

# NORWOOD TOWN BOARD OF TRUSTEES

Meeting on: Friday, July 12, 2024

Special Session started at: 5:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423

## SPECIAL MEETING MINUTES

### Call Regular Meeting to Order

- Mayor Candy Meeting called the regular meeting to order at 5:00 pm.
  - Trustees Present: Shawn Fallon, Niven Drybrough, Michael Grady, Morgan Rummell and Candy Meehan
  - Staff Present: Randy Harris
  - IT Contractor:
  - Jason LaFlamme

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

### Amendment to Agenda

- Shawn Fallon asked that an amendment be made to discuss an investigation
  - Shawn Fallon made the motion to add in investigation to the agenda. Candy Meehan seconded. Motion carried 5 / 0.

### Board Business Agenda

- Amendment to 'Communication' of Legal Service Agreement to include all Board Members and limit to emails.

Discussion on how board members should communicate with the town's legal counsel, emphasizing the need for email communication to ensure transparency and avoid quorum issues. David Reed, the town attorney, advised the board to hold an executive session to discuss legal advice and personnel matters to avoid public discussion of sensitive issues. Discussion on the need for an executive session to discuss sensitive matters with legal counsel. Emphasis on the importance of following legal procedures and maintaining decorum.

  - Michael Grady made the motion to amend communication of legal services to include all TON Board members and limit to emails the agenda. Morgan Rummell seconded. Motion carried 5 / 0.
- Future Staffing Options & Strategies

Discussion on the town's mayoral system and the need to appoint new staff. Emphasis on the board's

collective decision-making role and the importance of transparency. Discussion on availability for an evening meeting to discuss important matters. Various members shared their schedules, and it was decided that Wednesday evening would be the best time.

- Niven Drybrough made the motion schedule and executive session with the town attorney at 6:00 pm on Wednesday, July 17, 2024.  
Shawn Fallon seconded. Motion carried 3/ 2.

- **Daily Operations for Next Week**

Discussion on the daily operations for the next week, including the need for board members to fill in for certain roles and the availability of external help. Conversation regarding scheduling and preparing for an executive session to discuss sensitive matters with legal counsel and ensuring daily operations are covered. Inquiry about whether there are terms for the return of previous staff members to work for the town. Board was advised of offers from former clerks and neighboring municipalities.

- **Communication Strategies Self Contractors**

Discussion regarding IT, with a point of contact from the TON Board. Conversation about setting up group email as a possibility. Mike Grady volunteered to be the TON Point of contact.

- **Chain of Command**

Discussion on the chain of command and who is in charge during different situations. Conversation that whomever is scheduled at the office will take the lead to inform other board members if there is something that needs immediate remedy.

- **Third Party Investigation**

Conversation about utilizing Colorado Municipal League, CIRSC, Colorado Municipal Clerks Association, Colorado Department of Local Affairs, Colorado Department of Regulatory Agencies and the San Miguel Sheriffs Department for referrals and as resources to look into a third-party investigation. Ad-Hoc committee option was discussed. Agreement to disperse any information with the NSD and NWC chairs on options and information collected.  
Board agreed to table conversation for a future meeting.

## Staff Reports

- Public Works Director, Randy Harris  
No report at this time.

- IT Contractor, Jason LaFlamme  
Discussion about review of files and history of information stored on office computers. Statement regarding the files on the Town Clerks computer were intact and that the attempts to log in were international locations. Statement that there was no cyberattack.

## Board Comments

- Temporary Roles
  - Candy Meehan made the motion to make Niven Drybrough temporary secretary. Michael Grady seconded. Motion carried 5 / 0.
  - Shawn Fallon made the motion to make Michael Grady temporary treasurer. Niven Drybrough seconded. Motion carried 5 / 0.

## Adjourn

- Motion to adjourn made by Shawn Fallon at 07:00 pm, seconded by Niven Drybrough.
- Motion carried 5 / 0.

Minutes taken by Candy Meehan, Board approved with corrections at Board of Trustees meeting September 11, 2024.

For further information, contact Town Hall at 970-327-4288. If special accommodation is necessary per ADA, contact 970-327-4288 or via email [pierce@norwoodtown.com](mailto:pierce@norwoodtown.com) prior to the meeting.