She stated she was nervous about signing something like that since she did not agree with all of it. Mrs. White then contacted her lawyer that she personally pays for and asked, "is this legal"? And her attorney told her "No. Who wrote this, a third grader?" and she responded to her attorney "I don't know who wrote it because no one will tell me." Her attorney advised her that "they should of wrote three or four things that they didn't like and documented it and placed that with the no confidence letter." She then called her niece who is also a lawyer, but does not charge her, who stated "This is not legal at all. They are just making you sign it because you are the president of the board. Just sign it, Bernice White – under duress per lawyer." Bernice then explained that she had asked to understand and said that no one would tell her anything except that she was stupid, and they would show her later (explained as she looked into the gallery). Bernice continued to state that since then she has done a ton of work and she said she think "we have some problems." Mr. Grafmyer then responded that he never called her stupid, she told him that he did, and he stated again that he did not. Bernice then sat down and stated that is all she has.

- Mayor Meehan then asked for a point of decorum.
- Mayor Meehan then asked if there was anyone else in the gallery who would like to speak but would like to speak under public comment. She also turned around to ask the online gallery if there was anyone that would like to speak. Ask if there was then to raise their hand and give a moment to get them unmuted. Alex Pape then unmuted himself and asked to speak and Mayor Meehan told him to "go ahead."

**Alex Pape** – He stated, "at that last board meeting it seemed to me that despite we had pretty strong support for Mayor Meehan there it seemed like a lot of the board members already had their minds made up and that kind of rubbed him the wrong way." He stated the meeting minutes recorded a unanimous vote against the mayor last time and that was factually incorrect, and he hopes that has been corrected. Alex stated that some of the statements made by certain board members are concerning to him. He stated that one member said, "if you want to recall me go ahead" and he did not think that was productive. Another statement he said was made was "it has been like this for 20 years, so that's the way it should be" and Alex does not agree with that sentiment and felt that indicates some of change we need, which he said Bernice also indicated. Alex also brought up the "whole not recording the meeting last time and I don't think I even need to go into that" and he felt that was "kind of suspicious." Mr. Pape stated the public support during the meeting for Mayor Meehan during that meeting was just to pose for a pre-determined outcome. He then finalized with "that is all I have to say."

- Mayor Meehan asked again if the online gallery if anyone needed to speak and no one spoke up.
- Morgan Rummel asked what meeting Alex Pape was referring to in his comments and Mayor Meehan responded that it was the Norwood Sanitation Meeting.
- Kris Holstrum then raised her hand to speak online.

**Kris Holstrum** – Kris Holstrum stated that she would like to agree with what Alex said. She was also at the meeting, and she stated that he expressed what she expressed in the letter.

- Mayor Meehan asked one more time if anyone wanted to speak and no one spoke up.
- Mayor Meehan wanted to remind the board "public comment is the opportunity for the community to talk to us, for us to listen, and not for us to respond. I appreciate your document submission and I will take it under advisement." She stated that they will now move onto the consent agenda.

#### **CONSENT AGENDA:**

- a) Minutes of April 10, 2024
- b) Minutes of April 23, 2024
- c) April Financials
- d) Sexual Assault Awareness Month Proclamation
- e) Mental Health Awareness Proclamation
- f) Apraxia Awareness Day May 14th Proclamation
- g) FRESH Foundation MOU Letter of Commitment
- h) Legal Service Agreement Approval, Dufford and Waldeck
- i) Intergovernmental Agreement (IGA) with San Miguel County for Weed Mitigation
- j) Letter of Agreement for Town Manager

**MOTION:** Shawn Fallon motioned to move item D into board business.

- a. Niven Drybrough seconded.
- b. All approved. Motion Passed

**MOTION:** Mike Grady motioned to move item H into board business.

- a. Niven Drybrough seconded.
- b. All approved. Motion Passed

**MOTION:** Morgan Rummel motioned to move item J into board business.

- a. Shawn Fallon seconded.
- b. All approved. Motion Passed

**MOTION:** Shawn Fallon motioned to approve items A, B, C, D, F, G, and I on the consent agenda.

- a. Morgan Rummel seconded.
- b. All approved. Motion Passed

**BOARD BUSINESS:**

**Item E moved from consent agenda, Mental Health Awareness Proclamation**

Read by Mayor Candy Meehan, Tri County Health's staff were appreciative for the reading and acknowledgement.

**Item H moved from consent agenda, Legal Service Agreement Approval, Dufford and Waldeck**

Michael Grady would like to have a work session to discuss this further. The board gave staff directions to get a work session scheduled.

**Item J moved from consent agenda, Letter of Agreement for Town Manager**

**MOTION:** Micheal Grady motioned to approve the letter of agreement for the Town Manager.

- a. Niven Drybrough seconded.
- b. All approved. Motion passed.

**Technical Assistance Grant Funding Request of \$1000 for West End Sustainability Plan**

**MOTION:** Shawn Fallon motioned to approve the Technical Assistance Grant funding request of \$1000. For the West End Sustainability Plan.

- a. Michael Grady seconded.
- b. All approved. Motion passed.

**Sponsorship Request of \$500 for Norwood Wrestling Camp**

Mason Harris, Lakota Barringer, and Coulter Shumway presented the request for \$500 for the summer wrestling camp in June that they are bringing to the Town of Norwood. Should have 50 to 60 people in attendance with the kids registered.

**MOTION:** Morgan Rummel motioned to approve the \$500 for the Norwood Youth Wrestling camp.

- a. Niven Drybrough seconded.
- b. All approved. Motion passed.

**Request for Proposal Approval on Drainage Study**

**MOTION:** Micheal Grady motioned to approve the request for proposal on the drainage study with SGM.

- a. Morgan Rummel seconded.
- b. All approved. Motion passed.

**Trap, Neuter, and Release (TNR) Agreement and Town Responsibility, Hoof and Paw**

Presented by Laura Denny with Hoof and Paw. TNR date set for June and July with Second Chance in Ridgway amount of ask is now \$1000 matching and not \$1500. Amanda Pierce shared facility and staff concerns and thought vouchers May be an option. The community had concerns about their cats being trapped and taken in

when they were not stray. Laura Denny stated it happens, but cats will be released in the same place they were trapped. Additionally, Hoof and Paw would do extensive community outreach to ensure everyone was knowledgeable about when they would be trapping.

**MOTION:** Shawn Fallon motioned to table the Trap, Neuter, and Release Agreement.

- a. Niven Drybrough seconded.
- b. All approved. Motion passed.

The board gave staff direction to work out the details of the agreement with Hoof and Paw. Laura Denny stated she would reach out to staff once a discussion was had with her team.

**Waiver of Conflict of Interest – NWC hiring of Rob Pierce from Dufford & Waldeck**

**MOTION:** Michael Grady motioned to approve the waiver of conflict of interest for Norwood Water Commission hiring Rob Pierce from Dufford and Waldeck.

- a. Morgan Rummel seconded.
- b. All approved. Motion passed.

**Letter of Opposition for Wright’s Mesa Rural Agriculture Large Scale Solar Development to San Miguel County Commissioners, Candy Meehan**

**MOTION:** Morgan Rummel motioned to table the letter of opposition for the Wright’s Mesa Rural Agriculture large scale solar development to San Miguel County Commissioners.

- a. Shawn Fallon seconded.
- b. All approved. Motion passed.

**RESOLUTION NO. 0508 SERIES 2024: A RESOLUTION AUTHORIZING TOWN OF NORWOOD TO JOIN WITH OTHER LOCAL GOVERNMENTS AS A PARTICIPANT TO POOL FUNDS FOR INVESTMENTS**

**MOTION:** Shawn Fallon motioned to approve Resolution No. 0508 Series 2024, Authorizing the Town of Norwood to join with other local governments as a participant to pool funds for investments.

- a. Niven Drybrough seconded.
- b. All approved. Motion passed.

**Retail Fermented Malt Beverage and Wine Liquor License Renewal, Norwood Grocery LLC dba Clarks Market at 1435 Grand Ave Norwood, CO 81423**

**MOTION:** Morgan Rummel motioned to approve the Retail Fermented Malt beverage and Wine Liquor License Renewal Norwood Grocery LLC dba Clark’s Market contingent on the payment fee.

- a. Shawn Fallon seconded.
- b. All approved. Motion passed.

**Mayor Pro Tem Appointment**

Niven Drybrough nominated Shawn Fallon. Michael Grady nominated Morgan Rummel. Votes for Shawn Fallon were Michael Grady, Niven Drybrough, Candy Meehan, and himself. Votes for Morgan Rummel - himself. Candy Meehan declares Shawn Fallon as Mayor Pro Tem.

**SPECIAL DISTRICT AND STAKEHOLDER REPORTS:**

**Liza with Norwood Parks and Rec** - All the activities they are working on, a Dance Party this weekend, Saturday night at the Livery is back Honky Tonk Hissy Fit play is June 7<sup>th</sup> and eighth and ninth, Music on the Mesa June 16<sup>th</sup>, and working on building of the Kiosk with the school. Still working on the Kiosk MOU and would like Kiosk to be up by the end of June.

**Mike Grafmyer, Norwood Sanitation District representative** – Mr. Grafmyer read Resolution NO. 0123 series 2024 Vote of No Confidence in the Norwood Town Mayor. Grafmyer stated the vote from NSD was 3 to 1, chair does not vote unless there is a tie.

Also asked about the work session that was mentioned in the last board meeting and not seeing anything scheduled yet. Deana spoke to that and said she was sending out a doodle poll to get the date worked out.

Mayor Meehan had documentation stating that direction went to Patti Grafmyer (then Town Manager) to have the request put on an agenda, was in the mayor's report, and summary minutes from November meeting that Mayor Meehan was given permission by the board to talk to the attorney about the IGA.

Kerry Welch requested that the last Cora request she made of the attorney bills be given to the board.

**MOTION:** Morgan Rummel motioned to get a work session scheduled sooner than later to get an IGA drafted with the Norwood Water Commission and Norwood Sanitation District.

- a. Michael Grady seconded.
- b. Discussion no vote.

#### **STAFF REPORTS:**

**San Miguel Sheriff's Office Calls for Service – None**

**Public Works Director, Randy Harris –**

- Bought a used Mini Excavator.
- Replacing culverts going outside on town
- Town has planted grass around Pinion to take care of the dirt.
- Will be working on alleys with road base to fill the potholes.

**Town Clerk, Amanda Pierce – written report and wanted to point out the following.**

- Applying for a grant for better audio / visual for board meeting to be more ADA compliant.
- The board needs to decide who is presenting the high school scholarship at graduation on May 25th.
  - The board decided that Shawn Fallon will present the scholarship at graduation on May 25th.

**Town Manager, Deana Sherriff – written report**

- Deana read the 120 Day Accomplishment Report, and it was a written report.
- Motion Sense Therapy Lease Agreement expiring June 30, 2024, will need to be on next month's agenda and she will send out recommendations.

#### **MAYOR AND TRUSTEE REPORTS:**

**Mayor Meehan – Full written report was reviewed.**

- Talked to the CAFY group about helping with the Star-Spangled Saturday with the town.
- Club 20 will be hosting a policy conference in Nucla and Naturita on the 25<sup>th</sup> and 26<sup>th</sup> of July.

**Shawn Fallon –**

- Going to Sanitation meetings to learn more.

**Morgan Rummel –**

- Will find out next Wednesday if the school received the BEST grant.
- Put out a request for an Interim Superintendent.

**Michael Grady –**

- Wanted to thank the staff for all their hard work.

**Niven Drybrough –**

- Worked on the high school scholarship committee. They had so many great applicants.

#### **EXECUTIVE SESSION**

None

**ADJOURN:**

**MOTION:** Shawn Fallon made a motion to adjourn at 9:22pm

- a. Niven Drybrough seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

\_\_\_\_\_  
Minutes Taken by: Becky Hannigan, Deputy Town Clerk

\_\_\_\_\_  
Amanda Pierce, Town Clerk

# NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, June 12, 2024

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

## WORK SESSION:

- a. Letter regarding solar project
- b. Scheduled office hours for “drop in” appointments for Board of Trustee members.
- c. CORA Procedures and Fee Schedule
- d. Acknowledgement of Abatement of Dangerous Buildings Information

## CALL TO ORDER:

The regular meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 7:00pm.

## BOARD ATTENDANCE:

**MAYOR - CANDY MEEHAN**

**MAYOR PRO TEM - SHAWN FALLON**

**TRUSTEE – NIVEN DRYBROUGH**

**TRUSTEE – MORGAN RUMMEL**

**TRUSTEE – MICHAEL GRADY**

## STAFF ATTENDANCE:

**TOWN MANAGER – DEANA SHERIFF**

**TOWN CLERK – AMANDA PIERCE**

**PUBLIC WORKS DIRECTOR – RANDY HARRIS**

**DEPUTY TOWN CLERK – BECKY HANNIGAN**

**OTHER ATTENDANCE:** Multiple community members via Zoom. Those in person are asked to sign in on the sign in sheet.

## PUBLIC COMMENT:

None

## SPECIAL DISTRICT AND STAKEHOLDER REPORTS:

None

## CONSENT AGENDA:

- a. **Minutes of May 8, 2024**
- b. **May Financials**
- c. **Proclamation Declaring the Month of June Immigrant Heritage Month**
- d. **Resolution No 0615 Series: 2024 A RESOLUTION DESIGNATING COLOTRUST MONEY MARKET INTEREST FOR GRANT MATCHING**

Shawn Fallon would like to make changes to the minutes. He felt that reading the minutes, it was biased against the mayor specifically the information from Alex Pape and Bernice White, and Mike Grafmyer. Amanda Pierce asked what exactly he would like changed and he stated he did not know because he didn't remember how the meeting went with what Pape and Bernice said. Amanda suggested holding off on approving the minutes and she would change verbatim what was discussed and minutes could be approved in June.

**MOTION:** Shawn Fallon motioned to move the May minutes to June.

- a. Niven Drybrough seconded.
- b. All approved. Motion Passed

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**MOTION:** Morgan Rummel motioned to approve Items B through D.

- a. Shawn Fallon seconded.

Michael Grady would like to take the legal expenses out of the May Financials and put them into board business when they talk about Legal Services Agreement. Mayor Meehan asked if everyone was good with that and none of the board declined. Mayor Meehan asked clarifying questions to Michael Grady to see if he wanted to talk about the legal expenses that happened in May or future legal expenses. He stated he wanted to discuss the legal expenses from April that were paid in May, but all other May financials were fine.

- b. Morgan Rummel motion did not go to vote.

**MOTION:** Michael Grady motioned to move Item B to board business.

- a. Niven Drybrough seconded.
- b. All approved. Motion Passed.

**MOTION:** Niven Drybrough motioned to approve Consent Agenda Items C and D.

- a. Morgan Rummel seconded.
- b. All approved. Motion Passed.

## SPECIAL DISTRICT AND STAKEHOLDER REPORTS:

Mayor Meehan explained that we moved items around and stakeholders will be top of the agenda going forward. **Liza Tanguay, Norwood Park and Rec** – Music on the Mesa this Sunday and they appreciate all the towns' support with that. Happening Kiosk is getting ready to start actively working on execution of it. She also thanked Shawn Fallon for his help.

## BOARD BUSINESS:

### a. Youth Community Sculpture Build, Rocky Mountain Arts

Introducing an initiative and produce the community youth sculpture build that would be a permanent sculpture in town. Their ideal location would be at the Lone Cone Library but the possibility of a location in Town Park could also be an opportunity. They did not have any Norwood participants so that is why their focus will be Norwood. The board gave staff direction to continue to engage and see how we can help. Deana stated she would be the main contact.

### b. Music on the Mesa Update, Daiva Chesonis

Daiva Chesnois talked about the new merch that has come in. She also talked about food vendors and all the other vendors that are planning on attending. The Emergency Response guide was put together by San Miguel County and Heather King as onsite EMT. After party at the Lone Cone Saloon. She thanked Amanda for quick turn around for putting information on the Town website and Randy for help with barriers.

### c. Motion Sense Lease Agreement

Grover Price, Owner, and Physical Therapist at Motion Sense stated the main reasons for the lease change. He stated it was mostly sewer maintenance since that has been a know issue since the library was there and previously the Town paid for it, but he had to pay for it this year. He does not feel he should be responsible for that utility; he would also like to see more maintenance such as cleaning out the gutters which is causing the back door to the office to rot.

Deana Sheriff agreed that the Town should take responsibility for the cleanout of the lines. She also brought up that Grover is paying \$300 a month and that the current market rate for a commercial building in this area is between \$800 and \$1200 a month. Grover then stated that when he came four years ago, he offered to pay full price. The reason he pays such a low rate now is to better serve the community since the Town owns the building. If the rate is increased too much, he will have to increase his cost per patient and will not be able to take Medicaid patients. She also mentioned the other change that his current lease says he cannot sublease but the Town knows that he is subleasing and has not said anything. We did run this lease by the attorney last year. She stated the insurance has gone up significantly. She suggested \$750 a month plus an additional \$100 a month per tenant, so



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we know who is in the building and if they require licensing. More discussion was made about why Grover felt rent should not be increased and he discussed his current subleasing situation. The board discussed further on thoughts. Shawn Fallon felt the Town should take a loss if we had to, to ensure we kept the service available to the community. Niven Drybrough also felt we should leave it as it is. Michael Grady felt we could allow staff to find middle ground. The board all agreed the asset it is for Grover to be in our community. Mayor Meehan would like to have a breakdown of the increase of insurance and see if the breakdown constituted an increase or to remain the same. The board discussed an increase to \$450 with him subleasing contingent on the Town knowing they are licensed, and everyone has a business license. Grover agreed.

**MOTION:** Shawn Fallon made a motion to approve the lease for \$450 with a subletter to Grover.

- a. Michael Grady seconded.
- b. All approved. Motion Passed.

Grover brought up again the need for a new back door that could be sliding door or French door, he did not care. He also stated it could be prevented with regular maintenance to the gutters and outside of the building that he has been doing himself. Niven Drybrough asked if staff was receptive, and Grover stated it has been a while since he had reached out, but he had contacted admin and public works directly. It was decided that all work needed to be done should go directly through Deana Sheriff and she would create the work order-based on the lease agreement. Amanda Pierce mentioned the fact that the lease stated Town was not responsible for some of those items and she did not want Public Works to get thrown under the bus for not doing their job when they were. Shawn Fallon read the lease and did reiterate to Grover that it said he was responsible for the outside maintenance. Mayor Meehan said we would move forward to what the lease says now with changes to the line maintenance and increase in rent that were just made.

#### **d. (added) May Financials**

Michael Grady brought up how starting in April he was mentioning the increase and almost over budget of attorney expenses. He stated it does look like it is slowing down which he appreciates. He looked at the legal agreement and felt that the expenses that have been accrued should be able to be released. He felt that the board should be able to decide if they want to give that authority to staff to release it and not redact or run it by the attorney every time. Mayor Meehan mentioned concerns that the Town would be giving up their protection of attorney-client privilege. Amanda Pierce brought up that staff had discussed that concern with Mr. Reed (attorney), and he said the Town could allow that release, but he would want to discuss it with the board before they made that decision. Shawn Fallon asked if we get charged for every CORA request and staff stated yes but only \$150 has been charged due to the new direction of attorney reviewing those requests going forward. Michael Grady said he hopes legal expenses decrease unless it is only necessary, and the board should be able to allow information to be released. Michael Grady said he was glad to know based on what Mayor Meehan stated that they are under budget, Mayor Meehan stated with her contribution it will take them under budget. Amanda Pierce attempted to explain to the board that they were currently still over as of now since one of the invoices was received at the end of December, so it was paid in January. Michael Grady would just like to ensure we bring expenses down.

Kerry Welch asked to speak, and she was given the opportunity to speak. Kerry Welch stated that she received blanked out invoices and she wanted to know how she could get the actual information on the invoices. She stated that according to statute she could get that information if the board approved it. Deana Sheriff stated that Kerry Welch could ask to be on the agenda to request special permission for an unredacted invoice. Mayor Meehan reiterated that they need to seek legal counsel opinion as well and everyone agreed that they were not hiding anything but did not want to talk with David Reed. Morgan Rummel asked if we could get David Reed's opinion on it. Michael Grady said we could always get an email on why it is a "big deal." Michael Grady would just like answers on why the Town cannot release invoices without redaction. Mayor Meehan asked that we "bring it back in" and asked if there were anymore questions about the May financials. And there were none.

**MOTION:** Shawn Fallon made a motion to approve the May Financials.

- a. Niven Drybrough seconded.
- b. All approved. Motion Passed.

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## e. Approve Legal Services Agreement for Town Attorney with Dufford and Waldeck

Niven Drybrough would like to for “us” to investigate the pros and cons of a retainer to ideally help stay within budget. Mayor Meehan clarified and asked if he would like for staff to ask the question of the attorney and get a response from the board, and he agreed.

Michael Grady stated he found an error. Section 13 states... the March 21, 2024, agreement supersedes the December 04, 2023, but it should say May 3<sup>rd</sup> agreement supersedes.... Mayor Meehan stated no however Deana Sheriff agreed with Mr. Grady that that was a typo, and it should be corrected. Mayor Meehan stated, “so amended.” Michael Grady went on to state, since we do not have a March agreement, only the December agreement. He also stated a couple other updates that are on the current agreement such as new contacts being Amanda Pierce and Deana sheriff and Mayor Meehan if the other two administrators are not available. Deana stated that “Amanda and I are short, sweet and to the point with the attorneys when we need them.”

Kerry Welch from the public stated that if there is just one board member on the contract that it should be relayed to the rest of the board if there are decisions made. Mayor Meehan replied to her that “There are not decisions made, I am just looped in with the information. There is no need for me to have any contact unless Deana or Amanda are unavailable.” She made sure there were no other things from Mrs. Welch, and there were none. Mayor Meehan would like to continue with the legal services agreement with amended date change.

**MOTION:** Niven Drybrough motioned to approve the legal services agreement with town attorney Dufford and Waldeck with amendments noted.

- a. Michael Grady seconded.
- b. All approved. Motion Passed.

## STAFF REPORTS:

**San Miguel Sheriff’s Office Calls for Service** – Sergeant Donellan will start presenting in person calls for service. He will only be able to answer questions about patrol. Shawn Fallon asked about speeding on back streets since the Sheriff’s Office is mostly on the highway. Sergeant Donnellan reiterated that they can working on speeding on back streets. He described their platoon style and Lane Masters is his partner as the other patrol sergeant. Deana sheriff asked if there was anything that the Town could do to support the sheriff’s office. Sargeant Donnellan said that updating the code would be helpful, but he knows we are working on it.

**Public Works Director, Randy Harris** – Raw water should be on until July 15, purchased a mini ex, working on potholes, splashpad is up and going, the guys have been working on a new drip system at pocket park and cleaning up the flowerbed.

**Town Clerk, Amanda Pierce** – Gave an update about BRECC and the West End Sustainability Plan. Wrote a grant to CDOT for completion of pocket park construction from conceptual plans, working on ADA accessible documents and website, working with Brownfield on school property for a community input conceptual plan for what the town could do for that project, going to be applying end of year for GOCO grant for town park completion. Deana Sheriff reminded Amanda of security grant and Amanda explained about the high grant cost for the SiPA micro grant that we were not able to apply for, but she is still going to try and apply for another grant to make the board meetings more ADA accessible. Amanda Pierce also mentioned the water treatment plant security cameras. Amanda had written a grant to get security cameras out at the water treatment plant but unfortunately was going to have to turn back since CAM electric failed to write in their labor to the quote. She presented to the water commission last night the difference of \$8600 and asked if they would be willing to continue with the grant and pay that difference out of pocket, they agreed but would love the help of the Town Board. Shawn Fallon would like to fund the remaining difference. Morgan Rummel asked Deana if we had the funds and she said yes. Mayor Meehan asked for a motion.

**MOTION:** Morgan Rummel made a motion to approve using Town funds to pay for the security system at the water plant up to \$8600.

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- a. Niven Drybrough seconded.
- b. All approved. Motion Passed.

**Town Manager, Deana Sherriff** – She thought she submitted her report but had not. Working on moving of Colotrust funds but having difficulty working on things for the website for accessibility, she stated that staff has been working her their tail off. She will send her written report in the morning.

## MAYOR AND TRUSTEE REPORTS:

**Mayor Meehan** – working on solar stuff, discussed Star Spangled Saturday and her and Amanda talked about chamber up. She represented the Town after being privately invited two times for Senator Bennett regarding Dolores River National Monument. She went to a Geothermal workshop in Montrose. Protect Wrights Mesa is still meeting twice monthly, going to BOCC meetings, San Miguel Water Conservancy District has a meeting on the 17h to pick the new applicant for the Water Commission. Club 20 meeting in Naturita is coming up. CML training, completed second Harvard certificate and no changes to administration request except needing new board training. Mayor Meehan asked if Michael Grady would like to take on the Norwood Fire District liaison, he said he would like more information and asked Candy to send him some more info. She resigned her CFO position with the fire department. She will reach out to the library board to see if they want a liaison. She would like a 6-month budget review of financials. She asked if July 24<sup>th</sup> would work, she deferred staff to decide what type of meeting it should be (work session or special meeting). Discussion about a more permanent solution for a computer downstairs for board meetings. Kerry Welch said she would work with Amanda on ideas.

**Shawn Fallon** – Going to water meeting and he liked how that meeting went, and Candy agreed. He stepped up to help with lights at the play.

**Morgan Rummel** – Found a new superintendent at the school. School needs bus drivers too. Mayor Meehan said that All Point Transit is also looking for drivers.

**Michael Grady** – He brought up the Norwood Scholarship and he announced Sohpie “Jai” Sanchez. He said all the applicants were great, but they thought she was a wonderful candidate and wanted to acknowledge her. Shawn was not able to attend to present but Morgan said that Rick Williams presented it.

**Niven Drybrough** – None

Amanda Pierce explained the YouTube videos for board training from CIRSA and Mayor Meehan said she was ordering some Roberts Rules of Order pamphlet for everyone.

## EXECUTIVE SESSION

None

## ADJOURN:

**MOTION:** Morgan Rummel made a motion to adjourn at 9:26pm

- a. Shawn Fallon seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

# NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, June 12, 2024

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

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Minutes Taken by: Becky Hannigan, Deputy Town Clerk

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Amanda Pierce, Town Clerk

**TOWN OF NORWOOD**  
**ACCOUNTS PAYABLE - Paid June 2024**

				<b>TOWN PAID</b>	<b>NWC Portion</b>	<b>NSD Portion</b>
<b>PD-AD</b>	1022250	Aflac	Employee Insurance	\$ 791.26	\$ -	\$ -
<b>PD</b>	1060280	AT&T / First Net	Cell Phones	\$ 115.05	\$ 104.29	\$ 45.69
<b>PD-CC</b>	1043210	Adobe Inc.	Adobe Pro	\$ 217.27	\$ -	\$ -
<b>PD-CC</b>	1043450	Amazon	Star Spangled Saturday Supplies	\$ 674.09	\$ -	\$ -
<b>PD-CC</b>	1043240	Amazon	Shipping Labels	\$ 19.83	\$ 19.83	\$ -
<b>PD-CC</b>	1043240	Amazon	Outdoor Bulletin Board Frames	\$ 117.58	\$ -	\$ -
<b>PD</b>	1052275	Black Hills Energy	CC Gas	\$ 114.01	\$ -	\$ -
<b>PD</b>	1060270	Bruin Waste Mngt.	PW Trash Service	\$ 41.73	\$ -	\$ -
<b>PD</b>	1052495	Bruin Waste Mngt.	Trash Service -1670 Naturita Street	\$ 179.76	\$ -	\$ -
<b>PD</b>	1060270	Bruin Waste Mngt.	Trash Service - 2096 Ct Rd Y43	\$ 118.77	\$ -	\$ -
<b>PD</b>	1060480	Capital One Trade Credit	Equipment Repairs/Maintenance	\$ 444.81	\$ -	\$ -
<b>PD</b>	1043250	Cassell Inc.	Direct Deposit Support and Maint.	\$ 158.66	\$ 158.66	\$ 158.66
<b>PD</b>	1043280	Clearnetworkx	Office Phones and Internet	\$ 260.00	\$ -	\$ -
<b>PD</b>	1043132	CEBT	Employee Insurance	\$ 3,082.23	\$ 3,267.78	\$ 1,136.99
<b>PD</b>	1052260	Clearnetworkx	Community Center	\$ 260.00	\$ -	\$ -
<b>PD</b>	1043210	CMCA	Town Clerk Membership	\$ 130.00	\$ -	\$ -
<b>PD</b>	1043210	CMCA	Clerk Institute Membership	\$ 1,400.00	\$ -	\$ -
<b>PD</b>	1043230	Deana Sherrif	CML Reimbursement Mileage, Food	\$ 552.53	\$ -	\$ -
<b>PD</b>	1050310	Dufford Waldeck	Legal Services	\$ 849.00	\$ -	\$ -
<b>PD-CC</b>	1041230	Embassy Suites	Candy Meehan CML Conference Hotel	\$ 572.64	\$ -	\$ -
<b>PD-CC</b>	1043230	Embassy Suites	Deana Sheriff CML Conference Hotel	\$ 572.64	\$ -	\$ -
<b>PD</b>	1042310	Law Office of Daniel Zemke	Municipal Judge	\$ 300.00	\$ -	\$ -
<b>PD</b>	1060250	Norwood Pit Stop	Vehicle Maint Supplies	\$ 210.33	\$ -	\$ -
<b>PD</b>	1043428	Norwood Roping Club	Bronze Buckle Sponsorship	\$ 500.00	\$ -	\$ -
<b>PD</b>	1043455	Norwood Cemenetary Assoc.	Donation	\$ 1,000.00	\$ -	\$ -
<b>PD</b>	1043285	NWC-Town	Employee Water (April, May, June)	\$ 180.00	\$ -	\$ -
<b>PD</b>	1080603	PST Engineering	Safer Sidewalks Project	\$ 1,364.89	\$ -	\$ -
<b>PD</b>	1060480	United Company	Asphalt	\$ 447.07	\$ -	\$ -
<b>PD</b>	1060270	San Miguel Power	Lights & Flashers	\$ 579.11	\$ -	\$ -
<b>PD</b>	1043270	San Miguel Power	1130 Lucerne	\$ 25.00	\$ -	\$ -
<b>PD</b>	1043270	San Miguel Power	1475 S, Pine	\$ 154.00	\$ -	\$ -
<b>PD</b>	1052270	San Miguel Power	1670 Naturita	\$ 169.10	\$ -	\$ -
<b>PD</b>	1060270	San Miguel Power	2096 County Rd Y43	\$ 99.23	\$ -	\$ -
<b>PD</b>	1080601	San Miguel Power	16 Grand Ave Street Lights	\$ 8,665.65	\$ -	\$ -
<b>PD</b>	1060460	Sam's Service	Fuel - PW Streets	\$ 374.34	\$ -	\$ -
<b>PD</b>	1058310	San Miguel County	Building Inspector	\$ 100.00	\$ -	\$ -
<b>PD</b>	1043421	San Miguel County	Spring Cleanup	\$ 3,000.00	\$ -	\$ -
<b>PD</b>	1054300	San Miguel County	Quarterly Peace Keeping Contract	\$ 25,000.00	\$ -	\$ -
			TG Allocation			
			TON Employee Salaries Month of May	\$ 16,363.73	\$ 12,596.10	\$ 9,191.33
<b>PD</b>	1043132	United Life Insurance	Emp. Life Ins	\$ 61.43	\$ 6.05	\$ 5.19
<b>PD</b>	1060220	USA Blue Book	Safety Clothing and Supplies	\$ 149.70	\$ 1,622.23	\$ 493.20
	1022210	US Bank	Emp. SS & Med June 15	\$ 1,476.92	\$ 1,165.64	\$ 747.65
	1022210	US Bank	Town SS & Med June 15	\$ 1,476.92		
	1022220	US Bank	Emp. FWT June 15	\$ 1,618.86		
	1022210	US Bank	Emp. SS & Med June 30	\$ 1,474.69	\$ 1,043.42	\$ 678.55
	1022210	US Bank	Town SS & Med June 30	\$ 1,474.69		
	1022220	US Bank	Emp. FWT June 30	\$ 1,619.07		
	1060310	Vero Broadband- Brainstorm	Internet at the shop			
	1043250	Vyanet	Security Services	\$ 78.56	\$ 78.56	\$ 78.56
	1060310	West End Wash LLC	Washes for PW Vehicles	\$ 14.69	\$ -	\$ -
	1043425	Wild Iris Greenhouse & Gardens	Flowers for Main street Baskets	\$ 1,037.33	\$ -	\$ -
				<b>\$ 69,265.74</b>		
		<b>RAW WATER</b>				
		San Miguel Power	Water Palace	\$ 44.94		
		<b>CONSERVATION TRUST</b>				
		Doc Williams Landscaping	Park Irrigation	\$ 520.59		
		Highmark Electric	Water Heater for the Community Center	\$ 100.00		

**Lease Agreement**  
**Town of Norwood and Norwood Community Garden**

**THIS AGREEMENT** (“Agreement”) made and entered into this 10<sup>th</sup> day of July, 2024, by and between the **Town of Norwood** (“Town”), whose address is 1670 Naturita Street, PO Box 528, Norwood, CO 81423, and the **Norwood Community Garden** whose address is Norwood, CO 81423.

**Witnesseth**

**WHEREAS**, the **NORWOOD COMMUNITY GARDEN** has requested that a written lease be issued for the use of the following property located in the County of San Miguel and State of Colorado, to-wit: Open Space tract 1 and Open Space tract 2 starting at the South ¼ corner of Section Twenty-two; and

**WHEREAS**, the **NORWOOD COMMUNITY GARDEN** is desirous of using the land for the purpose of building and operating a community garden and all improvement funded through the **NORWOOD COMMUNITY GARDEN** including, but not limited to, irrigation, fencing, solar, electrical, and sheds are the ownership of the **NORWOOD COMMUNITY GARDEN** and the **NORWOOD COMMUNITY GARDEN** has the right to remove these items at any time; and

**WHEREAS**, the **TOWN** shall provide access and use of the **TOWN**’s raw water tap located on the property, use of the **TOWN** 06CW1 Forest Street sub-drain water, and any underground conveyances installed to transport the water from the source to the garden will become property of the **TOWN**; and

**WHEREAS**, the **NORWOOD COMMUNITY GARDEN** has constructed an engineer-approved bridge over the Gurley Ditch, and this bridge has become the property of the **TOWN**. The engineer-approved bridge is insured through the **TOWN**’S carrier CIRSA; and

**WHEREAS**, the **NORWOOD COMMUNITY GARDEN** shall utilize the Open Space tract 1 rights of way with no permanent structures being built there and the **TOWN** shall give timely notification to the **NORWOOD COMMUNITY GARDEN** if the Open Space tract 1 rights of way need to be used; and

**WHEREAS**, the **NORWOOD COMMUNITY GARDEN** shall only have the right to use the fenced-in area shown on the map attached hereto, and shall have no rights to the **TOWN**-owned property outside of the fence or to the use of said property by **TOWN** employees for maintenance or other purposes; and

**WHEREAS**, in carrying out any of the provisions of this Agreement or in exercising any power or authority thereby, there shall be no personal liability of the **TOWN**, its governing body, staff, consultants, officials, attorneys, representatives, agents or employees; and

**WHEREAS**, in carrying out any of the provisions of this Agreement or in exercising any power or authority thereby, there shall be no personal liability of the **FARMER'S WATER DEVELOPMENT CORPORATION**, its governing body, staff, consultants, officials, attorneys, representatives, agents or employees; and

**WHEREAS**, the **TOWN** has approved such request subject to the terms and conditions set forth herein.

**NOW, THEREFORE**, the **TOWN**, in consideration of the terms and conditions herein, grants unto the **NORWOOD COMMUNITY GARDEN** a lease for five years beginning July 1, 2024, thru June 30, 2029. It will be renewed on a five-year basis prior to June 30, 2029, unless one of the above mentioned parties does not approve. The notice of disapproval by either party must be submitted thirty days prior to June 30, 2029.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals on the day and date first written above.

Approved and Granted by: **TOWN OF NORWOOD BOARD OF TRUSTEES**

\_\_\_\_\_  
Candy Meehan, Mayor

Attest: \_\_\_\_\_  
Deana Sheriff, Town Manager

\_\_\_\_\_  
Date

**NORWOOD COMMUNITY GARDEN**  
\_\_\_\_\_  
\_\_\_\_\_  
Date

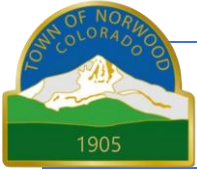
# Town of Norwood

## Public Works Report

### July 2024

- We have been continuing pothole repair and street sweeping
- We have really ramped up our efforts with weed mitigation. San Miguel county will also be spraying our rights-of-way this coming week “weather permitting”
- Recently had to replace filter housing for splash pad
- Farmers water is expecting for the ditch to go off somewhere around the 20<sup>th</sup> of this month
- We have finished up the irrigation system at pocket park
- The kiosk at pocket park is being installed over the coming weeks
- Continually working on the sprinkler system in the Town Park  
(it will need some serious work before next summer)
- We are working on the drainages around town  
(very grateful to have an excavator)
- I spoke with the county; we will team with them to do chip and seal in August
- I am hopeful that Rural Homes will get the streetlights for Pinion Park Sub. installed this month
- With the rain we have been getting Earl has been able to do some much-needed work on the alleys





## **TOWN CLERK – JULY 2024** **BOARD OF TRUSTEES REPORT**

### ➤ **LICENSING**

**Business Licenses:** Over the last 30 days, 0 new and 0 renewed license was issued. Licenses are not due until July 1<sup>st</sup>.

- *Soon to have a new leaser taking over at the Lone Cone*

**Special Construction Permits:** Over the last 30 days, 0 new and 0 renewed licenses were issued.

**Liquor Licenses:** Over the last 30 days, 0 new and renewed licenses were issued.

*Staff are working on procedures and requirements for applicants when they submit their special event permit applications such as what is needed with parking plans and notices etc..*

**Marijuana Licenses:** Over the last 30 days, 0 new and renewed licenses were issued.

**Short Term Rental Licenses:** Over the last 30 days, 0 new and renewed licenses were issued.

**Permit and Development Application:** Over the last 30 days, 4 new applications have been filed and 1 issued.

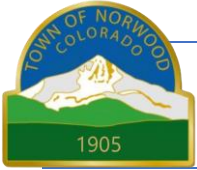
### ➤ **DOCUMENTATION**

**CORA Requests:** The Town has received three CORA requests over the last 30 days.

- Signed Attorney Contract. – *haven't fulfilled yet since I don't have an executed copy yet but Deana will send to me once she has it.*
- Meeting Recordings
- Information on Mayor Meehan's reimbursement of legal fees
- Itemized information on checks to Dufford and Waldeck

### ➤ **TRAININGS, Meetings and FYI**

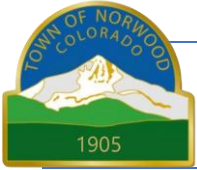
- **Spring Clean Up** – San Miguel County brought up mugs and thanked Amanda, Becky, Shawy, Earl, Michael Grady, and Kerry Welch for their help at clean up.
- **DMV2Go** – 7/6, 9/10 in Nucla. Cant come to Norwood due to no Verizon service but I am still working on seeing how we can get them here.
- **Direct Deposit** Almost there 😊 finalizing and setting up direct deposit for staff.



- **Board Training** – Deana and I have reached out to CIRSA, DOLA, and others to get in person board training but they have declined so far unfortunately. I am seeing if Sue Hanson will come do a board etiquette training.
- **CDOT Safety Walk Through** – I have been working with CDOT since I started on the safety and visual concerns on grand ave. They FINALLY showed up with their safety engineer and designers and we did a walk through to see what they will pay for to slow down traffic, bike lanes, beautify, and make our grand avenue safer for multimodal transportation. This will be a long process but should have construction going in 2026 or 2027.
- **CMCA Clerk School** – I am attending my second year of clerk school on July 15 – 19<sup>th</sup> in Fort Collins. I am over half way through my certification and will be able to graduate next year!!!!
- **West End Facade Grant Program Open** – Businesses in town can now apply until August 1<sup>st</sup>. I am on that committee and we meet in August for final approval.
- **UT Byway Council Meeting** – Working on better signage for the scenic byway.
- **First Amendment Audit Training** – Completed a webinar on first amendment audits and how to prepare and protect the town.
- **ADA Accessibility** – Still working on making documents ADA accessible including board documents and public facing documents and website. This is going to be a long process but making progress.
- **Senior Meals and Evergreen Boxes** – Becky and I are still providing food boxes to seniors in partnership with Food Bank of the Rockies. I am working with our Senior Meal cook to get her food handlers license and our full commercial kitchen permit through San Miguel County Health Department.
- **Reconciliations** – Working on buttoning up reconciliation so we can complete our 2023 audit in August. Deana will shadow me to watch and learn so she can do the water and sewer reconciliation.

## ➤ GRANTS

- **CDOT GRANT** – Design and Engineering is almost complete. Starting to work on getting reimbursement from DOLA. Plan to be in construction summer 2025. Looking for gap grant funding to complete project due to increase in construction costs.
- **SIPA Micro Grant Update**– Couldn't apply for the microgrant since the quote came back high. I am working with SIPA to see if we can apply for one of their large grants.
- **CDOT Safety Walk Through** – I have been working with CDOT since I started on the safety and visual concerns on grand ave. They FINALLY showed up with their safety



engineer and designers and we did a walk through to see what they will pay for to slow down traffic, bike lanes, beautify, and make our grand avenue safer for multimodal transportation. This will be a long process but should have construction going in 2026 or 2027.

- **CDOT Pocket Park Grant** – Submitted the CDOT Revitalizing Mainstreet Grant for pocket park. Consists of \$20k in in-kind contribution and \$240k ask from CDOT.

➤ **WEST END SUSTAINABILITY PLAN:**

*BUILDING BETTER PLACES (BBP) & BUILDING RESILIENT ECONOMIC COAL COMMUNITIES (BRECC)*

**This section will be reserved to provide an update each month.**

We have started the work with Community Builders, officially, on the West End Sustainability Plan. We are currently working on gathering and analyzing data, but the community can expect to hear more about the Ambassador Team and requests for the public to join the Ambassador Team soon (like later July/August). The Ambassador Team will assist the working group with understanding the desires, hopes and dreams, and concerns of the community through community engagement.

While the West End Sustainability Plan moves forward, the West End Team is also working through our BRECC work as well. Community Builders has provided incredible tools to work with to understand how our community can continue to transition away from coal. The BRECC work is specific to the coal-transition but will coincide with the West End Sustainability Plan as a portion of the plan.

As always, please reach out if you have any questions.

Amanda Pierce, Town Clerk