

# 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

# 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.

**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

# 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.

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.

# 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.

## 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.

# 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.

**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.

- 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.

# 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.

**Michael Grady** – He brought up the Norwood Scholarship and he announced Sohpia “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:

*Judy 10, 2024*

  
Minutes Taken by: Becky Hannigan, Deputy Town Clerk

  
Amanda Pierce, Town Clerk