

# NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Thursday, September 19, 2024

Special Meeting starting at: 6:30 p.m.

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

## CALL SPECIAL MEETING TO ORDER:

The special 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 6:31pm.

## BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON-PRESENT

TRUSTEE – NIVEN DRYBROUGH- PRESENT

TRUSTEE – MORGAN RUMMEL- ABSENT

TRUSTEE – MICHAEL GRADY- PRESENT

## STAFF ATTENDANCE:

TOWN CLERK – AMANDA PIERCE- VIA ZOOM

PUBLIC WORKS DIRECTOR – RANDY HARRIS- ABSENT

DEPUTY TOWN CLERK – BECKY HANNIGAN- VIA ZOOM

## BOARD BUSINESS AGENDA

Amanda was given a letter of resignation from Morgan Rummel to read at the beginning of the meeting. With completion of the resignation letter a discussion on the Solar farm letter was had regarding Morgan's statement in the resignation letter.

- a. Finalize mediation with Katherine Fry, Board of Trustees, Town Clerk, Amanda Pierce, and Deputy Town Clerk, Becky Hannigan.
  - Discussion of the Administrative Director job description was had by all regarding having a living document and approval to post the position.
- Requested that Patti Grafmyer come in and help with reconciliation, audit and budget. Board directed staff to proceed in using Patti Grafmyer as a consultant for reconciliation, audit and budget.
- Have Katherine Fry do our Code of Conduct, Personal Policy and Board Training. Discussed items that needed to be added to make each document sustainable.
- Applications for the Administrative Director go to Katherine, application due in 30 days oct 23<sup>rd</sup>
- Where to post the Administrative Director position, on-line, Daily Planet, Norwood post San Miguel Basin forum, GJ Sentinel and Durando Herald, CML Clerks list, and social media. Work on digital where possible

**Motion:** Niven Drybrough to have a Christmas party this year invite all three boards.

- a. Candy seconded
- b. All others approved. Motion Passed.

**Motion:** Niven Drybrough motioned to approve the Administrative Director Job description.

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

**Motion:** Candy Meehan motioned to amend the agenda to appoint Interim Administrative Director subset b.

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

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- Where to post the Administrative Director position, on-line, Daily Planet, Norwood post, San Miguel Basin forum, GJ Sentinel, Durando Herald, and CML Clerks list, and social media. Work on digital where possible

**Motion:** Niven Drybrough motioned to post the Job description for Administrative Director in the seven entities stated above.

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

Discussion of the code of conduct additions to make a clearer working document for both the board and staff to follow and understand.

## ADJOURN:

**MOTION:** Niven Drybrough made a motion to adjourn at 6:43pm

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

APPROVED

APPROVED AS CORRECTED

DATE APPROVED: *October 9, 2024*

  
Minutes Taken by: Becky Hannigan, Deputy Town Clerk

  
Amanda Pierce, Town Clerk