

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, March 9, 2016 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 10 minutes
- 3) Interim Town Manager's Report (Discussion) 10 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Town Clerk's Compensation (Discussion/Possible Action Item) 5 minutes
- 6) Easement Agreement for EV Charging Station (Discussion/Action Item) 10 minutes
- 7) Update on Public Safety Facilities (Discussion) 10 minutes
- 8) Selectboard Communication Process for Meetings (Discussion/Possible Action Item) 10 minutes
- 9) Selectboard Goals (Discussion/Possible Action Item) 10 minutes
- 10) Selectboard
 - a) Approval of the Minutes of the 1/20/16, 1/27/16, 2/10/16, 2/15/16, 2/17/16, 2/18/16 and 2/24/16 Selectboard Meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
 - c) Review Resumes and Select Candidates for Interim Town Manager Interviews (Discussion/Action Item) (Executive Session May be Required) 10 minutes
 - (1) Review Questions for Candidates

Special Selectboard Meeting – March 16, 2016 at 6:30 PM

Next Regular Meeting – March 23, 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 requesting to be placed on the Town Email List.

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: PHIL DECHERT
SUBJECT: FEBRUARY 2016 MONTHLY REPORT
DATE: MARCH 3, 2016

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

General

- A new projector designed for larger rooms such as the Tracy Hall Gym was used for Town Meeting. The projector and a new screen for the downstairs meeting room were partially funded by a Norwich Women's Club grant.

Projects

- Alternative Projects - A state wastewater permit and Act 250 Exemption determination were submitted to DEMHS for the addition to the Public Works Garage. All requested documentation has now been submitted for alternative projects and DEMHS has indicated the applications are complete and have been forwarded to FEMA.

Assessor

- 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.
- New England Municipal Consultants and the Town of Norwich entered into a contract for continued assessing services from 1 July 2016 through 30 June 2019.

Fire Department and Emergency Management

- The Fire Department and FAST Squad are actively recruiting new members. The number of active members is too low; this seriously affects our response to alarms.

Planning and Zoning

- Historic Preservation Consultant Lyssa Papazian presented and discussed the recently completed Windshield Survey Project at a Public Meeting February 8 at NHS. The event was well attended by Commission members and public.

Police Department

- 2015 Opiate Epidemic: Norwich officers continue to receive training in the identification of opiates, opiate addiction and drug diversion. In 2015 there were 491 reported opioid seizures in Vermont. In Windsor County alone there were 80 seizures, only two other counties reported more seizures.

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.

Activity	This month	This season, so far	Last year at this time
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

- The Mud Season Program Brochure was completed and dispersed to all Marion Cross School students.
- The following adult programs currently running successfully will also extend into the spring: Pa Kua Chang Kung Fu, Adult Fitness and Yoga.

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

Monthly Report – February 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 Townwide reappraisal.
- (2) The Assessor set a mailer requesting inspections to property owners on Map 15 and to owners of commercial properties. The Assessor also sent a request to owners of commercial properties for income and expense information.
- (3) New England Municipal Consultants and the Town of Norwich entered into a contract for continued assessing services from 1 July 2016 through 30 June 2019.
- (4) The Listers posted reminders to the Norwich Listserve and World List for all those who occupy their Norwich property as their domicile to file their Homestead Declaration (form HS-122) annually with the State of Vermont by April 15th (the actual deadline for 2016 is April 18th). No extensions are granted for this mandatory filing, and an 8% penalty applies to filing late. Declarations may be filed online at

<http://tax.vermont.gov/property-owners/homestead-declaration/filing-checklist>.

Those with household incomes up to \$137,500 may be eligible for a Property Tax Adjustment credit (also known as "Income Sensitivity"). To apply, fill out Form HS-122, part B. Questions may be addressed to the Assessing Clerk.

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
802-649-1419 ext 105

March 2, 2016

TO: Phil Dechert, Interim Town Manager
FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February 2016

- Current year tax collections for February were \$ 5,542,564.
- The Delinquent Tax Warrant for 15-16 was \$ 267,571.08 - 1.68% of total taxes billed (\$15,921,619). The total of new delinquents when added to existing delinquents equaled \$ 294,177. As of the end of February delinquent taxes were \$240,656. with collections of \$ 53,521.
- Late Filed Homestead Declaration penalties for 15-16 equal \$ 13,510.
- Tax Abatements to date equal \$ 3,347.



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 Fax: 802-649-1775

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

Fire and FAST Department

The Norwich Fire Department lost two long-time members this month. Deputy Chief Neil Fulton, (20 years of service) and Firefighter Mark Anderson (12 years of service) both retired from the Department. Ebben Whitehair was appointed to the FAST Squad. We are actively recruiting new members. Our number of active members is too low; this seriously affects our response to alarms. We implemented a new organizational structure. This creates teams lead by company officers. The officers will mentor new members and monitor their response to alarms and attendance at training.



Engine 1 at a fire alarm activation (caused by cooking) on Main ST.

Department members installed a 120-volt power supply to the Forestry Truck. This supplies AC power for the vehicles battery conditioner and portable radio chargers.

Fire Training

Department training included respirator fit-testing, breathing apparatus drills and fire protection systems. Individual members attended training in fire and building codes and principles of modern fire attack. One member is attending a certified fire instructor course offered by the VT Fire Academy.

FAST Squad Training

FAST Squad training was CPR practical skills and case reviews. Two members attended EMT refresher training.

Incidents

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	3	3
Auto Fires	0	0	0
Wildland Fire	0	0	1
Other Fires	0	0	0
Medical	9	15	15
Vehicle Crashes	1	6	7
Hazardous Conditions no fire	3	5	3
Service Calls	2	5	2
Good Intent Calls	1	3	5
False Alarms	1	2	4
Other	0	0	0
Total	17	39	40

Emergency Management

Local businesses are submitting their Tier II Hazardous Chemical reporting forms. This is a requirement of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 and was created to help communities plan for emergencies involving hazardous substances.

TOWN OF NORWICH ZONING & PLANNING

March 2, 2016

February 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Reviewed mixed-use criteria for the Route 5 South & River Road Study areas and compared to existing Site Plan Review criteria in the zoning regulations. Revised SPR zoning will be prepared for a future meeting.
2. DRB
 - No meetings or hearings
 - Prepared for Final Subdivision Plan Review Hearing March 3rd.
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. Historic Preservation Commission
 - a. Public Meeting February 8 at NHS with Historic Preservation Consultant Lyssa Papazian for a presentation and discussion of the Windshield Survey Project. Well attended by Commission members and public.
5. Other
 - Alternative Projects - A state wastewater permit and an Act 250 Exemption determination were submitted to DEMHS for the addition to the Public Works Garage. All requested documentation has been submitted and they have indicated the applications are complete and have been forwarded to FEMA.
 - Agreements with the VT Division of Historic Preservation were signed for two new grants for preparing nominations to the National Register.
 - Ordered and received a new projector and screen. The new projector is designed for a large room such as the Tracy Hall Gym and was used for Town Meeting. These were partially funded by a Norwich Women's Club grant.

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

Phil Dechert
Interim Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

March 2, 2016

RE: February 2016 Monthly Report

Phil;

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

Norwich Officers responded to 106 incidents during the month of January, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

2015 Opiate Epidemic: Norwich officers continue to receive training in the identification of opiates, opiate addiction and drug diversion. In 2015 there were 491 reported opioid seizures in Vermont. In Windsor County alone there were 80 seizures, only two other counties reported more seizures. Within those seizures were 56,760 bags of heroin which has a street value of approximately \$851,400. On average the Vermont Forensic Laboratory receives 40 reports/requests for analysis per month.

With the weather becoming much nicer and warmer residents are allowing their pets to remain outdoors for longer periods of time. During the month of February we (police) have received numerous calls about stray dogs, nuisance dogs, barking dogs etc.. We have picked up several dogs that have been caught running loose. We have been able to locate most of the owners; others were dropped off at the River Road Vet. A reminder that it is a violation of the Norwich Animal Control Ordinance for your dog to be running at large. You can find a full copy of the ordinance on the towns' website.

ACTIVITY

CALL TYPES	January 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	6	13	71
Intrusion Alarms	8	18	75
Frauds	3	5	30

1. Over Time Hours	25 hours
2. Sick Time Hours	20 hours
3. Vac/Hol/Per Time Hours	0 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	106 calls
6. Training Hours	36 hours
7. Grant Funded Hours	6 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

To: Phil Dechert, Acting Town Manager
 From: Andy Hodgdon, Public Works Director
 Subject: Public Works Monthly Report
 Date: February 27, 2016

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

Winter Maintenance:

Activity	This Month	This Season, so far	Last Season, as of February 28, 2015
Callouts	8	15	38
Plowing	2	10	32
Treating the Pavement	8	15	48
Sanding	15	20	43
Sidewalks	7	14	36
Snow Removal	0	2	8

From the Daily Log:

- Feb. 3-Wed: Because of sleet and freezing rain, we sanded all of the gravel roads twice. We didn't do anything to the paved roads or sidewalks.
- Feb. 8-Mon: Gary pretreated all of the sidewalks with the Holder due to the pending storm.
- Feb. 9-Tues: Because of snow overnight, I called everyone in at 3:00 am. We plowed everything, treated all of the pavement, and sanded the hills and corners. Everyone, except Mike Tebbetts, finished at 1:00. He plowed and did the sidewalks.
- Feb. 10-Wed: This afternoon, everyone checked over their gravel roads, sanding as necessary.
- Feb. 11-Thurs: Because of another snow squall, we lightly treated all of the pavement, except Sonny. After lunch, Mike, Neal, and Gary sanded all of the gravel roads in New Boston, Beaver Meadow, Hawk Pine, and Goodrich Four Corners Road.
- Feb. 12-Fri: Because of snow showers overnight, Gary, Mike, and Neal treated all of the paved roads. Sonny did the sidewalks with the Holder. They finished at 10:00. After that, everyone except Sonny, sanded all of the gravel roads. Gary stopped sanding at noon. After lunch Gary treated the Transfer Station and the sidewalks with Caliber M1000, using Truck #8.

- Feb. 16-Tues: Because of snow overnight, I called everyone in at 2:30 am. We plowed all of the paved and gravel roads and did the sidewalks. After that, because of freezing rain, we treated the pavement and sanded the gravel roads three times. We finished at 5:30 pm.
- Feb. 17-Wed: Everyone came in at 4:30 am because of yesterday's storm. We treated all of the pavement, sanded all gravel roads, and Mike T. did the sidewalks. Everyone finished at 10:00.
- Feb. 19-Fri: Sonny was on Truck #8. He got one load-7.48 tons- of manufactured sand from Pike and sanded Turnpike Road. After that he went to Twin-State Sand & Gravel and got 2 loads of a new product called Supergrit. He took one load-8.94 tons- to Bragg Hill and brought another load-8.71 tons- back to the shop for us to look at.
- Feb. 20-Sat: Because of snow overnight, I called everyone in at 4:00 am. We treated all of the pavement, sanded all of the gravel roads. Mike T. did the sidewalks and scraped the shoulders. Everyone finished at noon.
- Feb. 21-Sun: Hartford Dispatch called to say that there were icy spots on the paved roads. I called Gary in, but he couldn't find anything wrong. No material was used.
- Feb. 24-Wed: Because of snow, sleet, and freezing rain overnight, I called everyone in at 4:00 am. We treated the pavement and sanded all of the gravel roads twice. Mike T. came in at the regular time. He did the sidewalks until 11:00, then went back to Tracy Hall. Hartford Dispatch called at 8:45 pm to say that Howard Hill on Beaver Meadow Road was slippery. I called Mike K. in to take care of it.
- Feb. 25-Thurs: Because of hard rain overnight and school being in session, I called everyone in at 4:00 am. Sonny had the day off. We checked all of the gravel roads, sanding as necessary until 9:00 am.
- Feb. 26-Fri: Because of snow squalls, we treated the pavement, checked and sanded all gravel roads as necessary. Mike T. did the sidewalks. Everyone finished at 11:00.

Grant Projects:

I will be submitting the yearly financial plan and the applications for the VT AOT Structures and Paving Grants.

I am also looking into using the remainder of the 2015 Structures Grant (that wasn't needed for Bridge #42) for the replacement of Bridge #48 on Bragg Hill.

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 26th.

Transfer Station:

In January, the recycling rate was 53% of all materials collected at the Transfer Station.

Fleet Repairs and Maintenance:

All VT State inspections needed on Public Works vehicles and Police vehicles have been completed.

Other Completed Projects:

- I completed the Hazardous Chemical Inventory and submitted it to the State of Vermont Division of Emergency Management Community Right-to-Know Program.

Pending Projects:

- We will complete our paving program for fiscal year 2015-2016 during the spring of 2016.
- I am working on a vehicle evaluation and decision paper for the 2004 430D Caterpillar backhoe. It is scheduled to be replaced this fiscal year in the Public Works Equipment Replacement Plan.
- I will be posting the Town Highway and Bridges for spring thaw during the month of March.

NORWICH RECREATION DEPARTMENT

February 2016 - Monthly RECREATION Report

Recreation Program Update: The Mud Season Program Brochure was completed and dispersed to all Marion Cross School students. On-line registration was set up for the following Youth activities: Indoor Lacrosse Warm-up for 3rd/4th and 5th/6th Grade Girls, Indoor Lacrosse Warm-up for 4th - 6th Grade Boys', Youth Yoga, Girls on the Run (for 3rd - 5th grades), Heart & Sole (Running for 6th - 8th grade girls), Teen/Tween Fitness, as well as Fencing & Table Tennis which continue right through the spring, Our following adult programs currently running successfully, will also extend into the spring: Pa Kua Chang Kung Fu, Adult Fitness and Yoga. Individual meetings and correspondence took place with my spring program instructors to confirm class descriptions and facility needs. I also began working on confirming coaches, schedules and facilities for all our spring offerings.

Meetings: At our monthly Recreation Council meeting we focused on possible candidates for the empty Recreation Council seats, plans for next year's skating rink, as well as upcoming Mud Season and Spring programming. It was decided to offer Norwich Recreation Baseball for all levels (3rd - 6th grades) through the Upper Valley Recreation Association. Ideas were bounced around regarding potential volunteer coaches for positions needing to be filled. At our monthly Upper Valley Recreation Association (UVRA) meeting at CCBA we discussed the basketball season in review, along with suggestions for improvements. Town involvement and plans for the upcoming Baseball / Softball season was confirmed. Tournament and jamboree dates were set. The calendar for future UVRA meeting dates was set. There was a proposal to engage in a future partnership with the Community Health Needs Assessment group.

Miscellaneous: This month marks the end of an era, with Neil stepping down as Town Manager. His expert leadership will be sorely missed. It is wonderful that Phil is willing to stand in until an interim TM is appointed. A huge thank-you goes out to both of them.

Respectfully submitted by,

Jill Kearney Niles

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ACCURA	ACCURA PRINTING	02/17/16	TAD--TOWN REPORT PRINTING 84782	01-5-005310.00 TOWN REPORT	3029.25	3047	03/09/16
BLODGETT	BLODGETT SUPPLY CO	02/06/16	HWY--WAX RINGS 1394024	01-5-703511.00 REPAIRS & MAINTENANCE	4.80	-----	--/--/--
BLODGETT	BLODGETT SUPPLY CO	02/10/16	HWY--PLUMBING SUPPLIES 1394650	01-5-703511.00 REPAIRS & MAINTENANCE	43.94	-----	--/--/--
BROWN	CHARLIE BROWN'S	02/17/16	HWY--CHAINSAB REPAIR 2461132	01-5-703403.00 PARTS & SUPPLIES	209.91	3048	03/09/16
BROWN	CHARLIE BROWN'S	02/17/16	HWY--CHAINSAB REPAIR 2461132	01-5-703405.00 PETROLEUM PRODUCTS	29.90	3048	03/09/16
BUSINESS	BUSINESS CARD	01/11/16	REC--CONFERENCE ROOM ATTIT1/16	01-5-425160.00 DUES/MTGS/EDUC	146.25	3049	03/09/16
BUSINESS	BUSINESS CARD	02/10/16	PL--PROJECTOR & SCREEN B&H-2/16	01-5-350418.00 WOMEN'S CLUB GRANT	1700.00	3049	03/09/16
BUSINESS	BUSINESS CARD	02/10/16	PL--PROJECTOR & SCREEN B&H-2/16	01-5-350611.00 OFFICE EQUIPMENT	109.70	3049	03/09/16
BUSINESS	BUSINESS CARD	12/09/15	GADMIN--REFUND MEDTEMP12/15	01-5-275631.00 WEB SITE SUPPORT	-200.00	3049	03/09/16
BUTTERS	NICOLE BUTTERS DAVIS	03/04/16	REC-GIFT MAKING WORKSHOP 3/3/2016	01-5-425200.00 INSTRUCTOR FEE	70.00	3050	03/09/16
CARPET	NEW ENGLAND CARPET KING &	02/13/16	TH--TILING SUPPLIES 11702	01-5-706113.00 REPAIRS & MAINTENANCE	237.66	3051	03/09/16
CHADWICK	CHADWICK-BAROSS INC	02/12/16	HWY--HOLDER LIGHT C42693	01-5-703403.00 PARTS & SUPPLIES	75.19	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	02/29/16	CHILD SUPP PEND 2-27-16 PEND2-27-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	3044	03/02/16
CODY	CODY CHEVROLET INC.	02/10/16	HWY--PUMP KIT 50755	01-5-703403.00 PARTS & SUPPLIES	48.58	3052	03/09/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	02/12/16	HWY--TRK#12 PLOW LIGHTS 640810	01-5-703403.00 PARTS & SUPPLIES	535.00	3053	03/09/16
DEADRIVER	DEAD RIVER COMPANY	02/09/16	FD--243.8 GALS #2 FUEL 31863	01-5-550234.00 HEATING	595.82	3054	03/09/16
DEADRIVER	DEAD RIVER COMPANY	02/09/16	PD--151.5 GALS #2 FUEL 31865	01-5-475234.00 HEATING	370.25	3054	03/09/16
DEADRIVER	DEAD RIVER COMPANY	02/16/16	TH--425.1 GALS #2 FUEL 97170	01-5-706103.00 HEATING	1038.90	3054	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-005125.00 DENTAL INSURANCE	64.51	3055	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-100125.00 DENTAL INSURANCE	129.02	3055	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-200125.00 DENTAL INSURANCE	135.79	3055	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-300125.00 DENTAL INSURANCE	42.77	3055	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-350125.00 DENTAL INSURANCE	64.51	3055	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-425125.00 DENTAL INSURANCE	34.27	3055	03/09/16
DELTA DEN	DELTA DENTAL	02/22/16	DELTA DENTAL MAR 2016 MAR 16	01-5-500125.00 DELTA DENTAL	277.33	3055	03/09/16

03/04/16
10:42 am

Town of Norwich Accounts Payable
Check Warrant Report # 16-20 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/25/16 To 03/09/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
DELTA DEN	02/22/16	DELTA DENTAL MAR 2016	01-5-555126.00	34.27	3055	03/09/16
		MAR 16	DENTAL INSURANCE			
DELTA DEN	02/22/16	DELTA DENTAL MAR 2016	01-5-704125.00	34.26	3055	03/09/16
		MAR 16	DENTAL INSURANCE			
DELTA DEN	02/22/16	DELTA DENTAL MAR 2016	01-5-703125.00	376.11	3055	03/09/16
		MAR 16	DENTAL INSURANCE			
DHMC	02/16/16	FD--TAPE, SPONGES, GLOVES	01-5-555424.00	43.44	3056	03/09/16
		INV1740	EMS TOOLS/ EQUIP			
DIMMICK	02/11/16	SW--PORT-A-POT JAN/FEB16	01-5-705500.00	180.00	3057	03/09/16
		24413	PURCHASED SERVICES			
EVANSMOTO	02/16/16	HWY--500.0 GALS BIODIESEL	01-5-703405.00	799.71	-----	--/--/--
		579384	PETROLEUM PRODUCTS			
EVANSMOTO	02/22/16	HWY--401.0 GALS BIODIESEL	01-5-703405.00	612.62	-----	--/--/--
		579737	PETROLEUM PRODUCTS			
FASTENAL	03/02/16	HWY--STATEMENT CREDIT	01-5-703403.00	-6.11	-----	--/--/--
		NHWES54914#2	PARTS & SUPPLIES			
FASTENAL	03/25/16	HWY--STOCK HARDWARE	01-5-703403.00	177.88	-----	--/--/--
		NHWES61454	PARTS & SUPPLIES			
FREIGHTNH	02/19/16	HWY--OIL FILTER	01-5-703403.00	41.13	3058	03/09/16
		LP241854	PARTS & SUPPLIES			
GEORGE	03/03/16	REC-YOGA	01-5-425200.00	1742.30	-----	--/--/--
		3/2/2016	INSTRUCTOR FEE			
GMPC	02/16/16	HWY--STREETLIGHTS	01-5-703307.00	39.89	3059	03/09/16
		05119FEB16	STREETLIGHTS			
GMPC	02/26/16	DPW--STREET LIGHTS	01-5-703307.00	881.13	3059	03/09/16
		24926FEB16	STREETLIGHTS			
GMPC	02/25/16	TOWER POWER FEB 16	01-5-575233.00	54.33	3059	03/09/16
		350667FEB16	TOWER POWER			
GOODWIN	03/04/16	REC-FITNESS CLASS	01-5-425200.00	483.00	3060	03/09/16
		3/3/2016	INSTRUCTOR FEE			
HAUN	02/24/16	HWY--WELDING GASES	01-5-703403.00	133.35	-----	--/--/--
		4171060	PARTS & SUPPLIES			
HERBERT	02/23/16	FD--BLS CLASSES	01-5-555340.00	15.00	3061	03/09/16
		2/23/16	EMS EDUC/TRNG			
HUGHES	02/04/16	TADMIN--KATUCKI MEDIATION	01-5-005300.00	455.00	3062	03/09/16
		16A1006	PROFESS SERV			
KIMBALL	02/19/16	HWY--HOSE ENDS	01-5-703403.00	272.06	-----	--/--/--
		4727923	PARTS & SUPPLIES			
LUFKIN	02/11/16	TADMIN--TOWN REPORT	01-5-005310.00	1800.00	3063	03/09/16
		6299	TOWN REPORT			
MANHEIMER	02/17/16	TAX OVERPAYMENT	01-2-001148.00	153.78	3064	03/09/16
		2/17/16	TAX OVERPAYMENTS			
MIS1	02/24/16	PL--FLOODPLAIN COURSE	01-5-350615.00	50.00	3065	03/09/16
		2/24/16	DUES/MTGS/EDUC			
MIS2	02/24/16	REC--B'BALL OFFICIATING	01-5-425214.00	24.00	3066	03/09/16
		3/1/16	REFERREE/UMPIRE			
NEMRC	03/01/16	SOFTWARE ANNUAL SUPPORT	01-5-100613.00	133.69	3067	03/09/16
		36219	SOFTWARE			
NEMRC	03/01/16	SOFTWARE ANNUAL SUPPORT	01-5-200613.00	802.11	3067	03/09/16
		36219	SOFTWARE			

03/04/16
10:42 am

Town of Norwich Accounts Payable
Check Warrant Report # 16-20 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/25/16 To 03/09/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NEMRC	03/01/16	SOFTWARE ANNUAL SUPPORT 36219	01-5-300360.00 SOFTWARE MAINT/UPDATE	401.05	3067	03/09/16
NEMUNCONS	03/03/16	ASSESSOR- FEB 2016 2016-17	01-5-300300.00 PROFESS SERVICES	5200.00	3068	03/09/16
NORBOOKS	02/18/16	TAD--GIFT CERTIFICATES 00003906	01-5-005310.00 TOWN REPORT	150.00	3069	03/09/16
NORSCHOOL	03/03/16	SCHOOL TAX 3/3/2016	01-2-001123.00 SCHOOL DISTRICT TAX	2400000.00	3070	03/09/16
NORSOLAR	03/01/16	PD/TH/SW/FD--SOLAR FEB 16 FEB 16	01-5-500204.00 SPEED SIGNS	82.14	-----	--/--/--
NORSOLAR	03/01/16	PD/TH/SW/FD--SOLAR FEB 16 FEB 16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	51.34	-----	--/--/--
NORSOLAR	03/01/16	PD/TH/SW/FD--SOLAR FEB 16 FEB 16	01-5-705501.00 ELECTRICITY	78.72	-----	--/--/--
NORSOLAR	03/01/16	PD/TH/SW/FD--SOLAR FEB 16 FEB 16	01-5-475233.00 ELECTRICITY	203.63	-----	--/--/--
NORSOLAR	03/01/16	PD/TH/SW/FD--SOLAR FEB 16 FEB 16	01-5-550233.00 ELECTRICITY	109.64	-----	--/--/--
OSSIPEE	02/22/16	HWY--REPLACEMENT RADIO INV065739	01-5-703403.00 PARTS & SUPPLIES	865.55	-----	--/--/--
PIKE	02/11/16	HWY--408.11 TNS CRSHD STN 853034	01-5-703207.00 GRAVEL & STONE	5101.43	-----	--/--/--
PIKE	02/11/16	HWY--9.10 TNS CRSHD STN 853035	01-5-703207.00 GRAVEL & STONE	79.63	-----	--/--/--
PIKE	02/11/16	HWY--8.68 TNS CRSHD STN 853039	01-5-703207.00 GRAVEL & STONE	75.95	-----	--/--/--
PIKE	02/23/16	HWY--7.48 TNS STONE 853672	01-5-703207.00 GRAVEL & STONE	117.81	-----	--/--/--
RANDY	02/01/16	HWY/PD--VEHICLE WASHES 570	01-5-500306.00 CRUISER MAINT	68.00	3071	03/09/16
RANDY	02/01/16	HWY/PD--VEHICLE WASHES 570	01-5-703401.00 OUTSIDE REPAIRS	22.00	3071	03/09/16
SABIL	02/23/16	HWY--LED LIGHT 26655	01-5-703403.00 PARTS & SUPPLIES	64.10	3072	03/09/16
SANEL	02/26/16	HWY--TRK#12 CV BALL KIT 05PH8404	01-5-703403.00 PARTS & SUPPLIES	27.16	3073	03/09/16
SOLAFLECT	03/01/16	TH/HWY--SOLAR FEB 2016 FEB 16	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	03/01/16	TH/HWY--SOLAR FEB 2016 FEB 16	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOVERNET	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-005531.00 ADMIN TELEPHONE	14.21	3074	03/09/16
SOVERNET	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-100531.00 TELEPHONE	0.70	3074	03/09/16
SOVERNET	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-200531.00 TELEPHONE	1.11	3074	03/09/16
SOVERNET	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-275531.00 TELEPHONE	0.20	3074	03/09/16
SOVERNET	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-300531.00 TELEPHONE	7.43	3074	03/09/16

03/04/16
10:42 am

Town of Norwich Accounts Payable
Check Warrant Report # 16-20 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/25/16 To 03/09/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
SOVERNET	SOVERNET, INC.	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-350531.00 TELEPHONE	7.25	3074	03/09/16
SOVERNET	SOVERNET, INC.	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-425127.00 TELEPHONE	4.35	3074	03/09/16
SOVERNET	SOVERNET, INC.	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-475238.00 ADMIN TELEPHONE	11.25	3074	03/09/16
SOVERNET	SOVERNET, INC.	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-550235.00 TELEPHONE & INTERNET	2.62	3074	03/09/16
SOVERNET	SOVERNET, INC.	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-705505.00 TELEPHONE	-0.01	3074	03/09/16
SOVERNET	SOVERNET, INC.	02/15/16	JAN 16-FEB 16 LONG DISTAN 3596365	01-5-703505.00 TELEPHONE	9.72	3074	03/09/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	02/20/16	FIN--ENVELOPES, TONER 8038079191	01-5-200610.00 OFFICE SUPPLIES	99.15	3075	03/09/16
UVM	UVM EXTENSION	02/29/16	LIS--EDUCATION CONFERENCE 2/29/16	01-5-300615.00 DUES/MTGS/EDUC	71.00	3076	03/09/16
VMERSDC	VMERS DC	02/29/16	TMGR-RETIREMENT-RETRO PAY PEND 2-27-16	01-2-001112.00 VMERS DEF CONTRB PAY	41.78	3046	03/03/16
VMERSDC	VMERS DC	02/29/16	TMGR-RETIREMENT-RETRO PAY PEND 2-27-16	01-5-005126.00 VT RETIREMENT	42.83	3046	03/03/16
VMERSDC	VMERS DC	02/27/16	TM/FD/FIN/ASS--RETIREMENT PEND2-27-16	01-2-001112.00 VMERS DEF CONTRB PAY	886.86	3045	03/02/16
VMERSDC	VMERS DC	02/27/16	TM/FD/FIN/ASS--RETIREMENT PEND2-27-16	01-5-005126.00 VT RETIREMENT	702.84	3045	03/02/16
VMERSDC	VMERS DC	02/27/16	TM/FD/FIN/ASS--RETIREMENT PEND2-27-16	01-5-555125.00 VT RETIREMENT	120.71	3045	03/02/16
VMERSDC	VMERS DC	02/27/16	TM/FD/FIN/ASS--RETIREMENT PEND2-27-16	01-5-200126.00 VT RETIREMENT	53.43	3045	03/02/16
VMERSDC	VMERS DC	02/27/16	TM/FD/FIN/ASS--RETIREMENT PEND2-27-16	01-5-300126.00 VT RETIREMENT	32.06	3045	03/02/16
VILLAGE	VILLAGE GREEN PUBLISHING	02/29/16	CONCOM--ADVERTISING NT16-119	01-5-650550.00 PRINTING	250.00	3077	03/09/16
VOWP	VERMONT OFFENDER WORK PRO	02/17/16	TC--ENVELOPES PR0658	01-5-100610.00 OFFICE SUPPLIES	88.30	3078	03/09/16
VRPA	VRPA	03/01/16	REC--Q'LY MEETING 3/1/16	01-5-425160.00 DUES/MTGS/EDUC	15.00	3079	03/09/16
VT EMS 9	VT EMS DISTRICT 9	02/22/16	FD--EMT CONTINUING ED 2/22/16	01-5-555340.00 EMS EDUC/TRNG	60.00	3080	03/09/16
WAWECO	WAWECO, INC.	02/15/16	HWY--TRK#6 WATER PUMP 20454	01-5-703401.00 OUTSIDE REPAIRS	282.55	3081	03/09/16

03/04/16
10:45 am

Town of Norwich Accounts Payable
Check Warrant Report # 16-20 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/25/16 To 03/09/16

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				2434722.84		

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 \$ *2,434,722.84
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Phil Dechert, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

UTILITY EASEMENT AGREEMENT

This temporary Construction and Permanent Utility Easement Agreement (the "Agreement") is entered into by and between Fraser's General Store Inc d/b/a Dan & Whit's General Store, ("Grantor"); and the Town of Norwich, ("Grantee").

RECITALS

A. Grantor owns of record certain real property located in the Town of Norwich, Windsor County, Vermont and described as parcels 20-252 and 20-253 on the Norwich Tax Maps. ("Grantor's Property").

B. Grantee is interested in constructing and maintaining a two vehicle Electric Vehicle Charging station on a portion of the property.

NOW, THEREFORE, for sum of One Dollar (\$1.00) to be paid by Grantee to Grantor, Grantee and Grantor covenant and agree as follows:

1. Grant of Easements

1.1 Utility Easement. Grantor, for themselves and for their successors and assigns, hereby conveys and grants to Grantee, its successors and assigns, a permanent, non-exclusive easement (the "Utility Easement") over, under, in, along, across and upon the property described on the attached and incorporated Exhibits A and B (the "Utility Easement Area") solely for the lawful construction, installation, maintenance, operation, repair, replacement and use for an Electric Vehicle Charging Station and related equipment and for access to the Utility Easement Area.

Construction Easement, Grantee shall have access to the Utility Easement Area during normal business hours to conduct all studies, tests, examinations and surveys necessary to design and construct the improvements.

2. Terms of Easements.

2.1 Utility Easement. The Utility Easement shall commence on the effective date of this Agreement and shall run with the land and continue in full force and effect for twenty (20) years or until Grantee has abandoned the Improvements, whichever is sooner

3. Reservation by Grantor/Non-Exclusive Use. All right, title and interest in and to any easement area under this Agreement which may be used and enjoyed without interfering with the rights conveyed by this Agreement are reserved to Grantor, provided, however, that Grantor shall not enact or maintain any buildings which may cause damage to or interfere with the improvements to be placed within the Utility Easement Area; or develop, landscape, or beautify any easement area in any way which would unreasonably or materially increase the costs to Grantee of installing the Improvements or restoring any of the Easement Areas after such installation.

4. Construction of Utility Improvements.

4.1 Costs/Lien-Free Construction. Grantee shall bear and promptly pay without the imposition of any lien or charge on or against all or any portion of Grantor Property all costs and expenses of construction and maintenance of the improvements.

4.2 Compliance With Laws. Grantee shall construct the improvements in a workmanlike manner and in compliance with the applicable statutes, ordinances, rules and regulations of all governing public authorities as those statutes, ordinances, rules and regulations are amended from time to time.

4.3 Restoration. In the event the surface of any easement area is disturbed by Grantee's exercise of any of its easement rights under this Agreement, such area shall be restored to the condition in which it existed at the commencement of such activities and in the case of abandonment at the end of twenty (20) years.

5. General Provisions.

5.1 Covenants Running with the Land/Assignment. The parties to this Agreement acknowledge and agree that the easements and other rights conferred by this Agreement are intended to, and do, constitute covenants that run with the land and shall inure to the benefit of and be binding upon the parties and their respective grantees, heirs, successors and assigns.

5.2 Effective Date. This agreement shall be effective upon the date it is executed by an authorized representative of each signing party.

5.3 Authorized Representative. Each individual signing on behalf of a party to this Agreement states that he or she is the duly authorized representative of the signing party and that his or her signature on this Agreement has been duly authorized by, and creates the binding and enforceable obligation of, the party on whose behalf the representative is signing.

5.4 Notices. Any notice permitted or required by this Agreement shall be deemed received, if delivered, when actually received, or, if mailed, on the third day after mailing by registered or certified mail, postage prepaid, to the party's address set forth below their respective signatures to this Agreement, or to such other address designated in writing to the other parties.

5.7 Abandonment. In the event Grantee or its successors and assigns abandon or terminate their use of all of the improvements for a period of twelve (12) consecutive months, this Agreement and all easement rights granted there under shall terminate.

5.8 Further Cooperation. Each of the signatures to this Agreement agree to execute such other documents and to perform such other acts as may be reasonably necessary or desirable to further the expressed and intent purpose of this agreement.

IN WITNESS of this, the undersigned have executed this Agreement as of this _____ day of _____,

Dated this _____ day of _____, 20__.

Grantor

Grantee

Town Manager

STATE OF VERMONT
WINDSOR COUNTY, ss.

At _____, this ____ day of _____, 20__, _____ personally appeared and they acknowledged this instrument, by them sealed and subscribed, to be their free act and deed, before me.

Notary Public
My commission expires: _____

Beginning at the point where the easterly and northerly property lines of tax map parcel 20-252 meet the easterly and southerly property lines of parcel 20-253 and Main Street extending southerly 10 feet along the right-of-way of Main Street and then westerly parallel to the northerly property line of parcel 20-252 for 25 feet and then northerly parallel to the right-of way of Main Street for 30 feet and then easterly parallel to the southerly property line of parcel 20-253 for 25 feet to the right-of-way of Main Street and then southerly for 20 feet to the place of beginning.



DRAFT Minutes of the Special Selectboard Meeting of Wednesday, January 20, 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 8 people in the audience.

Also participating: Jay Ansel, Michael Bruss, Ernie Ciccotelli, Dan Dupras, Jeff Goodrich, Andy Hodgdon, Chris Kennedy, Adam Lornitzo, Tracy Montminy, Roberta Robinson, Demo Sofronas, Jay White.

Cook opened the meeting at 6:30 pm.

1. Interview Potential Architects for Public Safety Facilities (Discussion/Possible Action Item). Representatives from Jay White, Architect, UK Architects and Black River Design, Architects gave short presentations and answered questions. No actions were taken.
2. Outside Auditor for FY16-18 (Discussion/Action Item). After a brief discussion, Ashley **moved** (2nd Flanders) to concur in the Town Manager's decision to retain Ron L Beaulieu & Company to perform audit services for the Town of Norwich for Fiscal Years 2016, 2017 and 2018. **Motion passed 4 to 1** (yes - Ashley, Cook, Flanders and Goulet; no - Layton).
3. FY17 Budget (Discussion/Action Item). Fulton said the only changes to the budget from the last meeting were the Treasurer's meetings amount and a reduction in the audit amount. Fulton reviewed the sheet entitled Property Tax Impact Comparisons. Fulton will update for the next meeting. Fulton also reviewed the Alternate Projects sheet. There was some discussion of grade and step pay and COLA increase. No actions were taken.
4. Approve 2016 Town Meeting Warning (Discussion/Action Item). After discussion, the Selectboard agreed by consensus to changes for Articles 5 and 6. Fulton will provide a final draft for approval at the Selectboard's January 27th meeting.
5. Selectboard Town Report Submission (Discussion/Action Item). The Selectboard reviewed the draft that had been distributed to them. Afterwards, Ashley **moved** (2nd Cook) to approve the report with changes discussed at tonight's meeting. **Motion passed.**
6. Town Manager Evaluation (Executive Session May be Required). Dropped.

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:12 pm.

Approved by the Selectboard on _____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

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

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

DRAFT Minutes of the Selectboard Meeting of Wednesday, January 27, 2016 at 6:15 PM

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

There were about 20 people in the audience.

Also participating: April Andrews, Linda Danilek, Phil Dechert, Oscar Guerra, Andy Hodgdon, Dana Ireland, Sue Kaufman, Richard Kenney, Peg Merrens, Bonnie Munday, Bill Pierce, Roberta Robinson, Jennifer Roby, Demo Sofronas, Brett Vuyovich, Elaine Waterman, Richard Wright.

Cook opened the meeting at 6:15 pm.

1. Litigation (Executive Session May be Required) (Action Anticipated). Flanders **moved** (2nd Ashley) to find that premature general public knowledge of the pending or probable civil litigation or a prosecution, to which the public body is or may be a party would clearly place the municipality at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses the litigation in public. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Pursuant to Title 1 VSA § 313(a)(1)(E), Flanders **moved** (2nd Ashley) to enter into Executive Session for the purpose of discussing the possible litigation having found that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage and to invite Neil Fulton and Attorney Frank Olmstead to join the Session. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). The Selectboard moved into Executive Session at 6:17 pm. At 6:34 pm Flanders **moved** (2nd Ashley) to move into public session. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Cook **moved** (2nd Flanders) to authorize the Town Manager to enter into a settlement agreement with Christopher and Margaret Katucki. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

2. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda as is.

3. Public Comments. No actions taken.

4. Town Manager's Report (Discussion). No actions taken.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-17 for General Fund in the amount of \$85,590.09 for the period from 1/20/16 to 1/27/16. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

6. SRTS – Church Street Sidewalk Project (Discussion/Possible Action Item). Dechert reviewed the history of the project. Several Church Street residents spoke about their concerns with the project. After discussion, Fulton said he would continue meeting with the property owners and would let the Selectboard weigh in before proceeding with the project.

7. Norwich Conservation Commission Request to Spend \$3,635 from the Conservation Commission Reserve Fund to Pay an Invoice from Excavations Unlimited for Materials to be Used for Gile Mountain Trail (Discussion/Possible Action Item). Pierce, for the Trails Committee, spoke to the project. Afterwards, Ashley **moved** (2nd Flanders) to approve the Conservation Commissions' request to spend \$3,635 from the Conservation Commission Reserve Fund to pay an invoice from Excavations Unlimited for materials to be used for Gile Mountain Trail. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

8. Norwich Conservation Commission Request to Spend \$30,000 from the Conservation Commission Reserve Fund to assist in the Proposed Conservation Easement on the Sullivan Farmland (Discussion/Possible Action Item). Merrens read a letter of support from Nancy LaRowe. After very little discussion, Flanders **moved** (2nd Ashley) to approve the Conservation Commission's request to spend \$30,000 from the Conservation Commission Reserve Fund to assist in the proposed Conservation Easement on the Sullivan Farmland. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

9. Illsley Road Bridge (Discussion). Fulton distributed pictures of the temporary bridge. VAST will assume liability for the permanent bridge. No actions taken.

10. Town Clerk's Compensation (Discussion/Possible Action Item). Fulton reviewed the compensation process stating that COLA raises are given to all employees as of July 1 and the step is given after an employee's satisfactory evaluation on their anniversary. After discussion, Cook **moved** (2nd Ashley) 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. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

11. FY17 Budget (Discussion/Action Item). Fulton reviewed his Tax Rate Calculation and Alternate Projects sheets. Cook said she is not supporting the budget due to its not being level funded. After some further discussion, Ashley **moved** (2nd Flanders) to recommend that Town Meeting approve a gross spending General Town Budget of \$4,327,993. **Motion passed 3 to 2** (yes – Ashley, Flanders and Layton; no – Cook and Goulet).

12. Town Meeting Warning (Discussion/Action Item). Fulton reviewed the articles that had changed. Cook said she hopes the public will support Articles 5, 6 and 7 so that the Town can move forward with the capital facilities projects. Afterwards, Flanders **moved** (2nd Ashley) to approve the Town portion of the 2016 Town Meeting Warning. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

13. Capital Facilities (Discussion/Possible Action Item). After Selectboard discussion, Cook **moved** (2nd Flanders) that the Town retain Jay White, Architect for public safety facility architectural/engineering services contingent upon passage of Article 5 at Town Meeting. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

14. Review of Banner Policy (Discussion/Possible Action Item). After Selectboard discussion and public input, Flanders **moved** (2nd Ashley) to remove items # 1. and 9. and change 12 to 6 banners in item # 13. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

15. Correspondence (Please go to 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). Memo from Nate Stearns Re: Norwich Pool Dam, Stream Alteration Permit Application Post Mortem. Ashley **moved** (2nd Flanders) to receive a memo from Nate Stearns re: Norwich Pool Dam, Stream Alteration Permit Application post mortem. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

16. Selectboard

- a) Approval of the Minutes of the 1/6/16 Selectboard Meeting (Action Item). After some discussion, approval of the minutes was postponed until the February 10th meeting.
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for February 10th will include: public hearing on Fire District boundaries, FY15 audit report, outside auditor engagement letter, capital facilities and Selectboard Town Meeting presentation. Layton is traveling February 24th.

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Meeting adjourned at 9:21 pm.

Approved by the Selectboard on _____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – February 10, 2016 at 6:00 PM

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

DRAFT Minutes of the Selectboard Meeting of Wednesday, February 10, 2016 at 6:00 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 7 people in the audience.

Also participating: Dennis Kaufman, Bonnie Munday, Demo Sofronas, Jonathan Vincent, Elaine Waterman.

Cook opened the meeting at 6:00 pm.

1. 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. Flanders **moved** (2nd Ashley) to open the 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. **Motion passed.** Exhibits from Cheryl and Hugh Rostad: (1) February 10, 2016 Email, (2) January 29, 2016 Letter and (3) December 15, 2015 Letter with Petition; exhibit from Prudential Committee, Norwich Fire District: (1) January 20, 2015 Letter with Map; and exhibits from Town of Norwich: (1) Tax Map printed January 2014, (2) Title 20, Chapter 171, Subchapter 1, § 2481 Statute and (3) Excerpt from How to Form a Fire District were submitted. Flanders **moved** (2nd Goulet) to receive the exhibits as described above. **Motion passed.** Flanders **moved** (2nd Ashley) to continue the Public Hearing to September 14, 2016. **Motion passed.**

Cook reconvened the meeting at 6:30 pm.

2. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda as is.

3. Public Comments. No actions taken.

4. Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-18 for General Fund in the amount of \$74,388.34 and for Conservation Commission Fund in the amount of \$3,635 for the period from 2/3/16 to 2/10/16. **Motion passed.**

6. Outside Auditor Engagement Letter (Discussion/Action Item). After one question, Flanders **moved** (2nd Ashley) to authorize the Chair to sign the engagement letter with Ron L. Beaulieu & Company. **Motion passed 4 to 1** (yes - Ashley, Cook, Flanders and Goulet; no - Layton).

7. FY15 Audit Report (Discussion/Action Item). After some discussion, Ashley **moved** (2nd Flanders) to receive the Management Letter and Audits conducted by A.M. Peisch & Company for Fiscal Year 2015. **Motion passed.**

8. Contract for Assessing Services (Discussion/Action Item). After discussion regarding the CLA, COD and equalized education property value and public input, Ashley **moved** (2nd Flanders) to 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. **Motion passed 3 to 2** (yes – Ashley, Flanders and Layton; no – Cook and Goulet).

9. Bridge #42 Reconstruction - Use of Reserve Funds (Discussion/Action Item). After a couple of questions, Flanders **moved** (2nd Ashley) to authorize the Town Manager to spend approximately \$10,098 from the Bridge Reserve Fund to pay the Norwich cost of rehabilitating Bridge #42. **Motion passed.**

10. Discussion of Selectboard Presentation on Budget at Town Meeting (Discussion/Possible Action Item). Flanders will work on a PowerPoint presentation in conjunction with Cook. A draft will be prepared for the February 24th Selectboard packet.

11. Capital Facilities (Discussion/Possible Action Item). Layton read her proposal for a start at a Selectboard Capital Improvements Policy. No actions were taken.

12. Town Clerk's Compensation (Discussion/Possible Action Item). After considerable discussion, it was agreed that more information would be given to all Selectboard members and the matter would be taken up again at the February 24th Selectboard meeting.

13. Correspondence (Please go to 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) #13 a), b), c), d), e), f), g) and h). Email from Amy Downard Re: Recreation Council, Email from Christine Lang Re: Rutland Town Resolution, Letter from Richard Kenney Re: Clarification on the Removal of the Bridge on Illsley Road, Letter from Irv Thomae Re: An ECFiber Update, Email from Mary Layton Re: Nate Stearns Correspondence, Email from Mary Layton Re: Christopher Ashley Correspondence, December 30, 2015, Email from Mary Layton Re: Reply to Stephen Flanders Correspondence 1/7/2016 and Email from Dennis McCullough Re: Church Street Sidewalk Project. Flanders **moved** (2nd Goulet) to receive an email from Amy Downard re: Recreation Council, an email from Christine Lang re: Rutland Town Resolution, a letter from Richard Kenney re: clarification on the removal of the bridge on Illsley Road, a letter from Irv Thomae re: an ECFiber update, an email from Mary Layton re: Nate Stearns correspondence, an email from Mary Layton re: Christopher Ashley correspondence, December 30, 2015, an email from Mary Layton re: reply to Stephen Flanders correspondence 1/7/2016 and an email from Dennis McCullough re: Church Street Sidewalk Project. **Motion passed.**

14. Selectboard

a) Bill from Stitzel, Page & Fletcher for Legal Services (Discussion/Action Item). After discussion of the itemized charges on the bill, Flanders **moved** (2nd Goulet) to authorize the Town Manager to pay the bill from the Professional Services line item. **Motion passed.** Ashley abstained from voting.

b) Approval of the Minutes of the 1/6/16 and 1/13/16 Selectboard Meetings (Action Item). After very little discussion, Flanders **moved** (2nd Ashley) to approve the minutes of the January 6, 2016 and January 13, 2016 Selectboard meetings. **Motion passed.**

- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for February 24th will include: SRTS (Church Street Sidewalks Project), Rutland Town Resolution, Town Clerk's compensation, Town Meeting Selectboard presentation, Liquor Licenses, Codification Project, clarification of 27 specific criteria from #13 e) correspondence and Town Manager evaluation (Executive Session and action).
- d) Town Manager Evaluation (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Layton **moved** (2nd Cook) to enter into Executive Session for the purpose of discussing the Town Manager evaluation. **Motion passed**. The Selectboard moved into Executive Session at 9:20 pm.

At 10:05 pm, Goulet **moved** (2nd Flanders) to move into public session. No action was taken as a result of the Executive Session.

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed**. Meeting adjourned at 10:06 pm.

Approved by the Selectboard on _____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

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

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

DRAFT Minutes of the Special Selectboard Meeting of Monday, February 15, 2016 at 4:00 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair.

There were about 11 people in the audience.

Also participating: Kris Clement, Suzanne Lupien, Arline Rotman.

Cook opened the meeting at 4:00 pm.

1. Accept Resignation Letter of Town Manager (Discussion/Possible Action Item). Layton **moved** (2nd Goulet) to accept the resignation letter of Town Manager Neil Fulton. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

2. Interim Manager Hiring Process (Discussion/Possible Action Item). Layton **moved** (2nd Goulet) to authorize the Chair to have discussions with Municipal Resources Incorporated (MRI) and Vermont League of Cities and Towns (VLCT) regarding Interim Town Manager applicants. **Motion passed.**

3. Interim Process (Discussion/Possible Action Item). Goulet **moved** (2nd Layton) to authorize Layton to ask the Town Manager to produce a document for the special Selectboard meeting on February 17, 2016 explaining what pay and prorated benefits are due by February 26th and to make this document available to the Selectboard on February 16, 2016. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 6:30 pm.

Approved by the Selectboard on _____.

Linda Cook
Selectboard Chair

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

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

DRAFT Minutes of the Special Selectboard Meeting of Wednesday, February 17, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Neil Fulton, Town Manager; Jonathan Bynum.

There were about 15 people in the audience.

Also participating: Doug Barba, Ernie Ciccotelli, Kris Clement, Dana Ireland, Corlan Johnson, Suzanne Lupien, Demo Sofronas.

Cook opened the meeting at 6:31 pm.

1. Town Manager Evaluation (Discussion/Possible Action Item). Flanders **moved** (2nd Ashley) to find that premature general public knowledge of the terms for the exit document for the Town Manager would clearly place the Selectboard at a disadvantage. **Motion passed 3 to 2** (yes – Ashley, Cook and Flanders; no – Goulet and Layton). Pursuant to Title 1 VSA § 313(a)(1)(A), Flanders **moved** (2nd Ashley) to enter Executive Session for purposes of discussing the Town Manager exit document. **Motion passed**. The Selectboard moved into Executive Session at 6:37 pm. At 7:00 pm, Ashley **moved** (2nd Goulet) to move into public session. **Motion passed**.

Ashley **moved** (2nd Flanders) that for purposes of computing back pay, Fulton be granted a performance appraisal of “satisfactory” for the period October 1, 2014 to September 30, 2015 that entitles him to a step increase at his most recent hiring anniversary. After discussion, Cook **moved** (2nd Layton) to postpone this question until after discussion of agenda item #3. **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet, Layton; no – Ashley).

2. Receive Information from Municipal Resources Inc. (MRI) and Vermont League of Cities and Towns (VLCT) regarding possible Interim Town Manager Candidates (Discussion/Possible Action Item). Cook reported that she had been in touch with both organizations. MRI had one person available. It would be possible for the Selectboard to negotiate directly with that person, or the Selectboard could contract with MRI, in which case the rate would be around \$85/hour. VLCT had 4-5 people potentially available, any of whom would have to be negotiated with directly.

There was extensive discussion of process, including whether the terms of the contract (pay scale, hours/week, exit situation) should be decided in advance of the interview process, and whether the Selectboard should seek legal help in drafting a contract immediately, or whether the Selectboard should first select a desirable candidate and then negotiate the terms in light of that candidate’s qualifications and situation. There was agreement that it was important to establish Selectboard expectations of the Interim Town Manager. Flanders pointed out that the demands on the Interim Town Manger will depend greatly on whether Articles 5, 6 and 7 pass at Town Meeting. Flanders **moved** that Linda Cook and Neil Fulton meet and outline discussion points for Selectboard consideration at the next meeting. No second. Given the short time frame before Fulton’s departure, there was discussion of asking Dechert to be Interim Town Manager on a short-term basis until the search process was completed.

3. Review Prorated Pay and Benefits for Town Manager Neil Fulton through February 26 (Discussion/Possible Action Item). After discussion, Cook suggested a friendly amendment to Ashley’s motion of earlier in the meeting, which was still on the table, such that the motion would now be that “for the purposes of computing back pay, Fulton be granted a step increase at his

most recent hiring anniversary.” Both Ashley and Flanders agreed to this amendment. **Motion passed.**

Ashley left the meeting at 8:45 pm, and the Chair called a break at this time. The meeting reconvened at 8:52 pm.

4. Review Town Manager Job Description and Vermont Statutes Title 24 Chapter 37 that Pertain to the Duties and Responsibilities of a Town Manager (Discussion/Possible Action Item). It was agreed that Cook and Fulton would meet and specify the duties in preparation for tomorrow’s meeting.

5. Retaining Legal Counsel (Discussion/Possible Action Item). No action at this time.

Flanders **moved** (2nd Goulet) to continue the Selectboard meeting of February 17, 2016 until February 18, 2016 in the multipurpose room of Tracy Hall at 6:30 pm. **Motion passed.** Meeting disbanded at 9:00 pm.

Approved by the Selectboard on_____.

By Jonathan Bynum

Linda Cook
Selectboard Chair

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

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

MEMORANDUM

TO: Norwich Select Board
FROM: Mary Layton
SUBJECT: Motion to correct minutes for February 18, 2016
DATE: February 28, 2016
CC: Phil Dechert, Nancy Kramer

Is there a motion that the draft minutes for February 18, 2016 include the following information?

As reflected in the CATV tape between 76:21 and 76:40, the Selectboard worked out a schedule to receive submissions from prospective Interim Town Managers. This plan was read back to the Selectboard by Neil Fulton during this portion of the tape with direction to Nancy Kramer to record this information. The schedule is as follows:

March 3, 2016: Submissions by candidates are due by noon on March 3, 2016. Content suggested by Steve Flanders and Chris Ashley includes resume, hourly rate, sample contract, and references.

March 4, 2016: Copies of submissions are placed in SB mailboxes.

March 9, 2016: Selectboard reviews submission materials.

March 16, 2016: Candidates are interviewed at a Special Selectboard meeting starting at 6:30 pm. Thirty minutes is suggested for each candidate, depending on how many are called back.

March 23, 2016: First possible date of hire.

In addition, during the February 18, 2016 meeting there was discussion of developing questions for the candidates. This was suggested as an agenda item for **March 3rd**, questions to be ready for the **March 9th** meeting. This happened between 66:43 and 72:14 on the tape.

Comment [NK1]: There was no March 3rd meeting, thus no agenda.

DRAFT Minutes of the Special Selectboard Meeting of Thursday, February 18, 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 9 people in the audience.

Also participating: Phil Dechert, Suzanne Lupien.

Cook reconvened the special Selectboard meeting of February 17 and opened the special Selectboard meeting of February 18 at 6:31 pm.

4. Review Town Manager Job Description and Vermont Statutes Title 24 Chapter 37 that Pertain to the Duties and Responsibilities of a Town Manager (Discussion/Possible Action Item)(Continued). Cook and Fulton met and came up with a draft Interim Manager Process that was included in the packet. Also included in the packet were a draft Interim Town Manager contract and a sample agreement from MRI. After review, changes were made to sections 1.3.2.1, 1.3.1.8, 1.3.1.11, 3.2 and 5 of the draft Interim Manager Process. Selectboard members agreed by consensus to ask Interim Town Manager candidates to submit: (1) a resume, (2) hourly rate required, (3) a sample contract and (4) references.

Interim Town Manager Contract (Executive Session May be Required). Flanders **moved** (2nd Ashley) to find that premature general public knowledge of the Town's contract with the Interim Town Manager would clearly place the municipality at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses the proposed contract terms in public. **Motion passed.** Pursuant to Title 1 VSA § 313(a)(1)(A), Flanders **moved** (2nd Ashley) to enter into Executive Session for the purpose of discussing the contract having found that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage and to invite Neil Fulton and then Phil Dechert to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 7:30 pm. At 7:58 pm, Flanders **moved** (2nd Ashley) to move into public session. **Motion passed.** The Selectboard requested an item be added to the February 24th agenda to appoint an Interim Town Manager.

3. Authorize Exit Document for Neil Fulton (Discussion/Possible Action Item) (Executive Session May be Required). After discussion, item was dropped.

Ashley **moved** (2nd Flanders) to adjourn the special Selectboard meetings of February 17, 2016 and February 18, 2016 at 8:28 pm.

Approved by the Selectboard on _____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

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

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

There were about 11 people in the audience.

Also participating: Kris Clement, Phil Dechert, Linda Gray, Steve Leinoff, Suzanne Lupien, Bonnie Munday.

Cook opened the meeting at 6:33 pm.

1. Approval of Agenda (Action Item). After discussion, Layton **moved** (2nd Flanders) to postpone item #11 on the agenda until the March 9th Selectboard meeting. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Afterwards, the Selectboard, by consensus, approved the Agenda as amended.

2. Public Comments. No actions taken.

3. Town Manager's Report (Discussion). No report was given.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Cook requested the motion be divided due to the two Cook Trust payments. Ashley **moved** (2nd Goulet) to approve Check Warrant Report #16-19 for General Fund in the amount of \$2,077,822.99 for the period from 2/11/16 to 2/24/16. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-19 for General Fund in the amount of \$6,000 for the period from 2/11/16 to 2/24/16. **Motion passed 4 to 0** (yes – Ashley, Flanders, Goulet and Layton). Cook abstained from voting.

10. Liquor Licenses (Action Item). Flanders **moved** (2nd Goulet) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Munday said there were no new licenses and that one would come later. Ashley **moved** (2nd Flanders) to approve the liquor license applications for Norwich Inn (3), Dan & Whit's General Store, King Arthur Flour Company (2) and Carpenter and Main Restaurant (2) . **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Flanders **moved** (2nd Ashley) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

5. Appoint Temporary Interim Town Manager (Discussion/Action Item). After a couple of questions and some discussion, Ashley **moved** (2nd Flanders) to approve the resolution appointing Phil Dechert as Interim Town Manager and authorize the Chair to sign. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

6. Request to Expend up to \$2,900 from the Fire Equipment Reserve Fund for Ram Repairs and Five Lengths of Replacement Suction Hose (Discussion/Action Item). Leinoff briefly reviewed his request and answered some questions. Afterwards, Flanders **moved** (2nd Goulet) to authorize the expenditure of approximately \$2,900 from the Fire Equipment Reserve Fund for ram repairs and five lengths of replacement suction hose. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

7. Rutland Town Resolution (Discussion/Possible Action Item). After discussion and public input, Goulet **moved** (2nd Cook) that the Town of Norwich adopt the Resolution. **Motion failed 1 to 4** (yes – Goulet; no - Ashley, Cook, Flanders, and Layton).

8. Codification Project (Discussion/Possible Action Item). Fulton reviewed his proposed changes and comments on the 210 page draft provided in the packet. Dechert reviewed briefly where the process is at for revisions for the Zoning and Subdivision Regulations. No actions were taken.

9. Selectboard Presentation on Budget at Town Meeting (Discussion/Possible Action Item). The Selectboard reviewed the two PowerPoint presentations on the Town Meeting Articles and budget and the Town tax rate setting process slide-by-slide. Changes on both presentations were agreed to by consensus. Cook will present the first presentation and Flanders the second.

11. Town Clerk's Compensation (Discussion/Possible Action Item). Postponed until March 9th.

12. Correspondence (Please go to 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) #12 a). Email from Lee Michaelides Re: Safe Route to School Project. Flanders **moved** (2nd Ashley) to receive an email from Lee Michaelides re: Safe Route to School Project. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

13. Selectboard

a) Review of Next Agendas (Discussion/Possible Action Item). The Selectboard reviewed the draft March 2nd agenda and made a couple of changes by consensus. The revised Interim Manager Process will be included in the packet for March 2nd.

Ashley **moved** (2nd Flanders) to adjourn. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Meeting adjourned at 9:05 pm.

Approved by the Selectboard on_____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Special Selectboard Meeting – March 2, 2016 at 5:30 PM

Next Regular Meeting – March 9, 2016 at 6:30 PM

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

VLCT TOWN MANAGER, FIRST ROUND INTERVIEW QUESTIONS

Candidate Name:

Date:

Chair asks members to introduce themselves and share how long they have been on the board. Explains that interview will likely last thirty minutes or so. Questions can be asked throughout, though there will also be time for questions at the end.

Chair to provide overview of town – size of budget, number of FTE's, how long manager form has been in place, etc.

1. Tell us about yourself and what motivates you to apply for this position.
2. What do you enjoy most about (your current job/being a town manager or administrator)?

What do you enjoy least?

3. What attributes or skills distinguish you from other municipal managers / local government professionals?
4. Could you briefly summarize your experience in the following areas: budgeting; public works; personnel / human resources; and community / intergovernmental relations?

Which of these is your strongest?

5. What do you consider the three most important components of an effective municipal organization?
6. How would you describe your management style with regard to decision – making, communications, amount of oversight, etc.?

How would you implement that concept in this municipality?

VLCT TOWN MANAGER, FIRST ROUND INTERVIEW QUESTIONS

- 7. How do you ensure performance from town employees?

- 8. Tell us how you would you go about planning / developing the town budget?

- 9. What was your worst budgeting nightmare?

- 10. How would you describe the ideal Selectboard – Manager relationship?

- 11. What do you need from your Board to help build / maintain that relationship?

- 12. If we asked some of your colleagues / current board members to briefly describe what it's like to work with you, what would they tell us?

If we asked some residents in towns where you have worked about your management style, what would they tell us?

- 13. Where do you see yourself in five years?

- 14. How do you balance the demands of work, community and personal needs?

15. Candidate specific questions:

VLCT TOWN MANAGER, FIRST ROUND INTERVIEW QUESTIONS

16. Do you have any questions for us?

17. Is there anything else you'd like us to know about you?

18. Chair to explain that board anticipates inviting two or three candidates back for a second round, which will probably occur in the next couple of weeks. As part of the second round, there will be a criminal and civil background check. If candidate is selected for the second round, VLCT will be in touch via telephone shortly.

Nancy Kramer

From: Mary Layton <marydlayton@gmail.com>
Sent: Friday, March 04, 2016 8:47 AM
To: Phil Dechert
Cc: Nancy Kramer; Cook Linda; Goulet Dan; N. Flanders Stephen; Ashley Chris
Subject: Questions for candidates

Hi Phil

I would like question numbers 1,4,6,8,11,and 17 from the VLCT list provided at the last meeting: TM first round interview questions.

Mary Layton

Sent from my iPhone

Nancy Kramer

From: Stephen Flanders <stephen.flanders@icloud.com>
Sent: Friday, March 04, 2016 9:46 AM
To: Phil Dechert
Cc: Nancy Kramer
Subject: VLCT questions

Phil,

My preferences from the VLCT lineup for talking to prospective Interim TM contractors are: 4, 5, 6, 10, and 16.

Sincerely, Steve F.

Stephen Flanders, Member of the Norwich Selectboard
317 Hopson Road
Norwich, Vermont 05055

802-649-1134 (Home)

Any response or reply to this electronic message may be subject to the Vermont Public Records Act. Any views expressed in this e-mail are mine and may not reflect those of the board. Vermont statutes confer no special powers to individual selectboard members. Statutory selectboard powers arise from actions of the body at warned, public meetings with a few exceptions.

WRITTEN QUESTIONS FOR INTERIM TOWN MANAGER CANDIDATES

As we did for the architect candidates, I suggest that the board send short-listed candidates written questions to test the candidate's ability to do basic research (questions 1 and 2), analyze the material, and write up the results. Questions 3-4 probe the candidate's sources of needed expertise; questions 6 & 7 speak to the candidate's philosophy on teamwork. Here are some suggestions:

1. How would you summarize the respective duties of the town manager and selectboard in Vermont?
2. Do you see any overlap in those duties that might suggest a need for clarification of roles between the board and the manager?
3. Describe experience that you may have in project management?
4. When you need to apply engineering expertise, on what resources do you draw?
5. When you need to apply expertise in Vermont municipal law, on what resources do you draw?
6. What are some productive tools for the selectboard and the town manager to operate effectively as a team?
7. What role do you see for one-on-one communications between individual selectboard members and the town manager?

Nancy Kramer

From: Christopher Ashley <c.ashley.sb@gmail.com>
Sent: Thursday, March 03, 2016 8:02 PM
To: Nancy Kramer; Phil Dechert; Stephen Flanders; Mary Layton (marydlayton@gmail.com); Linda Cook; Dan Goulet
Subject: Suggested Interview Questions

Christopher Ashley

My Input to the Norwich Selectboard re: possible questions for Temporary Town Manager Interview

March 3, 2016

In my opinion it is important to limit the number of questions to fit into the time frame for the interview. The same basic questions need to be asked to each candidate, and each SB member ought to be assigned a question.

The VLCT suggests opening the interview with introductions and an overview by the Chair of the town. This could end up taking 5 or 10 minutes of valuable time. I suggest the Chair provide a written overview ahead of time and very quick introductions.

Other considerations:

-The more the candidate talks the more information we have to judge her/his qualifications.

-We might want to include a few department heads to listen to the interviews and to give us feedback afterward on the candidates' answers.

My suggestions for questions:

1. Please take a few minutes to take us through your resume, highlighting experiences that demonstrate your qualifications to be our Temporary Town Manager. Perhaps follow up questions to make sure the areas listed in the VLCT #4 (budget, public works, personnel, community, intergovernmental) are covered.

2. Use Question #6 from VLCT- "How would you describe your management style.....?" But follow up with, "We trust and rely on our Department Heads; how would you support their efforts during your time as our Town Manager?"

3. VLCT question #8, "Tell us how you would go about planning/developing our town's budget?"

4. What other qualifications or experiences do you want to share with us to help us decide to hire you as our temporary Town Manager?
Christopher Ashley

Christopher Ashley
Norwich Selectboard

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

EXHIBIT 10

LEGAL AND ILLEGAL QUESTIONS FOR JOB INTERVIEWS

DOs and DON'Ts of Interviewing

Subject	Unlawful Inquiry	Lawful Inquiry -only if job-related
Name	What was your maiden/former name?	(Former names may be asked of applicants <i>only</i> if absolutely necessary to obtain educational or employment records.
Age	How old are you? When did you graduate from high school/college? (You can only verify that the applicant is not an illegal minor. Otherwise, age is irrelevant, and you run the risk of an age discrimination suit.)	If hired, can you furnish proof of legal age? (You may state that employment is subject to verification that the applicant's age meets federal and state requirements.)
Citizenship	Are you a citizen of the United States? Are your parents or spouse citizens of the United States? On what dates did you, your parents, or your spouse acquire US citizenship? Are you, your parents, or spouse naturalized or native-born US citizens?	<i>None.</i> You may only state that employment is subject to verification of applicant's identity and eligibility for employment as required by federal and state laws.
National Origin and Ancestry	What is your nationality? lineage? ancestry? national origin? parentage? How did you acquire the ability to speak, read or write a foreign language? How did you acquire familiarity with a foreign country? What language is spoken in your home? What is your mother tongue?	You may ask about English/foreign language skills <i>only</i> if it is a requirement of the job.
Race or Color	Any question that directly or indirectly relates to race or color is not permissible.	<i>None.</i>
Education	Any question about racial, religious or national origin affiliation of school. (No dates.)	Questions about <i>relevant</i> educational background as required by the specific job are allowed.
Organizations	To what organizations, clubs and societies do you belong?	Membership in any professional or trade organizations <i>relevant</i> to job. Otherwise, none.
Arrests	Have you ever been arrested?	<i>None.</i>
Bankruptcy	Have you ever filed for bankruptcy?	<i>None.</i>

EXHIBIT 10

Subject	Unlawful Inquiry	Lawful Inquiry -only if job-related
Convictions*	Currently allowed in Vermont but proceed cautiously. An increasing number of cities and states are making it illegal to ask about convictions on an application form due to adverse impact on protected groups. If asking about convictions pre-hire, it is important to consider: (1) nature and gravity of offense; (2) its relevance, or lack thereof, to the job; (3) length of time since the conviction.	Have you ever been convicted of any crime? If so, when, where, and disposition of case? Excluding minor traffic violations, have you been convicted under any criminal law within the past five years?
Work Schedule, Traveling	Any question related to childcare, ages of children, or other subject that is likely to be perceived by covered group members, especially women, as discriminatory.	Is there any reason why you would not consistently arrive at work on time and work according to the municipality's work schedule?
Weekend Schedules	Can you work weekends?	Can only ask if it is a necessary job requirement. Otherwise, it could result in religious discrimination by screening out applicants based on their religious beliefs.
Relocation	Any question related to spouse's attitudes or other subject that is likely to be perceived as discriminatory.	Would you be willing to relocate?
Miscellaneous	Any inquiry that is not job-related or necessary for determining an applicant's potential for employment.	Statement or notice to applicant that any misstatements or omissions of significant facts in written application forms or in an interview may be cause for rejection of the application or dismissal.
Religion	Do you attend religious services or a house of worship? What is your religious denomination or affiliation? Church? parish? pastor? What religious holidays do you observe?	None.
Sex/Children Pregnancy	(Any inquiry as to sex, such as the following:) Do you wish to be address as Mr., Mrs., Miss, or Ms.? What are your future plans regarding having children? Do you have the capacity to reproduce? Are you pregnant? How many dependents do you have?	None.

EXHIBIT 10

Subject	Unlawful Inquiry	Lawful Inquiry -only if job-related
Relatives, Marital Status, Pregnancy	What is your marital status? What is the name or address of relatives? spouse? children? With whom do you reside? Do you live with your parents? How old are your children? Do you have health care coverage through your spouse?	What are the names of relatives already employed by the company?
Physical Condition	Do you have any physical disabilities? What is your handicap? What caused your handicap? What is the prognosis of your handicap? Have you had any recent serious illness? Prior medical problems? Surgical procedures?	Are you able to perform all the tasks involved in the job applied form? Describe the tasks of the job and ask how the applicant would go about doing the job. (Include strenuous physical activity and heavy lifting requirements, if applicable.)
Worker's Compensation	Have you ever filed a worker's compensation claim?	None.
Height and Weight	What is your height? How much do you weigh?	None, unless absolutely required by the job (difficult to prove in a municipal employment setting).
Mental Problems	Do you have any emotional problems?	None.
Driver's License	Can ask only if specifically required by the job.	This job requires you to drive a vehicle. Are you licensed to do so?
Military	Do you have any military service reservist or training obligations? What is your discharge status?	Are you a veteran? What special training did you receive in the military that would assist you in the job? You must ask only questions that are job-related.
Union Activities	Do you belong to a union? Do you intend to organize or join a union?	None.
Drug Use	Do you use prescription drugs?	Can only ask about <i>current</i> illegal drug use.
Alcohol Use	Are you an alcoholic?	None. Stay away from alcohol-related questions except for narrow questions about discipline for drinking on current or former job.
Smoking	Do you smoke?	Can you comply with our workplace non-smoking policy?
Termination	OK to ask general question regarding prior work history, prior disciplines and the reasons for them.	Have you ever been disciplined or terminated from any job? If so, what were the reasons?
HIV Status	Are you HIV positive? Have you been tested?	None.
Sexual Preference	What is your sexual preference?	None.

Excerpt from the VLCT Municipal Employment Law Handbook, Chapter III, Employee Selection

- (3) **Avoid Discriminatory Interview Questions.** Asking the same basic questions of all candidates allows for good comparison and a fair hiring process. Interviewers should prepare for the interview by carefully devising a list of non-discriminatory questions to ask each candidate. Costly and time-consuming charges of discrimination can easily arise from the interview process, and unintentional discrimination is just as illegal as intentional discrimination. **As such, questions must *always* be job-related, and the employer should be sure that the same questions are asked of *all* applicants to further avoid the potential for a discrimination charge.**

The interviewer should avoid questions that relate directly or indirectly to age, sex, race, color, national origin, religion, sexual preference, marital status, pregnancy, disabilities or HIV status. For example, inquiries about an applicant's workers' compensation history or whether an applicant has a disability are prohibited. Even if the applicant discloses a disability, you cannot ask about the disability (e.g. history, prognosis, or other questions related to the applicant's condition). **Rather, you may *only* ask if there is anything that precludes the applicant from performing the essential functions of the job for which he or she is applying, with or without a reasonable accommodation.** (See also the discussion regarding the ADA and VFEPA beginning on page 114.)

Exhibit 10 contains a general list of legal and illegal questions for a job interview. These questions should be reviewed before the interview begins. In addition, each interviewer during the interview should complete an Interview Guide (see Exhibit 11) that is consistent with the municipality's Equal Employment Opportunity Policy.

- (4) **Interview Techniques.** Each interviewer must only ask questions that pertain to the job position. For instance, the interview should focus on questions pertaining to educational background and specific skills, work experience, prior terminations or resignations. After basic skills and qualifications have been determined, interview questions should facilitate discussion as well as elicit from candidates past behaviors and situations that demonstrate the desired attributes for the job. Questions should therefore be open-ended (i.e. avoid a yes/no response) and might address such areas as work ethic, problem solving, people management, communication, self-motivation, ability to multi-task, etc. – depending on what the position calls for. The interviewer should also try to determine the degree of “fit” between the applicant and the supervisor. For example:
- For a position with a high volume of contact with the public, you might say “Tell me about a past job where you were in frequent contact with members of the public. What did you enjoy about it? What were the challenges for you?”
 - To determine how well someone works under time pressure, you might say “Tell me about a job where you were under time constraints to get work done. What happened if you didn't meet the deadlines?”

- To determine how well an individual works as part of a team, you might say “Describe a past job where your work depended closely upon the work of others. What was enjoyable about that and what was frustrating?”
- To determine motivation, you could ask “What part of your work experience has given you the greatest feeling of satisfaction? What part has been most frustrating? Why did you leave your job? What would interest you in a similar position?”
- To determine the degree of fit between the applicant and supervisor, it is helpful to ask “What type of supervisor have you found easiest to work with? What type was most difficult? Why?”

When conducting the interview, the interviewer should help the candidate feel comfortable so that he or she is more likely to share information. For instance, there should be a warm introduction – or if the candidate freezes on a particular question, move on to the next until the person is more relaxed in the process. Sometimes the interviewer could try to segue back to the original question as part of a later discussion. Good listening skills are also essential. It is important to let the applicant speak without being interrupted. Since the purpose is to learn as much information as possible in a finite period of time, never dominate the conversation.

Another common mistake occurs when interviewers, while introducing a question or trying to put a candidate at ease, telegraph the answer being sought. For example, “We have had a problem with lateness with other people in this position. Is this a problem for you?” or “We need someone who can be flexible in their hours during winter snowplowing season. Does that work for you?” The applicant is then placed in a position where he or she knows there is only one right answer.

The candidate should also be given sufficient information about the job and the opportunity to ask questions. Encourage her or him to call if a question arises later on. Be direct about level of compensation, when performance reviews are conducted and when raises are considered. Try to make sure that the candidate has been given every opportunity to share relevant information. A final question could be, “Is there anything else we should know about you?”

Finally, it is also important to take notes. It will help with an accurate recall and comparison of the candidates. Additionally, it provides documentation should the choice of candidate be legally challenged. For this reason, at the conclusion of the search, all interview notes should be filed in one place.