

Board of Selectmen Meeting  
Wednesday, May 4, 2022  
4:30 PM Town Hall



*Present:* Matthew Riiska, Sandy Evans, Paul Madore, Barbara Gomez, Phylis Bernard, Richard Byrne, Jennifer Munch and Elizabeth Munch

The meeting was called to order at 4:30 p.m.

*Public Comments:* None

*Minutes:* April 6, 2022 and April 29, 2022

**MOTION** S. Evans to approve the minutes of the April 6, 2022 meeting as presented.

Second P. Madore. Carried unanimously.

**MOTION** S. Evans to approve the minutes of the April 29, 2022 special meeting as presented.

Second P. Madore. Carried unanimously.

#### *Approval of Red Cross MOU*

Richard Byrne, Emergency Management Director, read and reviewed the Memorandum of Understanding from The American Red Cross, CT Chapter (copy attached and a permanent part of this record). This MOU outline is part of the regional plan. Before presenting this MOU Richard Byrne removed the section regarding hosting community blood drives because the St. Martin of Tours Church and the Norfolk Lions Club Ambulance host blood drives.

**MOTION** S. Evans to approve the Red Cross MOU. Second P. Madore. Carried unanimously.

- R. Byrne added that he would like to include the Town of Norfolk Social Service Coordinator as a contact person.
- To clarify, #6 was amended only to remove the section regarding hosting blood drives.

S. Evans withdrew her original motion.

**MOTION** S. Evans to approve the Red Cross MOU with the changes to add the Social Service Coordinator as a contact person and remove the section regarding hosting blood drives.

Second P. Madore. Carried unanimously.

#### *Selectman's Report*

- The Annual Town Meeting will be held on Monday, May 9, 2022 at 7:00 p.m. at the Botelle School Hall of Flags.
- M. Riiska met with the State of CT DOT and Close, Jensen & Miller (engineering firm) regarding the 2<sup>nd</sup> Mountain Road bridge. This bridge will be considered a federal bridge and will be reimbursed at 80%. The State of Connecticut will be reimbursing the Town of Norfolk for the engineering work. The Town of Norfolk will be paying the remaining 20%.
- Landfill Solar Project – Two representatives from Lodestar Energy attended the Inland/Wetlands Meeting on Monday evening and the Conservation Commission Meeting on Tuesday morning. M. Riiska is composing a letter to the Planning & Zoning Commission regarding approval of the project. They are required to respond within 35

*Selectman's Report (continued)*

- days of their next meeting. After Planning & Zoning approval the project will go to the State of Connecticut Siting Council for approval and then to a presentation at a Town Meeting.
- River Place Bridge – The project has been delayed because the contract did not state who was going to remove the trees. The issue has been resolved. The bridge is scheduled to be completed by 11/30/22.
- Tobey Pond – M. Riiska reviewed the current pricing for the Tobey Pond passes which are \$70 regular pass, \$50 for seniors (65+) and \$100 for Inns and B&B's (one laminated pass for each Inn/B&B). We need to set the prices for this year so that Linda Perkins can complete the brochures. Discussion regarding pricing.  
**MOTION** S. Evans to increase the Tobey Pond passes to \$85 for regular pass, \$60.00 for 2<sup>nd</sup> car and seniors (65+) and \$125.00 for Inns & B&B's. Second P. Madore. Carried unanimously.
- Transfer Station – M. Riiska reviewed the current pricing for the Transfer Station passes which are \$75.00, \$60 for 2<sup>nd</sup> car, \$40 for bulky waste and \$3.00 for each tire. Discussion regarding upcoming increases to the Town.  
**MOTION** S. Evans to increase fees to \$90 for first pass, \$75 for 2<sup>nd</sup> pass, \$40 for each bulky waste ticket and \$5 for each tire. Second P. Madore. Carried unanimously.
- Tobey Pond – Jen and Liz Munch (co-supervisors) attended the meeting to discuss and answer questions regarding the upcoming Tobey Pond season. Discussion centered around lifeguard certifications, hours, salaries and responsibilities. Jen explained the app they use to keep track of their hours and shifts. M. Riiska asked that we stay within budget.

**MOTION** P. Madore to adjourn at 5:30 p.m. Second S. Evans. Carried unanimously.

Respectfully submitted,

Barbara Gomez

*Memorandum of Understanding*

*between*

*The American National Red Cross, CT Chapter*

*and*

*Town of Norfolk, CT*



**American Red Cross**  
Connecticut Chapter

## **I. Purpose**

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the Red Cross CT Chapter (the “Red Cross”) and the Town of Norfolk, CT (hereinafter “Norfolk”). This MOU provides a broad framework for cooperation between the Red Cross and Norfolk to provide collaboration and coordination in carrying out their respective responsibilities in the event of a natural or man-made disaster.

## **II. Independence of Operations**

Each party to this MOU will maintain its own identity, establish its own policies, and finance its own activities.

## **III. Organization Descriptions**

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

The Emergency Management mission is to protect the people and property, in the Town of Norfolk, from all types of natural and man-made disasters, fostering collaboration and mutual aid through research, plan development and resource sharing.

## **IV. Methods of Cooperation**

Norfolk and the Red Cross have identified the following methods of cooperation.

### **1. Communication between organizations**

Representatives of Norfolk and the Red Cross will maintain open communication. Both parties will encourage their respective organizations to maintain open communication at the state and local levels. The parties will share information (except for client information which may be confidential or privileged, unless disclosure has been expressly authorized by the client), relevant reports and contact information for key personnel. *See Attachment A: Organization Contact Information.*

### **2. Engagement at the Local Level:**

- a. Both organizations will encourage their affiliates to collaborate and develop plans for partnership activities.
    - To locate a Red Cross chapter, go to [www.redcross.org](http://www.redcross.org) - “Find Your Local Red Cross.”
    - To locate a local Norfolk affiliate, Red Cross chapters can go to [www.norfolkct.org](http://www.norfolkct.org)
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**3. Preparedness Activities**

- a. Could include the Home Fire Campaign or the Pillowcase project
- b. Information about our disaster library
- c. Information about our disaster apps
- d. Community preparedness
- e. Ready Rating – Organizational readiness and continuity planning

**4. Response Activities**

- a. Could include readiness activities
- b. How and when partner is activated for disaster response
- c. Referrals
- d. Training, drills, exercises
- e. Participation on local disaster committees and/or boards

**5. Recovery Activities**

- a. Does the partner have recovery services? i.e. Social Services, Food Bank, Charities, Salvation Army
- b. How can they participate in community recovery? Partner groups can provide; specialized services, manpower, funds to aid in recovery.

**6. Supporting Community Blood Drives**

- a. Norfolk residents can reach out individually to 1-800-RED-CROSS to schedule blood donations or go to [www.redcrossblood.org](http://www.redcrossblood.org) to find donation opportunities, schedule an appointment and get information about giving blood.

**7. Other cooperative actions**

The Red Cross and Norfolk may actively seek to identify other areas within their respective organizations where cooperation and support will be mutually beneficial.

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**V. General**

- a. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so.
- b. Both parties will keep the public informed of their cooperative efforts.
- c. Both parties will distribute this partnership agreement within their respective organizations and urge full cooperation.
- d. Both parties will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. Norfolk agrees to adhere to *the Principles of Conduct for the International Red Cross and Red Crescent Movement and NGOs (Non-Government Organization) in Disaster Response Programs (Attachment B)* when engaging in any cooperative disaster response activities with the Red Cross.

**VI. Periodic Review and Analysis**

Representatives of the Red Cross and Norfolk will jointly evaluate their progress in implementing this MOU every 4 years and revise and develop new plans or goals as appropriate.

**VII. Term and Termination**

This MOU is effective as of the date of the last signature below and expires 4 years from the last signature date. The parties may extend this MOU for additional periods not exceeding five years each time, and if so should confirm this in writing. This MOU may be terminated at any time upon written notice from either party to the other.

**VIII. Miscellaneous**


Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

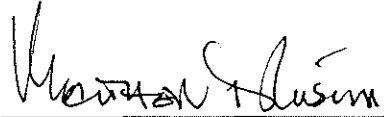
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**IX. Signatures**

**American Red Cross CT Chapter**

**Town of Norfolk, CT, CT**

**By:**   
\_\_\_\_\_  
Signature

**By:**   
\_\_\_\_\_  
Signature

**Name:** Mario Bruno  
\_\_\_\_\_  
Print Name

**Name:** MATTHEW T. RUSKA  
\_\_\_\_\_  
Print Name

**Title:** Regional CEO  
\_\_\_\_\_  
Print Title

**Title:** FIRST SPECTIMAN  
\_\_\_\_\_  
Print Title

**Date:** April 4, 2022  
\_\_\_\_\_

**Date:** 4-MAY-22  
\_\_\_\_\_

**ATTACHMENT A – Organization Contact Information****Primary Points of Contact**

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

**NOTE:** When any attachment is updated, the revised attachment is inserted in the MOU. The MOU *does not* need to be signed again.

**Relationship Manager Contact\***

| Red Cross CT Chapter – Western CT Office |  | Town of Norfolk, CT |  |
|--|--|---------------------|--|
| <b>Contact</b>                           | Eric M. Oubre  | <b>Contact</b>      | Richard Byrne  |
| <b>Title</b>                             | Sr. Director, Disaster Cycle Services                                  | <b>Title</b>        | Emergency Management Director                                  |
| <b>Office phone</b>                      | 877-287-3327   | <b>Office phone</b> | 860-542-5829   |
| <b>Mobile</b>                            | 203-561-4946   | <b>Mobile</b>       |  |
| <b>e-mail</b>                            | <a href="mailto:Eric.Oubre2@redcross.org">Eric.Oubre2@redcross.org</a> | <b>e-mail</b>       | <a href="mailto:rbyrne@norfolkct.org">rbyrne@norfolkct.org</a> |

\*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.

**Operations Contact\*\***

| Red Cross CT Chapter – Western CT Office |  | Town of Norfolk, CT |  |
|--|--|---------------------|--|
| <b>Contact</b>                           | Eric M. Oubre  | <b>Contact</b>      | Richard Byrne  |
| <b>Title</b>                             | Sr. Director, Disaster Cycle Service                                   | <b>Title</b>        | Emergency Management Director                                  |
| <b>Office phone</b>                      | 877-287-3327   | <b>Office phone</b> | 860-542-5829   |
| <b>Mobile</b>                            | 203-561-4946   | <b>Mobile</b>       |  |
| <b>e-mail</b>                            | <a href="mailto:Eric.Oubre2@redcross.org">Eric.Oubre2@redcross.org</a> | <b>e-mail</b>       | <a href="mailto:rbyrne@norfolkct.org">rbyrne@norfolkct.org</a> |

\*\*The Operations Contact is the person each organization will call to initiate operations activities as defined in the MOU.

**Organization Information**

| Red Cross CT Chapter – Western CT Office |  | Town of Norfolk, CT |  |
|--|--|---------------------|--|
| <b>Department</b>                        | Disaster Cycle Services  | <b>Department</b>   | Emergency Management   |
| <b>Address</b>                           | 385 Main St S. #214  | <b>Address</b>      | 19 Maple Ave.  |
| <b>e-mail</b>                            | <a href="mailto:Eric.Oubre2@redcross.org">Eric.Oubre2@redcross.org</a> | <b>e-mail</b>       | <a href="mailto:townnorfolk@snet.net">townnorfolk@snet.net</a> |
| <b>Website</b>                           | <a href="http://Redcross.org/ct">Redcross.org/ct</a>                   | <b>Website</b>      | <a href="http://www.norfolkct.org">www.norfolkct.org</a>       |



**Principles of Conduct for  
The International Red Cross and Red Crescent Movement and  
NGOs in Disaster Response Programs**

**Principle Commitments:**

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

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More information about the code of conduct can be found at <http://www.ifrc.org/en/publications-and-reports/code-of-conduct>

**The Code Register**

The International Federation keeps a public record of all the humanitarian organizations that become signatories of the code. The contact details of each organization are verified.

Humanitarian organizations wishing to become a signatory to the code should download and complete the registration form