

**TOWN OF NORWICH**  
**P.O. Box 376**  
**NORWICH, VERMONT 05055-0376**  
**TEL. (802) 649-1419 Ext. 101 or 102**

**Agenda for the Selectboard Meeting of Wednesday, February 10, 2016 at 6:00 PM**  
(Times Are Approximate)

- 1) **6:00 pm** - Public Hearing on Changing the Boundaries of the Fire District by Removal of the Property Located at 74 Four Wheel Drive from the Norwich Fire District
- 2) **6:30 pm** - Approval of Agenda (Action Item) 2 minutes
- 3) Public Comments (Discussion) 10 minutes
- 4) Town Manager's Report (Discussion) 10 minutes
- 5) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 6) Outside Auditor Engagement Letter (Discussion/Action Item) 5 minutes
- 7) FY15 Audit Report (Discussion/Action Item) 5 minutes
- 8) Contract for Assessing Services (Discussion/Action Item) 5 minutes
- 9) Bridge #42 Reconstruction - Use of Reserve Funds (Discussion/Action Item) 5 minutes
- 10) Discussion of Selectboard Presentation on Budget at Town Meeting (Discussion/Possible Action Item) 10 minutes
- 11) Capital Facilities (Discussion/Possible Action Item) 10 minutes
- 12) Town Clerk's Compensation (Discussion/Possible Action Item) 5 minutes
- 13) Correspondence (Discussion/Possible Action Item) 5 minutes
  - a) Email from Amy Downard Re: Recreation Council
  - b) Email from Christine Lang Re: Rutland Town Resolution
  - c) Letter from Richard Kenney Re: Clarification on the Removal of the Bridge on Illsley Road
  - d) Letter from Irv Thomae Re: An ECFiber Update
  - e) Email from Mary Layton Re: Nate Stearns Correspondence
  - f) Email from Mary Layton Re: Christopher Ashley Correspondence, December 30, 2015
  - g) Email from Mary Layton Re: Reply to Stephen Flanders Correspondence 1/7/2016
  - h) Email from Dennis McCullough Re: Church Street Sidewalk Project
- 14) Selectboard
  - a) Bill from Stitzel, Page & Fletcher for Legal Services (Discussion/Action Item) 5 minutes
  - b) Approval of the Minutes of the 1/6/16 and 1/13/16 Selectboard Meetings (Action Item) 5 minutes
  - c) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
  - d) Town Manager Evaluation (Executive Session May be Required)

**Next Regular Meeting – February 24, 2016 at 6:30 PM**

***To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to [manager-assistant@norwich.vt.us](mailto:manager-assistant@norwich.vt.us) requesting to be placed on the Town Email List.***

January 29, 2016

Linda,

We will not be prepared to present our petition at the Select Board meeting on February 10<sup>th</sup> as planned. We appreciate your consideration for scheduling our petition but we have more work to do and need time to put it all together.

Sincerely,

Hugh Rostad  
Cheryl Rostad


December 15, 2015

74 Four Wheel Drive  
Norwich, VT 05055

Re: Removal of the Rostad house from the Fire District

Selectboard, Town of Norwich

If we get the required signatures, would you positively view a petition to change the Fire District map to remove our house and 5.37 acres?

*OK*  
Since we moved to Four Wheel Drive in Norwich in 1999, we have been paying the Norwich <sup>Fire District</sup> Water Tax for water delivery <sup>which</sup> we do not receive. The Fire District Map shows that the far easterly edge of the property and the house are within the district 'on paper', but after a site visit and exploration we have been told by Sam Eaton that it would be very expensive to bring water to our house, therefore impossible for them to do. We are paying for something the town cannot deliver. This year the bill was \$692.73.

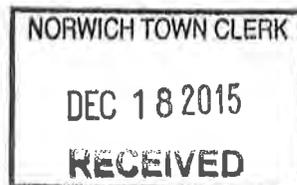
Thank you. We look forward to hearing from you.

Sincerely,

Hugh Rostad  
Cheryl Rostad

*Hugh Rostad*  
*Cheryl Rostad*

802.649.1007



December 15, 2015

Re: Removal of the Rostad house from the Norwich Fire District

CR

Since we moved to Four Wheel Drive in Norwich in 1999, we have been paying the Norwich Water Tax for water delivery we do not receive. The Fire District Map shows that the far easterly edge of the property and the house are within the district 'on paper', but after a site visit and exploration we have been told by Sam Eaton that it would be very expensive to bring water to our house, therefore impossible for them to do. We are paying for something the town cannot deliver. This year the bill was \$692.73.

We have inquired about this every year and never been offered a remedy.

In order to move forward we need a petition signed by 20 people within the District.

Thank you. Cheryl & Hugh Rostad

- |   |  |
|---|--|
| 1. <u>John Condon 196 BAKER MEADOW</u>  | 11. <u>Alborah T. Hays 11 Cliff St. Norwich, VT 05055</u>        |
| 2. <u>John Girard 16 Jones Circle</u>   | 12. <u>V. Brach 1 Cliff St Norwich, VT 05055</u>                 |
| 3. <u>Catherine Girard 16 Jones</u>     | 13. <u>Cherity 431 Main Street</u>                               |
| 4. <u>Mary C. O. 261 Mary</u>           | 14. <u>Dylin Katz 23 Church St.</u>                              |
| 5. <u>Debbie Rodes 326 UPR ST</u>       | 15. <u>Ann M. J. 23 Church St</u>                                |
| 6. <u>Ann O. P. 48 Cliff St</u>         | 16. <u>Ann Marie Smith 25 Carpenter</u>                          |
| 7. <u>Elizabeth Olsen 49 Cliff St.</u>  | 17. <u>Laura Adams 94 Elm St</u>                                 |
| 8. <u>David Yeh 49 Cliff St.</u>        | 18. <u>M. L. 95 Elm Street</u>                                   |
| 9. <u>Deborah Boettger 31 Cliff St.</u> | 19. <u>Sue. Tompa 31 Elm</u>                                     |
| 10. <u>Ann. 23 Cliff St</u>             | 20. <u>Janice M. Hinkley 50 Wilsey Hill Rd Norwich, VT 05055</u> |

NORWICH TOWN CLERK  
 DEC 18 2015  
 REC

**Title 20: Internal Security And Public Safety****Chapter 171: Fire Districts*****Subchapter 1: General Provisions*****§ 2481. Establishment; change of limits**

(a) Upon application in writing of 20 or more freeholders or voters of a proposed fire district, the selectboard, after a duly warned public hearing, may establish such proposed fire district and define its limits. Such application shall contain a list of the powers mentioned in sections 2601 and 2603 of this title which the proposed district shall have and the district shall not have any of the other powers mentioned in these sections. Fire districts thus created shall be named by number in the order of their establishment. The selectboard shall file a certificate of its doings in the office of the town clerk for record. The selectboard may change the limits of a fire district upon a similar application and in like manner subject to the approval by the fire district at the annual or a special meeting of the fire district duly warned but any change in limits of a fire district may take place only with the consent of the majority of the landowners newly included within or excluded from those boundaries by that alteration. A record of any alteration of fire district boundaries shall be made by the town clerk. Only property contiguous to the fire district shall be the subject of an expansion of the boundaries of a fire district. For purposes of this subsection, a "public hearing" shall be a meeting of the legislative body of a town or of a fire district for the duly warned purpose of establishing or changing the limits of a fire district. Public notice for a public hearing required by this subsection shall be given not less than 15 days prior to the date of the public hearing by:

(1) The publication of the date, place, and purpose of the hearing in a newspaper of general circulation in the municipality affected; and

(2) The posting of the same information in one or more public places within the municipality.

(b) If a petition signed by five percent of the legal voters of the town objecting to the proposed establishment or change of limits of the fire district is presented to the town clerk within 30 days of the date of posting and publication of the notice required by subsection (a) of this section, the selectboard shall cause the question of whether the town shall establish or change the limits of the fire district to be considered at a special or annual meeting called for that purpose. After the meeting, the fire district shall be established or the limits changed unless a

majority of the voters of the town present and voting vote to disapprove of such establishment or change of limits. If a petition signed by five percent of the legal voters of a town objecting to a selectboard decision denying the establishment or the change of limits of a fire district is presented to the town clerk within 30 days of the selectboard decision, the selectboard shall cause the question of whether the town shall establish or change the limits of the fire district to be considered at a special or annual meeting called for that purpose. (Amended 1993 No. 164 (Adj. Sess.) § 13; 2003, No. 93 (Adj. Sess.), § 1.)

**NORWICH FIRE DISTRICT**  
**P.O. BOX 777**  
**NORWICH VT 05055**  
(802) 649-5424  
NorwichFireDistrict1@myfairpoint.net

January 20, 2015

From: Prudential Committee, Norwich Fire District

To: Select Board, Town of Norwich

RE: Petition for the Removal of the Rostad house from the Norwich Fire District

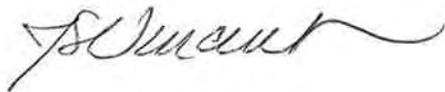
The Rostads have petitioned to have their house removed from the Norwich Fire District. They object to paying the Fire District tax on that portion of their property that lies within Fire District boundaries. These boundaries were extended in 1993 per the request of twenty qualified residents.

The Rostads object to paying the tax because they do not receive water from the Water Department of the Norwich Fire District. Connection to the water system for residential use is not necessary to be in the Fire district and has nothing to do with the taxes assessed. The water system is paid for largely through Fire District taxes, based on the assessed value of property that lies within the district. Their residence lies within the boundaries of the Fire District, and last year they paid \$672.00 in Fire District taxes. They were not assessed Fire district taxes on the rest of their property that lies outside property, lying outside the boundary lines.

The ability to inexpensively connect to the water main is not a requirement of being within the Fire District, or having to pay a Fire District tax. The accompanying map shows the tax parcels in black, with the Fire District boundaries in red. The aerial view shows that their house lies within the superimposed Fire District boundaries.

We hope that the Select Board will reject the Rostads' petition. Thank you.

Sincerely,



Jonathan Vincent, Chair  
Barbara Currier  
Vince Watts

Prudential Committee of the Norwich Fire District

## BRIEF HISTORY OF THE NORWICH FIRE DISTRICT

The Norwich Fire District was created by the Select Board in 1922. Originally it consisted of parcels in the village, and had responsibility for the Fire Department, sidewalks, zoning and municipal water. The old water company was taken over by the district, and an open source reservoir on Beaver Meadow Road was used to supply water. At seven additional times, the District has been extended by petition of twenty adjoining property owners, approved by the Select Board.

Over the years, the Fire District gave up the Fire Department to the Town, and currently about half of the sidewalks have been turned over to the Town after joint repair efforts. In 1980 a new well and then a second were drilled off Route 5, and supply lines installed so that the water could be pumped south to the village. The old dam at the reservoir site was taken down, and a new storage facility built off Dutton Hill Road. This is filled at off-peak times, typically at night, and the water is then fed downhill to the village.

The Fire District is a separate municipality within the Town of Norwich. In 1922 it was thought that three quarters of the Town's population would live in the village, and the rest would be on farms throughout the rest of the Town. Today, the Fire District has 352 water connections, and about 20% of the entire population resides within its boundaries. Residents within the Fire District are entitled to vote, although tax bills are sent to the property owner. This sometimes causes confusion, but is the law.

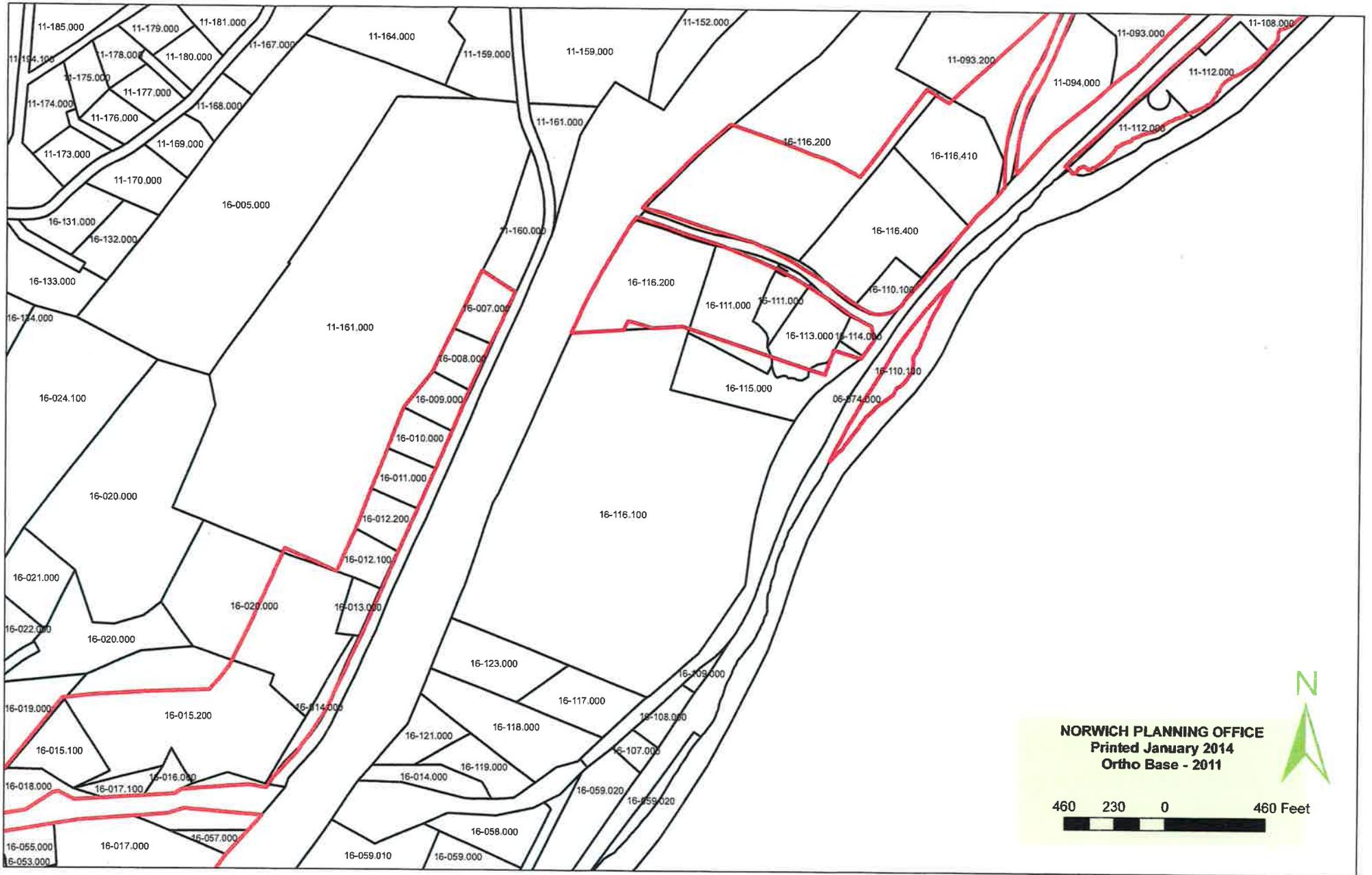
Typically, one municipality cannot be taxed by another municipality. However, since some Fire Districts elsewhere in Vermont actually own property in other towns, they can be taxed. Because the water source lines, pump house, and fire protection lands lie outside the boundaries of the Fire District, the Town has for years assessed a property tax. In order to reduce these, the Fire District agreed to form a joint Land Management Committee, to manage Fire District lands, with the approval of the Prudential Committee that governs the Fire District. The Town and District thus both share responsibility for the land, although it remains technically the Fire District's.

It is important to realize that a small percentage of the residents of Norwich pay for the hydrant system that provides the water for fire protection throughout the Town of Norwich and beyond through Fire District taxes, based on the assessed value of their property that lies within the District. The system is sized and maintained to provide fire protection, and is used by the Fire Department, and others to fight fires. The district charges the Town \$12,000 a year for providing this water, even though the actual cost of maintaining the system is much higher, and there has not been a fire within the District's boundaries for many years.

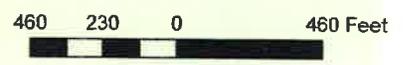
Jonathan Vincent, Chair, Prudential Committee of the Norwich Fire District



Date Printed: 12/30/2015



**NORWICH PLANNING OFFICE**  
Printed January 2014  
Ortho Base - 2011



NORWICH FIRE DISTRICT  
P.O. BOX 777  
NORWICH, VERMONT 05055

July 8, 1993

From : Prudential Committee, Norwich Fire District

To : SelectBoard, Town of Norwich

The enclosed petitions are from qualified residents of the Pine Tree Hill area, of Beaver Meadow Road, and of Church Street North, Upper Loveland Road, Loveland Road, and Route 5 North, who ask to join the Fire District. They are all adjacent to existing District water mains and their properties can be reached from our hydrants.

We propose that Fire District boundaries be 500 feet from our watermains, or the existing property lines, whichever is smaller, unless a landowner applies to have all his property included. If a house lies partly within 500 feet of a main, it would be considered to be entirely within the District.

We enclose maps of each area involved, hoping they will clarify our proposal.

Thank You,

Dr. Joseph L. Grant  
Prudential Committee Chairman



**VERMONT**

**ENVIRONMENTAL CONSERVATION**

Drinking Water and Groundwater Protection Division

**GUIDANCE DOCUMENT**

## **How to Form a Fire District**

### **A Step-By-Step Guide to Help A Community Get Organized**

NRA

*water systems. Here at the Drinking Water and Groundwater Protection Division (DWGPD) we most often see fire districts form to purchase and run private, for-profit and/or failing small water systems or to take advantage of more favorable funding opportunities. The DWGPD provides more favorable funding opportunities to municipalities, of which a fire district is, than other organizational structures. Additionally, it is often easier for a community to form a fire district than another similarly financially favorable organizational structure because it doesn't require unanimous support from the community, which is often very difficult.*

#2: How do Fire Districts form?

*Initially, a signed petition of 20 'free holders' or voters of the proposed fire district boundary who reside and are registered to vote in the town(s) where the proposed fire district is proposed, is needed. This petition, along with a map showing the proposed fire district boundaries and a list of powers outlined in Title 20, Chapter 171 Sections 2601 and 2603 of the Vermont Statutes, are presented to the Selectboard of the town where the fire district is proposed, or if the fire district boundaries are proposed to cross town boundaries, all the towns where the proposed boundaries touch. The Selectboard(s) will vote on the petition; there may be discussion over the course of multiple meetings, but the Selectboard(s) is required to make a decision.*

*After the positive Selectboard vote, the fire district will decide a time/date/place for their first meeting, properly warned, of course, and a Selectboard member will call that first meeting to order and may or may not stay for the rest of the meeting to assist with process.*

*In some instances, it is a good idea to have the General Assembly ratify the fire district formation. This is critical if the fire district is going to exercise some powers not spelled out in the general statutes (ex. highways).*

*You must then register with the Town Clerk's office in each town the fire district is approved. This registration should include a copy of the organizing petition, map and approved by-laws. Additionally, if the fire district makes changes to its boundaries and/or by-laws at any point in the future, these updated copies should also be filed with the appropriate Town Clerks.*

#3: Can Fire Districts cross town boundaries?

*Yes, but you must go through the formation process in each town where the proposed fire district boundaries will fall.*

#4: Can Fire Districts change its boundaries?

*The Selectboard may change the limits of a fire district upon a similar application and in like manner subject to the approval by the fire district at the duly warned Annual or Special meeting of the fire district; however, any change in limits of a fire district may take place only with the consent of the majority of the landowners newly included within or excluded from those newly proposed boundaries.*

#5: Can Fire Districts exclude properties from its district?

*No, the fire district boundary must be contiguous; there can be no 'holes' within the boundaries.*

#6: How do Fire Districts change their by-laws?

*By-law changes can be proposed at any public meeting by the Prudential Committee or voters. The changes can be discussed at duly warned public meetings and voted on at an Annual or Special meeting where the item is on the published agenda. However, the Prudential Committee has the exclusive responsibility for enacting and enforcing water and sewer system ordinances, rules and regulations.*

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: JANUARY 2016 MONTHLY REPORT  
DATE: FEBRUARY 5, 2016

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This is the Town Manager's Report for January 2016. Department specific monthly reports are attached.

**General**

- A request for bids was developed for the 2 vehicle EV charging station at Dan & Whit's.

**Projects**

- Bids were received and the following Alternate Projects for use of the pool repair funds were submitted to Vermont Emergency Management and Homeland Security.
  - Clean up of the pool dam site.
  - Addition to the Public Works Garage.
  - Replacement of a culvert on Route 132 near Bowen Road.
- Safe Routes to School
  - Worked with Project Engineer on design modifications to accommodate concerns of abutters.
- Facilities
  - The Selectboard selected Jay White to provide the architectural/engineering services for the police/fire facility improvements.
  - Design/Build bids were received from three firms for repairing the Public Works garage and adding an addition.

**Assessor**

- The Lister/Assessor's Office filed the final 2015 Form 411 to the State Department of Taxes, Division of Property Valuation & Review. The 411 shows 1556 taxable parcels (+6 from 2014) with a gross assessment of \$734,076,500 (+\$3,729,100 from 2014), prior to deductions for Current Use and other programs.

**Finance Department**

- Delinquent taxes at the end of January were \$65,387. This compares to \$71,514 at the same time last year.

### **Fire Department and Emergency Management**

- The Fire Department assisted the Recreation Department installing the Ice Rink at Marion Cross School. Because of the unusually warm weather this was much later than usual.
- As a result of the new Alarm Ordinance six new Knox Boxes were installed. Property owners are having their alarm systems serviced after false alarms which will reduce the number of recurrent alarms.

### **Planning and Zoning**

- The Historic Preservation Commission was awarded two new grants for preparing nominations to the National Register of two new Historic Districts; the Goodrich Four Corners Historic District and the Mid-Century Modern Historic District.
- Continued discussion of mixed-use criteria for the Route 5 South & River Road Study areas.

### **Police Department**

- Seven of the 119 calls for service were outside of the officer's normal work schedule.
- There was a decrease in number of accidents reported in 2015, 77 compared to 88 in 2014. This may be related to a milder winter.

### **Public Works Department**

- The following table shows winter maintenance activities. Winter activities this year are much lower than last year at the same time because of the higher than normal temperatures.

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	4	7	25
Plowing	4	8	18
Treating the pavement	5	7	37
Sanding	11	5	36
Sidewalks	5	7	25
Snow removal	20	2	3

### **Recreation**

- Winter sessions began for Adult programs including Snowshoeing, Adult Fitness, Pa Kua Chang Kung Fu and Yoga.
- For Youth programs, Teen/Tween Fitness, Basketball, Fencing and Table Tennis.

Town of Norwich  
Assessors' Office  
Post Office Box 376 <> Norwich, VT 05055-0376  
(802) 649 1419 x6  
assessing-clerk@norwich.vt.us

### **Monthly Report – January 2016**

- (1) The Assessor continued field inspections of the properties on Maps 16 and 20. These property inspections are a part of the 3-year cyclical inspection process that will culminate in the 2016 Town-wide reappraisal.
- (2) The Listers met and made a request to the Department of Taxes, Department of Property Valuation and Review for a short extension of the deadline to file the final 411. This course of action was recommended by the Department of Taxes and necessitated by Use Value Appraisal program processing delays experienced this year at the State level. This request was ultimately approved by the Norwich Selectboard and granted by the Department of Taxes.
- (3) The Lister/Assessor's Office did subsequently submit the final 2015 Form 411 for the Town of Norwich to the State Department of Taxes, Division of Property Valuation & Review. The 411 shows 1556 taxable parcels (+6 from 2014) with a gross assessment of \$734,076,500 (+\$3,729,100 from 2014), prior to deductions for Current Use and other programs.
- (4) We note with sorrow the passing of one-time Lister Alison May.

Respectfully submitted,

Jonathan Bynum  
Assessing Clerk

On behalf of

William Krajeski  
Assessor  
Town of Norwich

TOWN OF NORWICH  
FINANCE OFFICE  
PO BOX 376  
NORWICH, VERMONT 05055-0376  
rrobinson@norwich.vt.us

February 1, 2016

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for January 2016

- Delinquent Tax Collections through January were \$ 39,622, making delinquent taxes due at the end of January \$ 65,387. Penalty collected was \$ 3,170 and interest \$ 9,609 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 71,514.
- Current year tax payments made during January were \$ 1,102,062, leaving \$5,810,135 still to be collected.
- The Outside Audit was received. A new outside auditor was chosen based on bids received, with the award given to Ron L. Beaulieu & Co. from Portland, Maine at an annual cost of \$ 9,600 for fiscal years 2016, 2017, 2018.
- Distributed 36-Form 1099's totaling \$ 199,913 to all qualifying sub-contractors and 98-W 2's to all Town of Norwich employees for FICA wages totaling \$ 1,383,209.



# Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

[sleinoff@norwich.vt.us](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

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To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: February 1, 2016

## ***Fire and FAST Department***

The community is responding favorably to the Knox Box program and Fire Alarm Ordinance. Six new Knox Boxes were installed. Property owners are having their alarm systems serviced after false alarms which will reduce the number of recurrent alarms.

A new muffler and exhaust pipe were installed on Engine 1. The exhaust pipe on Tanker 1 was repaired.

Members of the Fire Department flooded the MCS ice rink (picture attached).



Members removing burned materials to check for fire extension at Birch Hill Lane.

Company Elections were held. Matt Herbert (President), Matt Cohen-Price (Vice President), Matt Swett (Treasurer), John Kerr (Secretary).

## **Incidents**

Ladder 1 provided mutual aid to an apartment fire in Hanover. Engine 1 provided mutual aid to a two-alarm house fire in Lebanon and Ladder 1 covered the Hartford Station during a fire at the Vermonter Hotel in White River Jct. The Hanover and White River Jct. had minimal damage.

There was a small fire on Birch Hill Lane when a shop vacuum used to clean out a wood stove ignited. The vacuum caught fire and set the porch on fire. Norwich Engine 1 was first on scene and our response was very strong for this mid-afternoon emergency (Engine 2 and Tanker 1 also responded with full crews).

## Fire Training

As a pre-planning activity, the Fire Department visited three buildings on Route 55 South: the new Unitarian-Universalist Church, Fogg's and King Arthur Flour. Members were lead on walk-throughs by the building managers to look at the layouts, fire alarm systems and potential hazards. We also discussed the water supply options for this area of Norwich.

We did our annual PPE and SCBA inspections and inspected all of the apparatus.

On our Firefighter Basic Training night we practiced dressing a hydrant and flowing water at the Lewiston lot.

Call Types	Month	Year to Date	Prior Year to Date
<b>Structure Fires</b>	3	3	<b>0</b>
<b>Auto Fires</b>	0	0	<b>0</b>
<b>Wildland Fire</b>	0	0	<b>0</b>
<b>Other Fires</b>	0	0	<b>0</b>
<b>Medical</b>	7	7	<b>10</b>
<b>Vehicle Crashes</b>	3	3	<b>7</b>
<b>Hazardous Conditions no fire</b>	2	2	<b>1</b>
<b>Service Calls</b>	1	1	<b>1</b>
<b>Good Intent Calls</b>	1	1	<b>2</b>
<b>False Alarms</b>	1	1	<b>3</b>
<b>Other</b>	0	0	<b>0</b>
<b>Total</b>	<b>18</b>	<b>18</b>	<b>24</b>

## FAST Squad Training

Mark Nickles passed his NREMT written test and received his VT and NREMT certificates. Members completed the 2015 Vermont Statewide EMS Protocols Update NFS had a joint training at Hanover Fire Department reviewing the ambulance apparatus and equipment and our operating procedures with Hanover Fire Department.

## Emergency Management

Repairs were made to the Generator at Tracy Hall.

# **TOWN OF NORWICH ZONING & PLANNING**

February 1, 2016

## **January 2015 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - Continued discussion of mixed-use criteria for the Route 5 South & River Road Study areas.
2. DRB
  - Site visit and hearing for three lot preliminary subdivision application.
  - Review of Boundary Line Adjustment.
3. Zoning Administrator – Activities included:
  - Meetings with landowners on future development plans, permits, and hearings.
  - Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Other
  - Worked with Director of Public Works and Town Manager on permits, reviewing bids, and application to the DEMHS for FEMA Alternative Projects including restoration of the pool/dam area, replacing a box culvert on Route 132, and an addition to the Public Works Garage.
  - Historic Preservation Commission –The NHPC was awarded two new grants for preparing nominations to the National Register of two new Historic Districts; the Goodrich Four Corners Historic District and the Mid-Century Modern Historic District.
  - Safe Routes to Schools Church Street Sidewalk Project – Worked with Project Engineer on design modifications to accommodate concerns of abutters.
  - Advance Transit – Meeting with Van Chestnut - General Manager, a consultant and Neil regarding Advance Transit Strategic Plan and Norwich.
  - Illsley Road Issue – Research

Phil Dechert



# NORWICH POLICE DEPARTMENT



CHIEF OF POLICE  
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton  
Town Manager  
Tracy Hall // 300 Main St.  
Norwich, Vermont 05055

February 1, 2016

RE: January 2016 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of January 2016.

Norwich Officers responded to 119 incidents during the month of January, and of those calls seven (7) were outside the officers work schedule meaning officers responded seven times (7) to calls during off duty hours.

2015 showed a decrease in the # of accidents that were investigated by the Norwich Police Department. In 2015 officers investigated 77 motor vehicle crashes to 88 investigations the previous year. Some of this decrease could be attributed to the mild winter but we are still asking drivers to drive with care and please do not drive while distracted with electronic devices.

Over the past few months Norwich officers have and are investigating several larcenies from vehicles while they were parked at Huntley Meadow or the Gile Mountain Parking lots. Some of the vehicles the side window was smashed out and others were unlocked. Items stolen included purses, money, electronics; items that can be easily sold or traded. The items were left generally on the front passengers seat or other area in plain view. Please keep your vehicles locked and if your going to be away from your vehicle for any reason it might be a good idea to lock any valuables you will be leaving in your vehicle in the trunk or other secure area.

## ACTIVITY

CALL TYPES	January 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	7	7	71
Intrusion Alarms	10	10	75
Frauds	2	2	30

1. Over Time Hours	15.5 hours
2. Sick Time Hours	0 hours
3. Vac/Hol/Per Time Hours	0 hours
4. Part Time Officer Hours	5 hours
5. Total #of calls responded to	119 calls
6. Training Hours	9.5 hours
7. Grant Funded Hours	8 hours

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: January 31, 2016

Part of this month's report will come from an excel program that provides statistics for all Public Works functions.

Winter Maintenance:

<b>Activity</b>	<b>This Month</b>	<b>This Season, so far</b>	<b>Last Season, as of January 31, 2015</b>
Callouts	4	7	25
Plowing	4	8	18
Treating the Pavement	5	7	37
Sanding	11	5	36
Sidewalks	5	7	25
Snow Removal	2	2	3

From the daily log:

- Jan. 14-Mon.: Because of slippery spots on the gravel roads, we checked all of our gravel roads, sanding as necessary-until noon.
- Jan. 8-Fri.: Sonny used Truck #8 and sanded Bragg Hill, Turnpike Road, and New Boston Road with manufactured sand. At noontime Gary took the Holder and pre-treated the sidewalks.
- Jan. 10-Sun: Because of rain, I called everyone in, except Mike Tebbetts, at 8:40 am. We sanded all of the gravel roads. Everyone finished at 2:00 pm.
- Jan. 11-Mon: Because of this weekend's weather, I had everyone check their sand routes, sanding as necessary. At 3:00 pm, a snow squall came through, covering the roads. We had to treat all of the pavement. Everyone finished at 4:30.
- Jan. 12-Tue: After lunch, Gary pre-treated the sidewalks with ProMelt 1,000 with the Holder-until 2:00. After 2:00, because of snow, we treated all of the paved roads, then put our plows on to get ready for the morning.
- Jan. 13-Wed: Because of snow overnight, I called everyone in at 2:00 am. Everyone plowed their routes, lightly treated the pavement, sanded all of the gravel roads, and did the sidewalks.

- Jan. 15-Fri: Gary pre-treated the sidewalks for the pending storm with the Holder. I called everyone in at 7:45 because of sleet and snow. We treated the pavement, plowed the paved and gravel roads, and sanded the gravel roads. Mike T. did the sidewalks.
- Jan. 18-Mon: Because of snow overnight, I called everyone except Mike T. in at 3:30 am. I called Mike T. in at 4:30 am. We plowed everything twice, treated the pavement, and sanded the hills and corners only (because of snow blowing out of the trees). We will do a thorough sanding tomorrow. Mike T. did the sidewalks, finishing at 4:00 pm.
- Jan. 19-Tue: Bob, Neal, and Mike checked every gravel road in town, sanding as necessary.
- Jan. 20-Wed: Neal and Mike started at midnight and finished at 8:00 am, picking up snow in the downtown area with the backhoe and Truck #10.
- Jan. 21-Thur: Neal and Craig finished picking up snow in the downtown area.
- Jan. 25-Mon: Gary hauled 1 load-7.94 tons- of manufactured sand to sand Turnpike Road. He hauled 2 loads-19.73 tons-to Bragg Hill to sand there.
- Jan. 26-Tues: Gary hauled 2 loads-15.04 tons- of manufactured sand to New Boston Road to sand it.
- Jan. 28-Thur: Neal was on Truck #5. He went to Pike Industries to get a load of manufactured sand for sanding Campbell's Flat and Hogback.
- Jan. 29-Fri: At 2:00 pm, everyone sanded all of the gravel roads.

#### Grant Projects:

The bids are in for the repairs for Bridge 42. Hook construction won the bid. We were awarded a VT AOT Structures Grant for \$175,000 for this project.

#### FEMA Alternate Projects:

FEMA is now reviewing the alternate projects: the replacement of a dilapidated box culvert on Route 132, the restoration of the Pool Dam Area, and renovations of the Public Works facility.

#### Personnel:

Bob Barden is currently out on medical leave following surgery on October 26<sup>th</sup>.

#### Transfer Station:

In December, the recycling rate was 54% of all materials collected at our Transfer Station.

#### Fleet Repairs and Maintenance:

We are currently working on VT State Inspections on all Public Works vehicles. When these are finished, we will work on the inspections of Police Department vehicles.

#### Other Completed Projects:

I updated the road weight restrictions on the VT DMV website for mud season, a yearly requirement. This is done in order to enforce road posting in the spring.

#### Pending Projects:

- We will complete our paving program for fiscal year 2015-2016 during the spring of 2016.

- I will be preparing and submitting the AOT financial plan after Town Meeting.

# NORWICH RECREATION DEPARTMENT

## January 2016 - Monthly RECREATION Report

Recreation Program Update: New Winter sessions began for our Adult programs including Snowshoeing, Adult Fitness, Pa Kua Chang Kung Fu and Yoga. For Youth programs, Teen/Tween Fitness, Basketball, Fencing and Table Tennis all continued and we added 2 new Instructional Basketball classes for 1<sup>st</sup> & 2<sup>nd</sup> grade students. All youth and adult programs have been running successfully. Work began on setting up Mud Season Programs, Baseball and "Girls on the Run".

### Meetings & Professional Development:

I attended the Northern New England Parks and Recreation Conference in northern NH Jan. 5th - 7th and returned inspired with many new ideas for ways to be better at my job. I am already applying many of them.

At our Recreation Council meeting on Jan.13th we focused on Baseball and spent 3 & a half hours discussing how we can best serve the needs and wants of the community regarding this sport. The President of the Hanover Baseball Association has joined us for two meetings and explained that they will be offering a new Dresden Baseball League. This will affect our program significantly, so the ramifications of this change were considered.

Events: The annual Skating party, co-sponsored by the Marion Cross PTO took place on Friday, Jan. 22nd. It is a community/family event for which we received donations of goodies from the MC School PTO and "The Norwich Inn". We enjoyed a wonderful turn-out on a perfect skating afternoon. The fire (warming) area provided a spot for some wonderful adult community conversation and kept folks chatting well after dark.

This winter's unusual weather made for a late rink start, and January brought more challenging conditions for the volunteer rink crew, "The Hosers". We thank them for working overtime all week to magically transform the ice surface from disastrous to party-ready. The party ended up being the grand opening of the skating rink this year which lent a very festive spirit to the evening.

Respectfully submitted by,

Jill Kearney Niles

02/05/16  
10:42 am

Town of Norwich Accounts Payable  
Check Warrant Report # 16-18 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 02/03/16 To 02/10/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
AT&T	AT&T MOBILITY	01/23/16	DPW & FD CELL PHONES DEC15/JAN16	01-5-703505.00 TELEPHONE	50.00	2961	02/10/16
AT&T	AT&T MOBILITY	01/23/16	DPW & FD CELL PHONES DEC15/JAN16	01-5-550235.00 TELEPHONE & INTERNET	27.20	2961	02/10/16
BOUNDTREE	BOUND TREE MEDICAL LLC	01/26/16	FD--MED SUPPLIES 82038377	01-5-555424.00 EMS TOOLS/ EQUIP	86.93	2962	02/10/16
CARPET	NEW ENGLAND CARPET KING &	01/04/16	TH--TILE & SUPPLIES 11530	01-5-706113.00 REPAIRS & MAINTENANCE	1196.51	2963	02/10/16
CED	CONSOLIDATED ELECTRICAL D	01/19/16	TH--ELECTRICAL SUPPLIES 9433-716469	01-5-706113.00 REPAIRS & MAINTENANCE	75.00	-----	--/--/--
CED	CONSOLIDATED ELECTRICAL D	01/19/16	TH--ELECTRICAL SUPPLIES 9433-716469	01-5-706109.00 BUILDING SUPPLIES	170.00	-----	--/--/--
CED	CONSOLIDATED ELECTRICAL D	01/21/16	REC--RINK FLOOD LIGHTS 9433-716590	01-5-425330.00 REPAIRS & MAINT	248.00	-----	--/--/--
CENTEQCNY	CENTRAL EQUIPMENT OF CNY,	01/20/16	HWY--HOLDER PUMP 655	01-5-703403.00 PARTS & SUPPLIES	180.99	2964	02/10/16
CHAPPELL	CHAPPELL TRACTOR SALES, I	02/05/16	HWY--TIRE CHAIN PARTS PB00437	01-5-703403.00 PARTS & SUPPLIES	83.75	2965	02/10/16
CHILDSUPP	OFFICE OF CHILD SUPPORT	02/01/16	CHILD SUPP PEND 1-30-16 PEND1-30-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	2959	02/03/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	01/13/16	HWY--EX FLUID, LOOSENER 638491	01-5-703403.00 PARTS & SUPPLIES	37.74	2966	02/10/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	01/13/16	HWY--EX FLUID, LOOSENER 638491	01-5-703405.00 PETROLEUM PRODUCTS	26.98	2966	02/10/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	01/20/16	HWY--ANTI-FREEZE 639017	01-5-703403.00 PARTS & SUPPLIES	47.94	2966	02/10/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	01/27/16	HWY--DRILL BITS 639574	01-5-703403.00 PARTS & SUPPLIES	23.61	2966	02/10/16
DEADRIVER	DEAD RIVER COMPANY	01/05/16	PD--100.0 GALS #2 FUEL 22623	01-5-475234.00 HEATING	244.39	2967	02/10/16
DEADRIVER	DEAD RIVER COMPANY	01/05/16	TH--315.5 GALS #2 FUEL 30383	01-5-706103.00 HEATING	771.05	2967	02/10/16
DEADRIVER	DEAD RIVER COMPANY	01/19/16	TH--412.8 GALS #2 FUEL 61074	01-5-706103.00 HEATING	1008.84	2967	02/10/16
DEADRIVER	DEAD RIVER COMPANY	01/11/16	FD--255.1 GALS #2 FUEL 74313	01-5-550234.00 HEATING	623.44	2967	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-704125.00 DENTAL INSURANCE	34.26	2968	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-005125.00 DENTAL INSURANCE	64.51	2968	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-703125.00 DENTAL INSURANCE	376.11	2968	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-555126.00 DENTAL INSURANCE	34.27	2968	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-500125.00 DELTA DENTAL	277.33	2968	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-100125.00 DENTAL INSURANCE	129.02	2968	02/10/16
DELTA DEN	DELTA DENTAL	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-200125.00 DENTAL INSURANCE	135.79	2968	02/10/16

02/05/16  
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Town of Norwich Accounts Payable  
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All Invoices For Check Acct 01(General) 02/03/16 To 02/10/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-300125.00 DENTAL INSURANCE	42.77	2968	02/10/16
DELTA DEN	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-425125.00 DENTAL INSURANCE	34.27	2968	02/10/16
DELTA DEN	02/01/16	DELTA DENTAL FEB 2016 FEB 16	01-5-350125.00 DENTAL INSURANCE	64.51	2968	02/10/16
EVANSMOTO	01/18/16	HWY--600.0 GALS BIODIESEL 577342	01-5-703405.00 PETROLEUM PRODUCTS	897.49	-----	--/--/--
EVANSMOTO	01/20/16	HWY--430.0 GALS REG GAS 577500	01-1-004102.00 PREPAID EXPENSES	765.76	-----	--/--/--
EVANSMOTO	01/25/16	HWY--300.0 GALS BIODIESEL 577798	01-5-703405.00 PETROLEUM PRODUCTS	459.00	-----	--/--/--
EVANSMOTO	01/25/16	HWY--20.0 GALS BIODIESEL 577799	01-5-703405.00 PETROLEUM PRODUCTS	30.60	-----	--/--/--
FBI-LEEDA	11/23/15	PD--MEMBERSHIP DUES 45946-16	01-5-500581.00 DUES/MTGS/EDUC	50.00	2970	02/10/16
FOGGS	12/22/15	TH--PAINT SUPPLIES 760233	01-5-706113.00 REPAIRS & MAINTENANCE	83.69	2971	02/10/16
FOGGS	01/19/16	TH--SAND/PAINT SUPPLIES 760323	01-5-706113.00 REPAIRS & MAINTENANCE	36.93	2971	02/10/16
FOGGS	01/04/16	TH--PAINTING SUPPLIES 760867	01-5-706113.00 REPAIRS & MAINTENANCE	25.33	2971	02/10/16
FOGGS	01/05/16	TH--STAIR PAINT SUPPLIES 760989	01-5-706113.00 REPAIRS & MAINTENANCE	9.98	2971	02/10/16
FOGGS	01/07/16	TH--PAINTING TAPE 761160	01-5-706113.00 REPAIRS & MAINTENANCE	13.98	2971	02/10/16
FOGGS	01/07/16	HWY--REPAIR SUPPLIES 761167	01-5-703403.00 PARTS & SUPPLIES	17.97	2971	02/10/16
FOGGS	01/08/16	PD--LIGHTBULBS 761295	01-5-475302.00 REPAIRS & MAINT	79.96	2971	02/10/16
FOGGS	01/14/16	SW--SHOW SHOVEL 761668	01-5-705403.00 PARTS & SUPPLIES	19.99	2971	02/10/16
FOGGS	01/19/16	TH--STAIR PAINT SUPPLIES 761987	01-5-706113.00 REPAIRS & MAINTENANCE	31.97	2971	02/10/16
FOGGS	01/20/16	TH--STAIR PAINT SUPPLIES 762091	01-5-706113.00 REPAIRS & MAINTENANCE	33.97	2971	02/10/16
FOGGS	01/20/16	TH--STAIR PAINT SUPPLIES 762129	01-5-706113.00 REPAIRS & MAINTENANCE	19.98	2971	02/10/16
FOGGS	01/25/16	TH--ELECTRICAL REPAIR 762375	01-5-706113.00 REPAIRS & MAINTENANCE	4.49	2971	02/10/16
FOGGS	01/26/16	HWY--TARP 762498	01-5-703507.00 SUPPLIES	9.99	2971	02/10/16
FREDSMITH	01/25/16	CEMCOM--REIMBURSEMENT 1/25/16	01-5-675700.00 STONE CLEANING	48.20	2973	02/10/16
FREIGHTNH	01/25/16	HWY--TRK #10 MISC PARTS LP240826	01-5-703403.00 PARTS & SUPPLIES	714.48	2974	02/10/16
FREIGHTNH	01/28/16	HWY--TRK #10 KING PINS LP240945	01-5-703403.00 PARTS & SUPPLIES	380.62	2974	02/10/16
FREIGHTNH	01/28/16	HWY--TRK #10 O-RING, COMP LP240949	01-5-703403.00 PARTS & SUPPLIES	922.86	2974	02/10/16

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Town of Norwich Accounts Payable  
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All Invoices For Check Acct 01(General) 02/03/16 To 02/10/16

Page 3 of 5  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GEORGE MICHELE GEORGE	02/05/16	REC-YOGA 2/4/2016	01-5-425200.00 INSTRUCTOR FEE	2819.60	-----	--/--/--
GMPC GREEN MOUNTAIN POWER CORP	01/18/16	HWY--STREETLIGHTS 05119JAN16	01-5-703307.00 STREETLIGHTS	45.75	2975	02/10/16
GMPC GREEN MOUNTAIN POWER CORP	01/28/16	DPW--STREET LIGHTS 24926JAN16	01-5-703307.00 STREETLIGHTS	871.03	2975	02/10/16
GMPC GREEN MOUNTAIN POWER CORP	01/27/16	TOWER POWER JAN16 350667JAN16	01-5-575233.00 TOWER POWER	54.44	2975	02/10/16
GNOMON GNOMON COPY	01/28/16	ENERCOM--PRINTING 42830	01-5-005701.20 ENERGY COMMITTEE	230.55	2976	02/10/16
GRAINGER W.W. GRAINGER, INC.	01/13/16	PD--CLEATS, BATTERIES 9937731520	01-5-500582.00 UNIFORMS	87.72	-----	--/--/--
HANOVERTO TOWN OF HANOVER	01/21/16	FD--DISPATCH 1/16-6/16 4362	01-5-555632.00 DISPATCH SERVICE	4376.00	-----	--/--/--
HANOVERTO TOWN OF HANOVER	01/21/16	FD--AMBULANCE QUARTERLY 4374	01-5-555901.00 AMBULANCE CONTRACT	26765.50	-----	--/--/--
HARTFORD TOWN OF HARTFORD	01/15/16	PD--BROADBAND DEC 2015 7134	01-5-500535.00 VIBRS	157.59	-----	--/--/--
HOMEDEPOT HOME DEPOT CREDIT SERVICE	01/26/16	TH--STAIR SUPPLIES 3022232	01-5-706113.00 REPAIRS & MAINTENANCE	202.47	2977	02/10/16
HOMEDEPOT HOME DEPOT CREDIT SERVICE	01/26/16	FD--SUPPLIES 3022301	01-5-555422.00 FIRE TOOLS & EQUIPMENT	31.95	2977	02/10/16
HOMEDEPOT HOME DEPOT CREDIT SERVICE	01/26/16	FD--SUPPLIES 3022301	01-5-550301.00 SUPPLIES	8.49	2977	02/10/16
HOMEDEPOT HOME DEPOT CREDIT SERVICE	01/30/16	FD--GAS CAN 9583913	01-5-555422.00 FIRE TOOLS & EQUIPMENT	19.94	2977	02/10/16
IRVINGOIL IRVING ENERGY DISTRIB. &	01/26/16	HWY--506.4 GALS PROPANE 350387	01-5-703503.00 PROPANE	653.26	-----	--/--/--
JOESEQUIP JOE'S EQUIPMENT SEV. INC.	01/21/16	HWY--CHAINSAB PARTS 2-100382	01-5-703403.00 PARTS & SUPPLIES	36.95	-----	--/--/--
LAYNE CRAIG LAYNE	02/04/16	CON COMM-BATTERIES 2/4/2016	01-5-650700.00 NATRL RESRCS INVEN	99.30	2978	02/10/16
LEAGUESPO SPORTS ILLUSTRATED PLAY	01/31/16	REC--JAN 16 REG FEES 1/31/16	01-1-004102.00 PREPAID EXPENSES	72.00	-----	--/--/--
LEAGUESPO SPORTS ILLUSTRATED PLAY	01/31/16	REC--JAN 16 REG FEES 1/31/16	01-5-425218.00 REGISTRATION FEES	171.50	-----	--/--/--
LEINOFF STEPHEN LEINOFF	02/01/16	FD--SUPPILES REIMBURSE 2/1/16	01-5-555422.00 FIRE TOOLS & EQUIPMENT	13.95	-----	--/--/--
LEINOFF STEPHEN LEINOFF	02/01/16	FD--SUPPILES REIMBURSE 2/1/16	01-5-555538.00 PETROLEUM PRODUCTS	11.81	-----	--/--/--
LEINOFF STEPHEN LEINOFF	02/01/16	FD--SUPPILES REIMBURSE 2/1/16	01-5-555424.00 EMS TOOLS/ EQUIP	5.00	-----	--/--/--
LEINOFF STEPHEN LEINOFF	02/01/16	FD--SUPPILES REIMBURSE 2/1/16	01-5-555530.00 EQUIPMENT MAINTENANCE	6.00	-----	--/--/--
MIS1 KARIN A HATHAWAY	01/21/16	TAX OVERPAYMENT 2/2/16	01-2-001148.00 TAX OVERPAYMENTS	82.54	2979	02/10/16
MIS2 KATHLEEN ZIEGLER	01/26/16	TAX OVERPAYMENT 1/26/2016	01-2-001148.00 TAX OVERPAYMENTS	120.68	2980	02/10/16
MORTON MORTON SALT	01/20/16	HWY--65.25 TONS SALT 5400968925	01-5-703201.00 SALT & CHEMICALS	4398.50	2981	02/10/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
MORTON	MORTON SALT	01/21/16	HWY--101.75 TONS SALT 5400970489	01-5-703201.00 SALT & CHEMICALS	6858.97	2981	02/10/16
NEMUNCONS	NEW ENGLAND MUNICIPAL CON	01/24/16	ASSESSOR--JAN 2016 2016-8	01-5-300300.00 PROFESS SERVICES	5200.00	2982	02/10/16
NORFIREDI	NORWICH FIRE DISTRICT	01/19/16	CEMCOM--WATER 10/15-1/16 11130-1/16	01-5-675232.00 WATER	71.00	2983	02/10/16
NORFIREDI	NORWICH FIRE DISTRICT	01/19/16	TH--WATER 10/15-1/16 30070-1/16	01-5-706100.00 WATER USAGE	135.00	2983	02/10/16
NORFIREDI	NORWICH FIRE DISTRICT	01/19/16	FD--WATER 10/15-12/15 40090-1/16	01-5-550232.00 WATER USAGE	169.80	2983	02/10/16
NORFIREDI	NORWICH FIRE DISTRICT	01/19/16	PD--10/15 TO 1/16 WATER 40130-1/16	01-5-475232.00 WATER USAGE	71.00	2983	02/10/16
NORFIREDI	NORWICH FIRE DISTRICT	01/19/16	REC--WATER 10/15-1/16 51160-1/16	01-5-425332.00 WATER USAGE	71.00	2983	02/10/16
PIKE	PIKE INDUSTRIES INC	01/15/16	HWY--8.79 TNS CRSHD STN 851748	01-5-703207.00 GRAVEL & STONE	76.91	-----	--/--/--
RANDY	RANDY'S SUNOCO	01/11/16	PD--CAR WASHING 568	01-5-500306.00 CRUISER MAINT	96.00	2984	02/10/16
ROGERSFAB	ROGER'S FABRICARE, LLC	01/31/16	PD-UNIFORM CLEANING JAN 16	01-5-500583.00 UNIFORMS CLEANING	59.00	-----	--/--/--
SABIL	SABIL & SONS INC	01/05/16	HWY--SANDER LIGHTS 26285	01-5-703403.00 PARTS & SUPPLIES	64.10	2985	02/10/16
SABIL	SABIL & SONS INC	01/08/16	HWY--TRK#12 LED LIGHTS 26325	01-5-703403.00 PARTS & SUPPLIES	85.90	2985	02/10/16
SABIL	SABIL & SONS INC	01/08/16	HWY--TRK#1 LED LIGHTS 26327	01-5-703403.00 PARTS & SUPPLIES	85.90	2985	02/10/16
SABIL	SABIL & SONS INC	01/26/16	HWY--TRK#10 SEALS 26460	01-5-703403.00 PARTS & SUPPLIES	74.90	2985	02/10/16
SMALLFOOT	SMALL FOOTPRINT	01/11/16	HWY--SOLAR HW REPAIR 1/11/16	01-5-703511.00 REPAIRS & MAINTENANCE	431.40	2986	02/10/16
SMITHJOHN	JOHN A SMITH	01/21/16	CEMCOM--STONE STRAIGHTEN 320712	01-5-675700.00 STONE CLEANING	255.00	2987	02/10/16
SOUTHWORT	SOUTHWORTH-MILTON, INC.	12/31/15	EMMGT--TH GEN REPAIR INV0523592	01-5-575620.00 EMERG GEN MAINT	282.65	2988	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/09/16	TAD/TH/FIN/FD--SUPPLIES 8037482863	01-5-200610.00 OFFICE SUPPLIES	6.65	2989	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/09/16	TAD/TH/FIN/FD--SUPPLIES 8037482863	01-5-706109.00 BUILDING SUPPLIES	215.09	2989	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/09/16	TAD/TH/FIN/FD--SUPPLIES 8037482863	01-5-555630.00 OFFICE SUPPLIES	2.66	2989	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/09/16	TAD/TH/FIN/FD--SUPPLIES 8037482863	01-5-005610.00 OFFICE SUPPLIES	472.36	2989	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/23/16	REC/PL/ASS--SUPPLIES 8037681416	01-5-300610.00 OFFICE SUPPLIES	6.65	2989	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/23/16	REC/PL/ASS--SUPPLIES 8037681416	01-5-350610.00 OFFICE SUPPLIES	20.50	2989	02/10/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	01/23/16	REC/PL/ASS--SUPPLIES 8037681416	01-5-425182.00 OFFICE SUPPLIES	52.31	2989	02/10/16
STITZEL	STITZEL PAGE & FLETCHER P	12/29/15	TADMIN--TMGR LEGAL 25392	01-5-005300.00 PROFESS SERV	580.53	2990	02/10/16

02/05/16  
10:42 am

Town of Norwich Accounts Payable  
Check Warrant Report # 16-18 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 02/03/16 To 02/10/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TRACTSUPP	01/28/16	TRACTOR SUPPLY CO HWY--COUPLERS, CLAMP 31835	01-5-703403.00 PARTS & SUPPLIES	15.74	2991	02/10/16
VMRSDC	02/01/16	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND1-30-16	01-5-300126.00 VT RETIREMENT	32.06	2960	02/03/16
VMRSDC	02/01/16	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND1-30-16	01-5-200126.00 VT RETIREMENT	53.43	2960	02/03/16
VMRSDC	02/01/16	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND1-30-16	01-5-005126.00 VT RETIREMENT	237.75	2960	02/03/16
VMRSDC	02/01/16	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND1-30-16	01-5-555125.00 VT RETIREMENT	120.71	2960	02/03/16
VMRSDC	02/01/16	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND1-30-16	01-2-001112.00 VMERS DEF CONTRB PAY	433.11	2960	02/03/16
VERIZWIRE	01/04/16	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9758327422	01-5-475238.00 ADMIN TELEPHONE	56.34	-----	--/--/--
VERIZWIRE	01/04/16	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9758327422	01-5-550235.00 TELEPHONE & INTERNET	66.36	-----	--/--/--
VERIZWIRE	01/04/16	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9758327422	01-5-005532.00 T MNGR CELL PHONE	56.34	-----	--/--/--
VERIZWIRE	01/04/16	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9758327422	01-5-703505.00 TELEPHONE	56.34	-----	--/--/--
VTASSO	01/27/16	VT ASSOCIATION OF CHIEFS PD--2016 DUES 2016 MEMBERS	01-5-500581.00 DUES/MTGS/EDUC	50.00	2992	02/10/16
VTOMA	01/27/16	VERMONT TOWN AND CITY MGM TADMIN--2016 MEMBERSHIP 2016 MEMB	01-5-005615.00 DUES/MTS/EDUC	85.00	2993	02/10/16
WBMASON	01/25/16	W.B. MASON CO., INC. FIN--LABELS I31732407	01-5-200610.00 OFFICE SUPPLIES	19.99	-----	--/--/--
WRCOA	01/20/16	WHITE RIVER COUNCIL ON AG 15-16 APPROPRIATION 15-16	01-5-800372.00 WHT RIVR COUN ON AGING	5300.00	2994	02/10/16

Report Total

74388.34

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*74,388.34

Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

\_\_\_\_\_  
Neil Fulton, Town Manager

SELECTBOARD:

\_\_\_\_\_  
Christopher Ashley

\_\_\_\_\_  
Linda Cook  
Chair

\_\_\_\_\_  
Stephen Flanders

\_\_\_\_\_  
Dan Goulet

\_\_\_\_\_  
Mary Layton

02/05/16

Town of Norwich Accounts Payable

10:42 am

Check Warrant Report # 16-18 Current Prior Next FY Invoices For Fund (CONSERVATION COMM FUND)

RRobinson

All Invoices For Check Acct 01(General) 02/03/16 To 02/10/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EXCAVATIO EXCAVATION UNLIMITED LLC	11/28/15	CEMCOM--GILE MTN WORK	04-5-650701.00	3635.00	2969	02/10/16
		11/28/15	CONS COMM LOAN			
Report Total				3635.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*3,635.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR



Roberta Robinson

TOWN MANAGER:

Neil Fulton, Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook  
Chair

Stephen Flanders

Dan Goulet

Mary Layton

# Ron L. Beaulieu & Company

## CERTIFIED PUBLIC ACCOUNTANTS

[www.rlbco.com](http://www.rlbco.com)  
[accting@rlbco.com](mailto:accting@rlbco.com)

41 Bates Street  
Portland, Maine 04103

Tel: (207) 775-1717  
Fax: (207) 775-7103

January 22, 2016

To the Selectboard and Management  
Town of Norwich, Vermont  
P.O. Box 376  
Norwich, VT 05055

RE: FINANCIAL STATEMENT AUDIT ENGAGEMENT LETTER

We are pleased to confirm our understanding of the services we are to provide Town of Norwich, Vermont for the years ended June 30, 2016, 2017 and 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Norwich, Vermont as of and for the years ended June 30, 2016, 2017 and 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Norwich, Vermont's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Norwich, Vermont's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) The Budgetary Comparison Schedule

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Norwich, Vermont's financial statements. Our report will be addressed to the Selectboard of Town of Norwich, Vermont. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter

paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur related to the condition of management's records, the availability of sufficient, appropriate audit evidence, the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or instances where in our judgment, our independence has been impaired or we can no longer rely on the integrity of management, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management agrees to assume all management responsibilities for any nonattest services we provide oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of management's knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Management is responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the

supplementary information no later than the date the supplementary information is issued with our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information. With regard to using the auditor's report, management understands that management must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on management's website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Norwich, Vermont's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to those charged with governance and management; however, management is responsible for distribution of the reports and the financial statements.

The audit documentation for this engagement is the property of Ron L. Beaulieu & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. If requested, access to such audit documentation will be provided under the supervision of Ron L. Beaulieu & Company's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Ron L. Beaulieu, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Ron L. Beaulieu & Company's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

Our fees for this engagement will be as detailed in our recent proposal. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. A retainer fee invoice will be submitted upon receipt of this signed engagement letter. Additional invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket cost through the date of termination.

Selectboard and Management

January 22, 2016

Page 5

Additionally, in accordance with firm policy, no final products will be mailed or electronically transmitted unless the entity has a zero account receivable balance with the firm. A late payment charge of 1.5% per month will be assessed on any balance that remains unpaid after 30 days from the date of billing. This is an Annual Percentage Rate of 18 percent. If for any reason the account is turned over to an attorney or collection agency for collection, an additional charge of 33 1/3% will be added to cover collection costs.

You agree that our liability arising out of our services provided shall not exceed the total amount paid for the services described herein. This shall be your exclusive remedy. You hereby indemnify Ron L. Beaulieu & Company and its shareholders, principals, and employees, and hold them harmless from all claims, liabilities, losses, and costs arising in circumstances where there has been a known misrepresentation by a member of management, regardless of whether such person was acting in the organization's interest. This indemnification will survive termination of this letter of engagement. Additionally, no action, regardless of form, arising out of the services under this agreement may be brought by your more than one year after the date of the last services provided under this agreement.

We appreciate the opportunity to be of service to Town of Norwich, Vermont and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

*Ron L. Beaulieu & Co.*

Ron L. Beaulieu & Company

RESPONSE:

This letter correctly sets forth the understanding of Town of Norwich, Vermont.

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: FY 2015 AUDIT  
DATE: FEBRUARY 5, 2016

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The Fiscal Year 2015 audit prepared by A.M. Peisch & Company was put in your mailbox.

- The Governmental Accounting Standards Board (GASB) established new standards for reporting of pension liabilities for state and local governments that first took effect for our FY15 audit. The greatly expanded section is Note 10.
- Adjustments were made for net pension liability according to the new GASB rules in the Statement of Net Position. There was an increase in the net position of the Town by \$42,276 to \$8,766,313.
- The June 30, 2015 general fund balance increased by \$10,840 to \$1,056,119.
- The June 30, 2015 unassigned fund balance for the General Fund increased by \$70,965 to \$820,004 from the June 30, 2014 unassigned fund balance of \$749,039.

The audit found that "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Norwich, Vermont as of June 30, 2015, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America."

The Outside Auditors did not have any findings to add to the management letter so there are no findings for FY15. This reflects on the excellent job that the Finance Department does.

**Proposed Motion**

*Receive the Management Letter and Audits conducted by A.M. Peisch & Company for Fiscal Year 2015.*

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: CONTRACT ASSESSOR  
DATE: FEBRUARY 5, 2016

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On April 11, 2012 the Selectboard authorized the Town Manager to execute an agreement with New England Municipal Consultants (NEMC) to provide Contract Assessing services for the Town of Norwich from April 16, 2012 through and including June 30, 2014. The contract was based on a three-year inspection cycle and updating the land and cost tables every three years. In addition, NEMC assumed responsibility for assisting the Listers with producing the Grand List including inspections, abstract, grievances, lodging the Grand List and appeals to the BCA.

A new Grand List for April 1, 2013, based on a full Town-wide reappraisal, was lodged in June of 2013.

On March 12, 2014 the Selectboard authorized the Town Manager to execute an agreement with New England Municipal Consultants to provide Contract Assessing services for the Town of Norwich for the two-year period from July 1, 2014 through and including June 30, 2016, in the approximate amount of \$139,600.

The new three-year inspection cycle and updating of land and cost tables for the third year began on July 1, 2013 with a new, reappraised Grand List in preparation for April 1, 2016.

NEMC has provided the following proposed costs for the next three-year cycle.

- July 1, 2016 thru June 30, 2017 – \$66,000
- July 1, 2017 thru June 30, 2018 – \$69,000
- July 1, 2018 thru June 30, 2019 – \$99,900

The last year is more expensive because it incorporates another Town-wide reappraisal for April 1, 2019, including analysis and review, updating land and construction tables, informal meetings with taxpayers and supporting the Listers during the grievance process.

**Possible Motion**

*Authorize the Town Manager to execute an agreement with New England Municipal Consultants to provide Contract Assessing services for the Town of Norwich from July 1, 2016 through and including June 30, 2019 in the approximate amount of \$234,900.*

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: BRIDGE #42 REHABILITATION  
DATE: FEBRUARY 5, 2016

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The above referenced structure is a rolled beam bridge spanning Blood Brook on Turnpike Road. During an inspection of Bridge #42 by AOT the following problems were found.

- The soffit area of the deck over abutment #2 has saturation that has developed extensive deterioration in bays #3 and #4. Upon inspection, up to 12" of the soffit was removed due to the deteriorated concrete in bay #3.
- The saturation has also affected the back wall of abutment #2 with large spalled out holes behind beam #3 and the downstream end. This has led to the filtration of soils from behind the back wall.

Based on these findings AOT recommended that the structure have deck repairs made over abutment #2 and the back wall of abutment #2 replaced.

We applied for an AOT Structures Grant and received a grant in the amount of \$175,000 including 10% matching funds.

We requested bids for rehabilitation of Bridge #42 and five companies bid. The following is a summary of the bids:

<b>Bidder</b>	<b>Bid Price</b>
Hook Construction: Chelsea, VT	\$98,037
M. A. Bean Associates, LLC: Sanbornton, NH	\$189,000
L&M Service Contractors, LLC: Orford, NH	\$207,000
Daniels Construction: Ascutney, VT	\$229,500
Blow & Cote, Morrisville, VT	\$282,022

Andy checked with towns that had work done by Hook Construction and two ANR River Management Engineers and received positive recommendations.

Hook Construction was asked to provide a Performance Bond which increased the cost by \$2,942.

The following is the estimated cost and source of funds.

<b>Item</b>	<b>Amount</b>
Hook Construction Bid	\$98,037
Performance Bond	\$2,942
Total Cost	\$100,979
Structures Grant	\$90,881
Bridge Reserve Fund	\$10,098

The Bridge Reserve Fund has a current balance of \$124,012.

**Possible Motion**

*Authorize the Town Manager to spend approximately \$10,098 from the Bridge Reserve Fund to pay the Norwich cost of rehabilitating Bridge #42.*

**Nancy Kramer**

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**From:** Mary Layton <marydlayton@gmail.com>  
**Sent:** Thursday, February 04, 2016 7:10 AM  
**To:** Nancy Kramer  
**Cc:** Linda Cook; Chris Ashley; Dan Goulet; Stephen Flanders; Neil Fulton  
**Subject:** Supervisory Framework for Capital Projects

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MEMORANDUM

\*\*\*\*\*

TO: Norwich Select Board  
FROM: Mary Layton  
SUBJECT: Capital Projects Supervision  
DATE: February 4, 2016  
CC: Neil Fulton, Nancy Kramer

\*\*\*\*\*

Nancy, please include this memorandum as part of the packet for the February 10, 2016 agenda item: Capital Improvements.

I think it would be productive as the Select Board moves again towards development of a capital facilities improvement plan to think about an approach to management and communication. I am thinking that the supervisory framework based on the opinion Attorney John Klesch on November 4, 2015 would be very helpful in this regard. I have prepared a motion which is outlined below based on paragraphs four and five of the original opinion. I would like to propose a policy based on this opinion. My suggested framework for the policy and the excerpted paragraphs of the legal opinion are below.

If we vote to adopt this policy we could then develop a detailed memorandum with specific terms for the police and fire facility. This would make Selectboard directives clear in advance of actions taken.

--Mary Layton

**“I move to adopt a Capital Improvements Policy with the following provisions. In regard to the development and construction of capital facilities projects over \$50,000, the Selectboard clearly states to the Town Manager, confirmed in writing by a memorandum, (1) the project details which we direct to be incorporated into the project (2) the nature, frequency, and means of minimum updates we expect in terms of progress and decision-making points, and (3) the types of decisions or issues on which the Selectboard reserves the opportunity to direct the Town Manager’s actions. “**

**John Klesch opinion,**

**“Our advice is that the Select Board should make clear to the Town Manager, confirmed in writing by a memorandum, (1) the project details which the Select Board directs to be incorporated into a project (likely by referencing project plans and specifications, and likely subject to what the voters have approved for a project funded by bond debt) (2) the nature, frequency, and means of minimum updates the Selectboard expects regarding progress and decision-making points for the project, probably at least including project finances, and (3) the types of decisions or issues on which the Selectboard reserves the opportunity to direct the Town Manager’s actions. Items (2) and (3) should be framed in a way that does not unnecessarily limit subjects and issues which the Town Manager might choose to bring to the Selectboard: rather, the point is to document the Select Board’s minimum expectations.”**

**This direction “should be limited to project items and issues involving matters of discretion and policy, meaning the Select Board should not attempt to reserve to itself decisions which are administrative in nature and do not require judgements as to what is in the best interest of the Town.**

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: TOWN CLERK'S SALARY  
DATE: FEBRUARY 5, 2016

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This memorandum provides information related to Mary Layton's email dated February 3, 2016 relating to the Town Clerk's salary.

The Grade and Step plan was initially implemented for non-bargaining unit employees in the FY14 budget (July 1, 2013 to June 30, 2014). The initial draft of the FY14 budget was provided to the Selectboard on November 9, 2012. There were no steps included in the FY14 budget and none given. The FY15 budget (July 1, 2014 to June 30, 2015) included a COLA adjustment effective July 1, 2014 and steps on the anniversary date of each employee based on a satisfactory or better annual evaluation. The FY16 budget (July 1, 2015 to June 30, 2016) and the proposed FY17 budget (July 1, 2016 to June 30, 2017) also include step increases.

The Selectboard approved the following motion at their January 27, 2016 meeting.

"I move that the Town Clerk be given a retroactive step increase effective March 3, 2015 (Town Meeting Day) and that in the future a step increase on Town Meeting day and a COLA increase the same as other employees on July 1 of each year."

The following is the history of the Clerk's salary starting in FY12 and including the proposed step increase on March 1, 2016 based on the above motion. The February 3, 2016 paycheck included retroactive pay.

Date	Grade/Step	Annual	% Increase	Notes
07/01/11	-	46,283.12		
07/01/12	-	47,902.92	3.50%	
07/01/13	18-G	55,205.78	15.25%	Grade Plan
07/01/14	18-G	56,249.16	1.89%	COLA
03/03/15	18-H	57,374.15	2.00%	Step
07/01/15	18-H	58,338.03	1.68%	COLA
03/01/16	18-I	59,504.79	2.00%	Proposed Step

**Nancy Kramer**

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**From:** Mary Layton <marydlayton@gmail.com>  
**Sent:** Friday, February 05, 2016 3:05 AM  
**To:** Nancy Kramer  
**Cc:** Dan Goulet; Linda Cook; Chris Ashley; Stephen Flanders; Neil Fulton  
**Subject:** Town Clerk Compensation Motion

Nancy, please include this memorandum in the February 10, 2016 Selectboard packet in regard to a proposed Town Clerk Compensation agenda item.

\*\*\*\*\*

**MEMORANDUM**

\*\*\*\*\*

**TO:** Norwich Select Board  
**FROM:** Mary Layton  
**SUBJECT:** Town Clerk Compensation/Salaries  
**DATE:** February 5, 2016  
**CC:** Neil Fulton, Nancy Kramer

\*\*\*\*\*

In looking over the payroll vouchers on Monday, February 1, 2016 new information has come to light in regard to the Town Clerk's compensation that causes me to think that the motion passed at the January 27<sup>th</sup>, 2016 does not address the problem of underpayment.

It is clear from review of a chart of pay rates provided by the Town Finance Office that from 07/01/11 to 07/01/16 that the Town Clerk has not been on a consistent and clear grade and step plan. The first two years do

not list a grade, the next two years are at “18G” with differing figures, and the last year is listed at “18H” starting July 07/01/15. Review of the biweekly payroll check warrants show that the Town Clerk was not paid at the “18H” level until December 2016. Most of the salary figures provided do not correspond to grade and step figures on the documents “Grade and Step Plan, Town of Norwich”.

The motion suggested by the Town Manager that was made and that we passed was based on the information the Selectboard had as of the January 27<sup>th</sup> meeting. The information described in this memorandum was not brought forth by the Town Manager at that time, and could not be used to make the decision. The motion also suggested a retroactive payment that does not reconcile the pay difference between the date of hire on July 13 and March 3, 2015 Town Meeting Day. Was he aware of this information? Should we have questioned his recommendation in this matter? I do not consider the suggested motion or the failure to provide clear and accurate information helpful. I do not think the Town Clerk has been treated in a fair and consistent manner as to compensation, and due to the lack of clarity in the records I think it will be a difficult situation to resolve.

The issue of resolving this compensation issue is complicated. It is clear that the motion we passed was based on incomplete information, and I suggest that we rescind it. The information now available needs to be reviewed, explained in writing by the Town Manager, and a new decision made.

I am appalled and very concerned about this situation.

## Nancy Kramer

---

**From:** Amy Downard <apdownard@yahoo.com>  
**Sent:** Saturday, January 23, 2016 12:49 PM  
**To:** Nancy Kramer  
**Cc:** Jill Kearney  
**Subject:** Rec Dept.

Hello Nancy,

Sadly I send this email as my notification of stepping down from the Recreation Council. I apologize for not being able to fulfill my commitment but several life event changes require me to focus all my attention on my family.

If you need any further information don't hesitate to contact me.

Sincerely,  
Amy Downard

## Neil Fulton

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**From:** Christine lang <cmlangvt@gmail.com>  
**Sent:** Monday, January 25, 2016 7:30 PM  
**To:** Neil Fulton  
**Subject:** Rutland Town Resolution  
**Attachments:** Rutland Town Resolution(1).pdf

Hello I talked to Bonnie,

Thank you for your service to Vermonters and your desire to make Vermont the best place possible for all who live here. I appreciated talking to you about this resolution. We know your job is not an easy one and becomes more complicated every year with changing legislation. Some of that legislation has spurred grave concern among Vermont residents, Selectboards, Regional Planning Commissions, Legislators, and more.

Attached is the Rutland Town Resolution that was distributed about a year ago. The Resolution addresses the input of municipalities regarding the siting of renewable energy projects in the certificate of public good proceedings before the Public Service Board. To date, at least 70 municipalities have signed on. We are working with several legislators on implementing new bills that will protect our beautiful landscape, the health and welfare of the residents, our property value investments, water quality, and more.

We ask that you forward this Resolution to your Selectboard and encourage them to sign on. If enough of our voices are heard they will have to listen to us!

A selectboard may register its adoption of the resolution by emailing a scanned image of the signed resolution to: [rutlandtown@rutlandtown.com](mailto:rutlandtown@rutlandtown.com)

For questions, call Joseph at [802-770-5072](tel:802-770-5072).

You may also mail your signed resolution to:  
Rutland Town Administrator  
181 Business Route 4  
CENTER RUTLAND, VT 05736

You may go here for more information and to see the current towns that have signed on:  
<http://energizevermont.org/energy-rebellion-towns/>

On **January 20** we convened at the Statehouse for a day of education. As part of this big day we presented the Rutland Resolution and the number of towns signed on to various legislative committees.

Thank you. We hope to hear from you soon.

Sincerely,

Swanton Wind Opposition (Swanton, Fairfield)

# Rutland Town Resolution

RESOLUTION TO INCREASE THE INPUT OF VERMONT MUNICIPALITIES REGARDING THE SITING OF RENEWABLE ENERGY PROJECTS IN CERTIFICATE OF PUBLIC GOOD PROCEEDINGS BEFORE THE PUBLIC SERVICE BOARD.

WHEREAS, The General Assembly has set aggressive goals for the development of renewable energy in Vermont.

WHEREAS, as a result of these aggressive goals the number of certificate of public good (CPG) applications before the Public Service Board (PSB) has increased substantially.

WHEREAS, at best, the current CPG process provided by 30 V.S.A. §248 affords a limited and ineffectual role for Vermont municipalities, municipal planning commissions, and town selectboards. Regardless of the content, scope, or impact on a proposed renewable energy project or a municipality's efforts to have a say in the project's siting, the §248 process and the legal analysis employed by the PSB enable the PSB to disregard and/or avoid the policies and standards of the very municipality in which the renewable energy project is to be located. By focusing on regional impacts, to the exclusion of local municipal impacts, the PSB routinely ignores the input and evidence offered by Vermont municipalities. As a result, the "due consideration" of municipal viewpoints required by 30 V.S.A. §248(b)(1) has become consideration in name only.

WHEREAS, it has become clear that legislative changes are needed to afford Vermont municipalities a greater say in the approval and siting of renewable energy projects.

THEREFORE, it is RESOLVED by the undersigned Vermont municipalities, to instruct their state representatives and senators to develop amendments to the statutes that concern the siting and approval of renewable energy projects and to the procedures of the PSB in order to ensure that Vermont municipalities have a more meaningful role in the CPG process and to require compliance with appropriately-developed municipal siting standards.

Richard M. Kenney  
1299 Podunk Road  
White River Junction, VT 05001

January 26, 2016

Norwich Selectboard  
300 Main Street  
Norwich, VT 05055

RE: Clarification on the removal of the bridge on Illsley Road

Selectboard:

In my review of the CATV tape of the 1/13/16 Norwich Selectboard meeting, I noted that Dan Goulet made a comment that the bridge on Illsley Road was removed illegally by a resident.

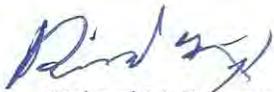
For the record:

The bridge that was removed had been installed in 2008. There are no documents available that reference the installers had permission from the Town to install the bridge. The Town did not own or maintain the bridge.

For the record:

The bridge was in disrepair and was causing erosion to the brook banks. The resident removed the bridge only after consulting with the Town. The brook was restored with direction from the State.

Sincerely,



Richard M. Kenney  
1299 Podunk Road, Norwich

## An ECFiber Update for Selectboards

Jan. 27, 2016

Full-strength internet access is essential for modern education at every level, and for economic activity on every scale. During 2015 State government passed legislation defining Communications Union Districts, basically a type of Municipal Utility Districts which have no taxing authority. The East Central Vermont Telecommunications District (ECVTD) is the first such district to be formed. All 24 original ECFiber member municipalities have voted to join ECVTD and have appointed delegates to its Governing Board. By unanimous vote, as of January 1 ECVTD assumed ownership of all existing assets and liabilities.

As 2016 began, ECFiber had 1205 customers connected to 235 miles of fiber-optic cable in parts of 12 member towns, and cash flow sufficient to cover all operating and debt service costs – all without cost or financial risk to local taxpayers. However, thousands of residents in all 24 of our towns still lack access to full-speed internet. So far, the capital to build ECFiber's network has come mostly from small-scale local investors, who organized one street at a time to bring full-speed internet to their neighborhoods. We are enormously proud of what they've made possible, but the painful fact is that, at our present rate of expansion, it will take decades to reach everyone in every town. Timely completion requires larger-scale borrowing, which was the principal reason for creating the District: under Vermont law, it has legal standing to issue so-called revenue bonds in its own right, with no impact on its members' tax rates, credit ratings, or long-term debt.

At its January 12 meeting, the ECVTD Governing Board received a proposal for large scale financing in stages, which would have nearly all the network built by the end of 2019. Because contract details are still being negotiated, the Governing Board went into executive session to hear a presentation from the Treasurer, Chief Financial Officer, the District's lawyer, and representatives from a bond underwriter. Governing Board members are in the process of evaluating the proposal and will take it up again at their February 9 meeting.

Clearly, accelerated expansion is safest where the demand is high. To guide the choice of which entire towns to "build out" first, ECFiber will soon announce a pre-subscription campaign for the entire District. Should ECFiber default on its bond payments, (and there is a very small, but non-zero chance of this,) member towns cannot be held liable for District debt, but community control could be compromised or lost. Towns and their appointed delegates can help reduce that risk by vigorous involvement both in the pre-subscription effort and in District governance.

On the other hand, our present slow-growth mode faces another serious risk. If the residents we have promised to serve lose hope before we reach them, then over the long haul neither ECFiber nor rural Vermont will be economically sustainable.

We'll keep you informed.

Irv Thomae (Chair, ECVTD Governing Board)

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MEMORANDUM

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TO: Norwich Select Board  
FROM: Mary Layton  
SUBJECT: Nate Stearns Correspondence  
DATE: January 30, 2016  
CC: Neil Fulton, Nancy Kramer

\*\*\*\*\*

Nate Stearns recent correspondence concerning the failed application to secure a Stream Alteration Permit for restoration of the Norwich Pool Dam does not provide an adequate explanation for the thoroughness with which the Vermont Agency of Natural Resources turned down the application. Stearns provides an explanation of the regulatory framework but fails to address the twenty-seven specific criteria cited in the rejection letter. His letter carefully skirts explanation of why this application failed in so many areas. His charge, as I understand it, was to develop a strategy in partnership with DuBois & King and Aquatec to ensure that the application met statutory requirements. The rejection letter clearly shows that these requirements were not met in the application. Why did Nate Stearns not ensure that an acceptable application was filed? Was he charged with that task or not?

I asked Neil Fulton today to provide documentation that Nate Stearns signed off on the statutory requirements part of the application. In an email message, I was informed by Fulton, that such a letter does not exist. It is clear from this statement that Nate Stearns played an advisory role, but was not actually expected to be held to a standard that would result in a successful application. He did not sign off in writing to state that the application was prepared in accordance with statute. This is a major mistake in terms of controlling risk. Who is to be held accountable for this failure? Why was Nate Stearns not asked to sign off on the application? Was it because he thought it had a poor chance of success? Was his role limited to general advice about the relevant statutes?

In supporting this application I expected that the team of experts would use good judgment and their combined professional expertise to develop an application that would be acceptable to the Vermont Agency of Natural Resources. The Stream Alteration Permit was a key piece of the puzzle. The development of the proposal was very expensive at \$86,000. The failure to secure this permit is a serious matter. It is also clear from this failure that the Selectboard cannot trust the Town Manager to make prudent decisions in terms of capital improvement projects. At best, stringent and detailed supervision by the Selectboard that second-guesses each decision is required. A better result might be obtained by pulling the Town Manager off such projects completely. In this case a \$500,000 FEMA grant was put at significant risk because of the question of securing a Stream Alteration Permit. In addition, Alternative Projects were not developed until the Pool Dam effort failed and the FEMA funding cycle had begun to close. I stand by my statement in earlier correspondence in which I described this effort as a “colossal failure”. In addition, I am concerned that this type of mismanagement will extend to future projects.

At this time, the FEMA funding process has been winding down. In an independent legal opinion I have been told that there was little chance of a successful appeal. An appeal process in any case would be lengthy and expensive and would have extended beyond the FEMA funding cycle. Our best bet in the first place was to think clearly and realistically about what was possible, and this was not done. The reality is that ANR is not receptive to the idea of building new dams in Vermont. No alternative projects were developed as Plan B. The application was submitted without the written support of a qualified environmental lawyer. I view this effort as a failure of management to exercise good judgment on behalf of the Town of Norwich. It is no wonder that Nate Stearns wishes to distance himself from this disaster. I understand his recent letter as an effort to do just that.

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MEMORANDUM

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TO: Norwich Select Board  
FROM: Mary Layton  
SUBJECT: Christopher Ashley Correspondence, December 30, 2015  
DATE: January 30, 2016  
CC: Neil Fulton, Nancy Kramer

\*\*\*\*\*

This memorandum is in reference to Christopher Ashley's memorandum of December 30, 2015; a response to a statement that I made about management of the Norwich Pool Dam Stream Alteration Permit proposal.

I see the development of this proposal very differently from Chris Ashley, especially in light of the very detailed rejection by the Vermont Agency of Natural Resources of an essential application for a Stream Alteration Permit. It is clear upon close reading of the denial that the specific requirements of the application were not met. The ANR follows statute in framing the criteria of the application, and is the responsible agency for approval of the permit. The application failed to meet the criteria. The permitting process is legal and according to statute. Why then try to frame this failure as a political debate?

It made sense to me initially that a team of experts was developing the proposal, including an engineering firm, fish biologists, and an attorney specializing in the statutory requirements for a successful application. After review of the rejection letter I have significant doubt that the statutory requirements were researched properly, and I view the effort as a significant waste of time and money.

The Agency of Natural Resources makes the decision in regard to Stream Alteration Permits. They use the standards that are mandated by statute. To suggest that they

acted in bad faith as Ashley has suggested is a very serious allegation, one that I think that neither he nor I has the specific professional qualifications to make. It would take a point-by-point analysis by qualified experts to make this a true allegation. I understand that an attorney is ordinarily hired to go over the specific requirements of the application, and that the attorney will sign off on the project in this regard. When I asked Neil Fulton recently if attorney Nate Stearns had produced a letter that would indicate that he signed off on the project, he stated that no such letter exists. In this case I presume that Nate Stearns acted as an expert advisor, but that he was not asked to attest to the fact that all statutory requirements were met in the application. I view this as putting the Stream Alteration Permit application, and the more important FEMA application, under a significant risk.

This, as well as failure of the Town Manager to consider having Alternate Projects as backup to the Pool Dam restoration effort, are signs of very poor judgment and management.

It is very hard emotionally to have the Norwich Pool restoration effort fail. I think it is important not to let emotion distort our judgment so that we cannot face reality.

Mary Layton

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MEMORANDUM

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TO: Norwich Select Board  
FROM: Mary Layton  
SUBJECT: Reply to Stephen Flanders Correspondence 1/7/2016  
DATE: January 30, 2016  
CC: Neil Fulton, Nancy Kramer

\*\*\*\*\*

To the Norwich Selectboard:

I am responding to the memorandum that Stephen Flanders submitted as Correspondence on January 7, 2016 as my name and actions were described and criticized. My perspective is as follows:

Two legal opinions solicited by the Selectboard provided value to the Town this year. An opinion on December 10, 2015 by John Klesch provided clarification of the Town Manager’s employment status. It stated that the Town Manager is not currently employed under a contract. Two of the terms offered when he was appointed are considered to be contractual. They are his salary and benefits. A third term that stated that he was hired “At Will” was considered by Klesch not to be contractual in light of the recent Nelson vs. St Johnsbury case. Although it does not make sense to me that two of the three terms of employment were contractual and one was not, this legal opinion provides clear guidance for the Selectboard in making decisions regarding the Town Manager’s employment status.

An additional valuable opinion was solicited by the Selectboard and given by Klesch on November 4, 2015. In regard to authority for construction projects it clearly demonstrates the balance needed between Selectboard and Town Manager as to their respective roles of direction and administration. It gives practical recommendations as to how this balance may be achieved. I think it shows the type of balanced governance that is needed for both construction projects and the everyday affairs of the Town. It includes the recommendation that directives of the

Selectboard in regard to construction projects be made in a written memorandum so that expectations are clear in terms of scope, vision, billing, and building construction updates.

As a contrast, please note the opinion by Paul Gillies that was solicited by the Town Manager without direction by the Selectboard on April 29, 2015. This opinion references the statutory role of a Town Manager as stated in 24 V.S.A section 1236(4) in managing construction projects but fails to show the statutory authority of the Select Board under V.S.A. 1233 to direct and supervise him. The action of the Town Manager of soliciting this narrow opinion and in using Town funds to do so is dead wrong. There must be direction and supervision of the Selectboard in all matters of the Town. The Town Manager overstepped his statutory authority in this case, with the vociferous support of Stephen Flanders.

The Selectboard voted to each develop questions to be asked of attorney Klesch to prepare for the December 10, 2015 opinion of the Town Manager's employment status. Linda Cook was delegated as the representative of the Selectboard to the attorney. With the exception of Stephen Flanders, each Selectboard member submitted questions. Flanders submitted a lengthy statement but no questions, which was not submitted by Linda to Klesch. Flanders subsequently submitted the statement to attorney Klesch on his own. This is just another example of Flanders unwillingness to abide by a majority decision of the Selectboard. He did not choose to participate in the effort by asking questions of legal counsel. Perhaps his position was already clear in his mind without this legal opinion.

Flanders also objected to a recommendation by attorney Klesch that the legal opinion of December 10, 2015 be placed under attorney-client privilege. A majority of the Board voted to accept attorney-client privilege in order that the entire board would be able to read the opinion and discuss it together before the results were released to the public. This seemed in my view to be prudent in that a personnel matter was being discussed. Flanders did not to want to abide by a majority vote of the Board in this case, and made a great fuss in support of his minority view.

It is essential and legally required that the Town of Norwich be governed according to statute and with particular attention given to the balance of statutory powers given to the Selectboard and the Town Manager. The Selectboard should be striving to get the best result for the Town under statutory authority. Misguided and divisive action by Stephen Flanders to protect the Town Manager and subvert majority vote of the Selectboard is not helpful in this regard.

## Nancy Kramer

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**From:** Dennis M. McCullough <Dennis.M.McCullough@dartmouth.edu>  
**Sent:** Tuesday, February 02, 2016 5:26 PM  
**To:** Nancy Kramer  
**Cc:** Lee Michaelides  
**Subject:** Church Street Sidewalk Project

Dear Selectboard,

For the past 30 years (!) my wife Pam Harrison and I have spent loads of time and energy in trying to make Church Street safer and more pleasant for pedestrians, bikers, and runners. We started out hoping that our then 8 year old daughter would have a safer walk to school. In those days we joked about how we would use a sidewalk when we needed our own walkers. That time is now close upon us. To have a complex and long-considered project suddenly halted by a few voices after all these years and dozens of residents have indicated support for the project seems undemocratic and ill-considered.

Many of us continue to be willing to find a way forward with this project for the safety of the old and young alike. We understand that it will require compromises that some residents may initially find difficult. But isn't that what all changes require.

We look forward to continuing and thoughtful engagement in this project.

Dennis McCullough  
Pamela Harrison  
102 Church Street

STITZEL, PAGE & FLETCHER, P.C.

171 Battery Street  
PO Box 1507  
Burlington, VT 05402-1507  
Tax ID# 03-0325727  
(802) 660-2555



January 22, 2016

Town of Norwich  
PO Box 376  
Norwich, VT 05055

MONTHLY STATEMENT SUMMARY

For the month of December 2015

Invoice # 25473

	<u>Hours</u>	<u>Amount</u>
Employee Matter	0.20	38.00
General	19.70	3,477.00
Personnel	13.55	2,441.25
For professional services rendered	<u>33.45</u>	<u>\$5,956.25</u>
Total costs		\$689.45
Total amount of this bill		<u>\$6,645.70</u>
Previous balance		\$580.53
Balance due		<u><u>\$7,226.23</u></u>

ACCOUNT \_\_\_\_\_  
AMOUNT \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
DATE \_\_\_\_\_

Please send a copy of the Monthly Statement Summary with your payment. If you are making partial payment, please mark the portions being paid. Thank you.

Provider IDs - Attorneys: S.F. Stitzel (SFS); P.R. Page (PRP); R.E. Fletcher (REF); J.S. McLean (JSM); A.S.E. Lafferty (ASEL); J.H. Klesch (JHK); D.L. Atwood (DLA); D.W. Rugh (DWR); E.G. Derry (EGD)

Paralegal: J.L. Grindle (JLG); Office Manager: S. Manion (SM); Legal Assistant: G. Chattman (GC)

STITZEL, PAGE & FLETCHER, P.C.

171 Battery Street  
 PO Box 1507  
 Burlington, VT 05402-1507  
 Tax ID# 03-0325727

January 22, 2016

Town of Norwich  
 PO Box 376  
 Norwich, VT 05055

		<u>Hours</u>	<u>Amount</u>
	<u>Employee Matter</u>		
12/8/2015	JSM E-mails from and to JHK; review case law.	0.20	38.00
	SUBTOTAL:	[ 0.20	38.00]
	<u>General</u>		
12/4/2015	JHK Review question from L. Cook regarding public records issue and provide opinion regarding same	0.40	76.00
12/7/2015	JHK Telephone conference with L. Cook regarding public records/open meetings questions; telephone conference with C. Winters (Dep. Sec. State) regarding same	0.90	171.00
12/9/2015	JHK Prepare advice on public records / open meeting issues around delivery of opinion concerning Town Manager employment status; confer with JSM regarding same	0.60	114.00

			<u>Hours</u>	<u>Amount</u>
12/10/2015	JHK	E-mail to Selectboard regarding advice on public records / open meeting issues related to delivery of opinion on Town Manager employment status	0.40	76.00
12/11/2015	JHK	Review emails regarding REF work on public records request (billed at one-half rate)	0.30	28.50
12/11/2015	REF	Phone calls with L. Cook; emails to Selectboard members; emails with N. Fulton, Town Manger; review PRA; review SPF files for possibly responsive materials;	2.80	532.00
12/12/2015	JHK	Confer with REF and attention to additional emails regarding PRA matters (billed at one-half rate)	0.50	47.50
12/12/2015	REF	Email and related research; communications with S. Flanders	2.00	380.00
12/13/2015	JHK	Further confer with REF regarding Selectboard governance issues	0.20	38.00
12/13/2015	REF	Email from S. Flanders; email to L. Cook	0.30	57.00
12/14/2015	JSM	Confer with REF and e-mails from REF and JHK regarding PRA request (billed at one-half rate).	0.40	38.00

			<u>Hours</u>	<u>Amount</u>
12/14/2015	JHK	Attention to emails regarding PRA request, and confer with REF and JSM regarding same (billed at one-half rate)	0.40	38.00
12/14/2015	REF	Phone calls with L. Cook; emails with C. Ashley; review documents; additional phone call with client; participate by phone in SLB meeting; prepare motion language	2.70	513.00
12/15/2015	JHK	Review REF letter draft for PRA response	0.10	NO CHARGE
12/15/2015	REF	Advice concerning draft letter for Chair's consideration; phone calls with L. Cook regarding documents and request response	0.60	114.00
12/16/2015	JHK	Attend 2nd executive session with Selectboard regarding possible public disclosure of attorney-client communications	0.70	133.00
12/16/2015	REF	Confer with JHK (billed at one-half rate)	0.20	19.00
12/17/2015	JHK	Confer with REF regarding PRA issues (billed at one-half rate)	0.30	28.50
12/17/2015	REF	Confer with JHK; email to client (billed at one-half rate)	0.30	28.50
12/21/2015	JHK	Exchange emails with M. Layton; confer with REF	0.20	38.00
12/21/2015	REF	Phone calls with L. Cook; confer with JHK; review letter to requestor and	0.80	152.00

			<u>Hours</u>	<u>Amount</u>
		suggest edits; review documents		
12/22/2015	JHK	Assist REF with PRA response	0.10	19.00
12/22/2015	REF	Review additional attached materials and revise analysis; confer with JHK and revise draft letter	3.20	608.00
12/23/2015	JHK	Further e-mail from REF regarding PRA response	0.10	NO CHARGE
12/23/2015	REF	Prepare materials for transmission to client; phone calls with client about various aspects of the disclosure	1.20	228.00

SUBTOTAL: [ 19.70 3,477.00 ]

Personnel

12/1/2015	JHK	Telephone conference with L. Cook	0.10	19.00
12/7/2015	REF	Phone call with JHK and research	0.60	114.00
12/7/2015	JHK	Continued research and analysis regarding Town Manager employment status, and drafting of opinion letter regarding same	4.10	779.00
12/8/2015	REF	Confer with JHK and discuss status; review and suggest edits to document; phone call with client	1.00	190.00
12/8/2015	JHK	Continued legal research and drafting analysis regarding Town Manager employment	4.20	798.00

			<u>Hours</u>	<u>Amount</u>
		status and answers to Board's specific questions; confer with REF regarding analysis and draft opinion		
12/9/2015	REF	Confer with JHK (billed at one-half rate)	0.15	14.25
12/9/2015	JHK	Revisions to opinion letter concerning Town Manager	1.30	247.00
12/10/2015	REF	Confer with JHK (billed at one-half rate)	0.10	9.50
12/16/2015	JHK	Prepare for meeting with Selectboard and attend 1st executive session by telephone to discuss analysis of Town Manager's employment status	1.40	203.00
12/17/2015	JHK	Telephone conference with R. Wolfe from Valley News; e-mail to L. Cook regarding same	0.40	58.00
12/18/2015	JHK	Review Valley News report; confer with REF	0.10	NO CHARGE
12/18/2015	REF	Confer with JHK on status and meeting (billed at one-half rate)	0.10	9.50
SUBTOTAL:			13.55	2,441.25]
For professional services rendered			33.45	\$5,956.25

Additional Charges :

Amount

Employee Matter

12/31/2015	Online research charges for December	112.55
12/31/2015	Online research charges for December	568.20
SUBTOTAL:		[ 680.75]

Expenses

12/31/2015	Photocopies for the month of December	8.70
SUBTOTAL:		[ 8.70]

Total costs \$689.45

Total amount of this bill \$6,645.70

Previous balance \$580.53

Balance due \$7,226.23

DRAFT Minutes of the Special Selectboard Meeting of Wednesday, January 6, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were 5 people in the audience.

Also participating: Andy Hodgdon, Suzanne Lupien.

Cook opened the meeting at 6:30 pm.

1. FEMA Alternate Projects Proposals (Discussion/Possible Action Item). Fulton said the Town has developed proposals and received bids for 3 projects: the Pool Dam cleanup, the Public Works addition and the Route 132 culvert. Fulton reviewed lowest bids and each alternate project paperwork. Fulton's goal is to submit requests for alternate projects to FEMA by January 15<sup>th</sup>. After discussion, it was agreed that the Selectboard would review the proposals, Fulton would work on updates to the proposals and a decision would be made at the Selectboard's January 13<sup>th</sup> meeting.

2. Review of Proposal Clarifications – Public Safety Facilities (Discussion/Possible Action Item). Black River Design, Maclay Architects, UK Architects and Jay White, Architect all responded to the 12 questions and their responses were included in the packet. After Selectboard discussion and public comment, it was agreed by consensus to invite Black River, UK and White to a special meeting of the Selectboard on January 20<sup>th</sup>. Fulton suggested 30 minutes for each with a 10 minute presentation.

Flanders **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed.** Meeting adjourned at 8:07 pm.

Approved by the Selectboard on \_\_\_\_\_.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Next Regular Meeting – January 13, 2016 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.

DRAFT Minutes of the Selectboard Meeting of Wednesday, January 13, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 15 people in the audience.

Also participating: Roger Blake, Linda Danilek, Phil Dechert, Andy Hodgdon, Beth Krusi, Suzanne Lupien, Bonnie Munday, Sue Pitiger, Jennifer Roby, Cheryl Rostad, Liz Russell, John Severinghaus, Demo Sofronas, Elaine Waterman.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda as is.
2. Public Comments. No actions taken.
3. Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Flanders **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #16-16 for General Fund in the amount of \$1,563,420.08 for the period from 12/29/15 to 1/13/16. **Motion passed.**
5. Waiver under Section 6 of the Alcohol Ordinance for the Spring Gala from the Norwich Women's Club (Discussion/Action Item). Pitiger spoke for the Norwich Women's Club. Afterwards, Flanders **moved** (2<sup>nd</sup> Ashley) to approve a waiver in accordance with Section 6 of "An Ordinance to Regulate the Possession and Consumption of Alcohol on Town of Norwich Property" (Ordinance) to allow the possession and consumption of alcohol in accordance with the Ordinance at the Spring Gala sponsored by the Norwich Women's Club to be held on March 11, 2016 in Tracy Hall. **Motion passed.**
6. Interview/Appoint Sue Pitiger to the Development Review Board (Action Item). Pitiger was present and interviewed. Afterwards, Flanders **moved** (2<sup>nd</sup> Ashley) to appoint Sue Pitiger as an alternate to the Development Review Board for an unexpired term ending April 30, 2017. **Motion passed.**
7. Petition to Change the Boundaries of the Fire District (Discussion/Possible Action Item). After discussion regarding protocol, Flanders **moved** (2<sup>nd</sup> Ashley) to set a public hearing for February 10, 2016 at 6:00 pm in the multipurpose room. **Motion passed.**
8. Request for Extension from Division of Property Valuation & Review to File Form 411 (Discussion/Action Item). Fulton explained why the extension is needed. Afterwards, Ashley **moved** (2<sup>nd</sup> Goulet) to request a 30 day extension for filing of the 2015 411 due to the special circumstances described in the 12/30/15 memo from Douglas Farnham, Director of PV&R. **Motion passed.**

9. Favreau/Greene Request (Discussion/Possible Action Item). Per the request of the Selectboard, Fulton contacted the abutters to Parcel # 15-045.000. A response was received today from Judith Currier who suggested dividing the property between the two abutters. After discussion, Flanders **moved** (2<sup>nd</sup> Ashley) to authorize the Town Manager to contact the abutters and ask them how the property could be divided and if they were willing to pay for quick claim deeds, transfer, recording and other fees. **Motion passed.**

10. FY17 Budget (Discussion/Action Item). After some discussion, Flanders **moved** to recommend that Town Meeting approve a gross spending General Town Budget of \$4,331,293. Motion was dropped for lack of a second. After discussion of a request received from the Town Treasurer, Ashley **moved** (2<sup>nd</sup> Flanders) to add \$100 to the Dues/Meetings/Education line item in the Town Administration budget. **Motion passed.**

11. FEMA Alternate Projects (Discussion/Action Item). After review and considerable discussion, Ashley **moved** (2<sup>nd</sup> Goulet) to authorize the Town Manager to submit the following applications to FEMA for Alternative Projects: Restoration of the Norwich Pool Dam Area, Addition to Existing Public Works Building and Culvert Replacement with amendments to cover letter. **Motion passed.** After some discussion, Layton **moved** (2<sup>nd</sup> Goulet) to authorize the Town Manager to prepare a letter indicating Selectboard support for the projects and to authorize the Chair to sign. **Motion passed.**

14. Review of Banner Policy (Discussion/Possible Action Item). Several representatives from Norwich organizations and townspeople spoke. No actions were taken.

12. Capital Facilities (Discussion/Possible Action Item). Fulton has set up appointments with the three selected architects for the January 20<sup>th</sup> meeting.

13. Review of Draft Town Meeting Warning (Discussion/Action Item). Fulton reviewed and discussed changes. No actions were taken.

15. Correspondence (Please go to [www.norwich.vt.us](http://www.norwich.vt.us), click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Resident –

1) #15 a), b), c), d), e), f), g) and h). Letter from Richard Kenney Re: Petition to Reclassify Illsley Road, Memo from William Malo Re: Steep Hill and School Buses on Beaver Meadow Road, Email from Claudette Brochu Re: Budget for 2017, Letter from David and Patricia Derrick Re: Illsley Road, Email from Mary Andes Re: Alternate Project for Town Pond Dam, Email from Robert Cramer Re: Charlie Brown Brook Dam Removal Projects, Letter from Christopher Ashley Re: Response to Mary Layton's Memo of November 23, 2015 and Email from Stephen Flanders Re: Attorney Opinion and Correspondence Disclosed to the Valley News. Flanders **moved** (2<sup>nd</sup> Ashley) to receive a letter from Richard Kenney re: petition to reclassify Illsley Road, a memo from William Malo re: steep hill and school buses on Beaver Meadow Road, an email from Claudette Brochu re: budget for 2017, a letter from David and Patricia Derrick re: Illsley Road, an email from Mary Andes re: alternate project for Town Pond Dam, an email from Robert Cramer re: Charlie Brown Brook Dam removal projects, a letter from Christopher Ashley re: response to Mary Layton's memo of November 23, 2015 and an email from Stephen Flanders re: Attorney opinion and correspondence disclosed to the Valley News.

**Motion passed.**

16. Selectboard

- a) Bill from Stitzel, Page & Fletcher for Legal Services (Discussion/Action Item). After very little discussion, Ashley **moved** (2<sup>nd</sup> Goulet) to authorize the Town Manager to pay the bill from the Professional Services line item. **Motion passed.**
- b) Approval of the Minutes of the 12/2/15, 12/9/15, 12/14/15, 12/16/15 and 12/17/15 Selectboard Meetings (Action Item). After some discussion, Flanders **moved** (2<sup>nd</sup> Ashley) to approve the minutes of the December 2, 2015, December 9, 2015, including amendments presented by Cook, December 14, 2015, December 16, 2015 and December 17, 2015 Selectboard meetings. **Motion passed.**
- c) Selectboard Town Report Submission (Discussion/Action Item). Layton will work on draft for the January 20<sup>th</sup> Selectboard meeting.
- d) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for January 20<sup>th</sup> will include: interviewing architects, Town Warning, FY17 budget, Selectboard Town Report submission and Town Manager evaluation. Church Street Sidewalks SRTS Project and the Banner Policy will be added to the January 27<sup>th</sup> agenda.
- e) Town Manager Evaluation (Executive Session may be Required). Dropped.

Ashley **moved** (2<sup>nd</sup> Goulet) to adjourn. **Motion passed.** Meeting adjourned at 10:05 pm.

Approved by the Selectboard on \_\_\_\_\_.

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Special Selectboard Meeting – January 20, 2016 at 6:30 PM

Next Regular Meeting – January 27, 2016 at 6:15 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.