

**MINUTES  
GENERAL COUNSEL COMMISSION  
REGULAR MEETING OF APRIL 8, 2021**

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TOWN OF  
MIDDLEBURY, VNH.

Present: Chairwoman and Councilwoman Carta, Councilwoman Blackwell, Councilman Nocera, Councilwoman Salafia and Councilman Ford. Staff: Deputy General Counsel Kori Wisneski

Public: Anna Salo-Markowski, Joyce Kirkpatrick, Charlotte McCoid, Bobbye Knoll Peterson, Kisha Michels, Jen Hobart

**Call to Order:**

Meeting was called to order at 6:01 p.m.

Councilman Nocera made a MOTION to hold the meeting in abeyance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

Councilwoman Blackwell made a MOTION to come out of abeyance. The Motion was seconded by Councilman Ford. The Motion passed unanimously.

**Public Comment:**

Anna Salo-Markowski – Anna is a representative from the Clean Energy Task Force. She is in attendance for the outcome of the building committee ordinance.

Joyce Kirkpatrick – Joyce is on the Commission on Arts and Culture. She expressed that the PCD reorganization was not addressed to the arts commission and was very surprised by the merger.

Charlotte McCoid – Charlotte agreed with Joyce to have someone come speak to the arts commission regarding the merger. She also supported the building committee ordinance changes and suggested that council members be on the building committee as well as a historic preservationist.

Kisha Michels – Kisha read a letter supporting the addition of a visual artist to future building committees where appropriate.

Jen Hobart – Jen is president of Local 466 and spoke in favor of the PCD reorganization. She expressed that the executive board supports this as well.

**Approval of Minutes:**

Councilwoman Blackwell made a MOTION to approve the minutes of the March 11, 2021 regular meeting. The Motion was seconded by Councilman Ford. The Motion passed unanimously.

**Old Business:**

**A. Ordinance – Building Committee (14-23 to 14-26)**

Attorney Wisneski introduced the changes made to this ordinance, based on comments from the last GCC meeting, and also discussed the addition of a resident with a visual arts background on building committees as appropriate. Councilman Nocera suggested at least one council member be on the building committee as a matter of course. More discussion ensued regarding membership.

Councilman Nocera made a MOTION to amend the ordinance to add a building committee member and maintain three councilmembers on school projects and the attendant changes necessary to make that happen. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

Councilwoman Blackwell made a MOTION to approve the ordinance as amended. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

**New Business:**

**A. Job Description – Executive Assistant/Office Supervisor**

Director Richardson introduced the job description. Chief of Staff, Bobbye Peterson, gave more insight about the executive assistant job duties and the need for the proposed upgrade.

Councilman Nocera made a MOTION to approve the job description. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

**B. Planning, Conservation, Development Reorganization**

Chief of Staff, Bobbye Peterson, introduced the PCD reorganization. She explained that the Arts Department will have the support of a larger office and Parking would be under the Economic Development office.

Attorney Wisneski explained that this reorganization will need to have two council votes pursuant to the city’s charter. She further explained how the votes will work.

More discussion ensued regarding the committees and physical space.

Director Richardson read the executive summary to the commission.

Arts director Kisha Michels spoke in support of aligning services and her concerns about the move from the arts office’s perspective.

i. **Ordinance – PCD Dept. Elimination (31-31)**

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Salafia. The Motion passed unanimously.

ii. **Ordinance – Parking Dept. Elimination (31-35)**

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

iii. **Ordinance – Dept. of ECD Creation (31-46 to 31-48)**

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

iv. **Ordinance – Dept. of Land Use Creation (31-49 to 31-51)**

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

v. **Ordinance – Merger of Office of Arts and Culture (14-22)**

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilman Ford. The Motion passed unanimously.

vi. **Executive Summary**

No vote required.

vii. **Organization Chart**

No vote required.

**Other:**

**Adjournment:**

MOTION to Adjourn by Councilwoman Blackwell. The Motion was seconded by Councilman Ford. The Motion passed unanimously and the meeting adjourned at 7:37 p.m.