

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 23, 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) 5 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Liquor License (Action Item) 5 minutes
- 6) **7:00 pm** - Town of Norwich Open Positions Interviews/Appointments (Action Item) 20 minutes  
Applicants:
  - Frank Olmstead (Agent to Prosecute)
  - Martha Graber (Conservation Commission)
  - David Hubbard (Conservation Commission)
  - Bonnie Munday (Deputy Health Officer)
  - Suzanne Leiter (Energy Committee)
  - Gered Dunne (Recreational Council)
  - Kristin Fauci (Recreational Council)
  - Ryan Gardner (Recreational Council)
  - Rebecca Matteo (Recreational Council)
  - Page Tompkins (Recreational Council)
  - Amy Tuller (Recreational Council)
  - Jeff Goodrich (TRORC Voting)
  - David Hubbard (Watershed Land Management Council)
  - Lee Michaelides (Watershed Land Management Council)
- 7) Capital Projects Management (Discussion/Possible Action Item) 10 minutes
- 8) Selectboard Goals (Discussion/Possible Action Item) 10 minutes
- 9) Selectboard
  - a) Approval of the Minutes of the 3/2/16 and 3/9/16 Meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
  - c) Draft Contract for Jay White, Architect (Executive Session May be Required)
  - d) Review/Approve Draft Contract for Interim Town Manager (Executive Session May be Required)

**Next Regular Meeting – April 13, 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.***

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	01/15/16	HWY--TRK#1 WIPERS, FLUID 084601500033	01-5-703403.00 PARTS & SUPPLIES	19.48	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	01/20/16	HWY--FILTERS, DRILL SET 084602000210	01-5-703403.00 PARTS & SUPPLIES	127.26	-----	--/--/--
AMERLEGIO	AMERICAN LEGION	03/09/16	15-16 TOWN APPROPRIATION 15-16 APPROP	01-5-800310.00 NORWICH AMERICAN LEGION	1500.00	3091	03/23/16
AT&T	AT&T MOBILITY	02/23/16	DPW & FD CELL PHONES JAN/FEB16	01-5-703505.00 TELEPHONE	50.00	3092	03/23/16
AT&T	AT&T MOBILITY	02/23/16	DPW & FD CELL PHONES JAN/FEB16	01-5-550235.00 TELEPHONE & INTERNET	28.00	3092	03/23/16
BAYSTATE	BAY STATE ELEVATOR CO.	03/01/16	TH--ELEV MAINT MAR 16 411861	01-5-706107.00 ELEVATOR MAINTENANCE	236.65	-----	--/--/--
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-425123.00 HEALTH INS	506.32	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-500123.00 HEALTH INS	5604.88	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-704123.00 HEALTH INSURANCE	1483.52	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-350123.00 HEALTH INS	1313.26	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-703123.00 HEALTH INSUR	8002.11	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-005123.00 HEALTH INSUR	803.84	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-200123.00 HEALTH INS	484.82	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-100123.00 HEALTH INS	1989.84	3093	03/23/16
BCBS	BLUE CROSS/BLUE SHIELD OF	03/14/16	HEALTH INSURANCE APR 16 APR 16	01-5-300123.00 HEALTH INS	290.89	3093	03/23/16
CASELLA	CASELLA WASTE SERVICES	03/01/16	SW--FEB 16 RECYCLING 0239041	01-5-705305.00 RECYCLING	3162.22	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	03/01/16	SW--FEB 16 TRASH FEES 0239042	01-5-705303.00 MUNICIPAL SOLID WASTE	2826.87	-----	--/--/--
CED	CONSOLIDATED ELECTRICAL D	02/26/16	TH--LIGHT 9433-719021	01-5-706113.00 REPAIRS & MAINTENANCE	165.00	-----	--/--/--
CED	CONSOLIDATED ELECTRICAL D	03/01/16	TH--BALLAST 9433-719206	01-5-706113.00 REPAIRS & MAINTENANCE	56.00	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	03/14/16	CHILD SUPP PEND 3-12-16 PEND3-12-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	3089	03/16/16
COMCAST	COMCAST	03/06/16	GADMIN--FIXED IP 3/6/16 #1	01-5-275632.00 SERVER MAINTENANCE	19.95	3094	03/23/16
COMCAST	COMCAST	03/06/16	FD--FIXED IP 3/6/16 #2	01-5-550235.00 TELEPHONE & INTERNET	34.90	3094	03/23/16
CRYSTAL	CRYSTAL ROCK, LLC	02/29/16	SW--EQUIP RENTAL 2/29/16	01-5-705515.00 ADMINISTRATION	24.00	-----	--/--/--
D&W	DAN & WHIT'S GENERAL STOR	01/10/16	FD--FOR#1 ANTI-FREEZE 4638728	01-5-555530.00 EQUIPMENT MAINTENANCE	13.47	3095	03/23/16
D&W	DAN & WHIT'S GENERAL STOR	02/07/16	FD--PLUNGER 4660981	01-5-550330.00 REPAIR & MAINTENANCE EXPN	3.99	3095	03/23/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
D&W	02/10/16	DAN & WHIT'S GENERAL STOR REC--MEETING APPLES 4663604	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	8.99	3095	03/23/16
D&W	02/15/16	DAN & WHIT'S GENERAL STOR FD--FOR#1 HARDWARE 4668062	01-5-555532.00 RADIO MAINTENANCE	5.42	3095	03/23/16
D&W	02/18/16	DAN & WHIT'S GENERAL STOR FD--HARDWARE 4670420	01-5-555532.00 RADIO MAINTENANCE	0.10	3095	03/23/16
D&W	02/24/16	DAN & WHIT'S GENERAL STOR TH--POWER CORDS 4674872	01-5-706109.00 BUILDING SUPPLIES	19.98	3095	03/23/16
D&W	02/29/16	DAN & WHIT'S GENERAL STOR STMTG--ELECTION FOOD 4679042	01-5-050610.00 OFFICE SUPPLIES	20.95	3095	03/23/16
DEADRIVER	02/29/16	DEAD RIVER COMPANY TH--286.4 GALS #2 FUEL 2710	01-5-706103.00 HEATING	699.93	3096	03/23/16
DEADRIVER	03/09/16	DEAD RIVER COMPANY FD--244.1 GALS #2 FUEL 54636	01-5-550234.00 HEATING	596.56	3096	03/23/16
DESMEULES	03/02/16	DESMEULES OLMSTEAD & OSTL TADMIN--KATUCKI LAWSUIT 59990	01-5-005300.00 PROFESS SERV	45.00	3097	03/23/16
DHMC	03/14/16	DARTMOUTH-HITCHCOCK FD-9V BATTERIES INV1813	01-5-555530.00 EQUIPMENT MAINTENANCE	32.16	3098	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-550235.00 TELEPHONE & INTERNET	34.92	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-475238.00 ADMIN TELEPHONE	207.52	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-705505.00 TELEPHONE	34.79	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-350531.00 TELEPHONE	37.79	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-703505.00 TELEPHONE	51.94	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-425127.00 TELEPHONE	37.80	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-100531.00 TELEPHONE	37.79	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-300531.00 TELEPHONE	37.79	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-005531.00 ADMIN TELEPHONE	37.79	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-200531.00 TELEPHONE	37.79	3099	03/23/16
EARTHLINK	03/10/16	EARTHLINK BUSINESS FEB 16 TELEPHONE 3/10/16	01-5-275531.00 TELEPHONE	60.91	3099	03/23/16
EVANSMOTO	02/29/16	EVANS GROUP, INC. HWY--503.0 GALS BIODIESEL 580187	01-5-703405.00 PETROLEUM PRODUCTS	757.12	-----	--/--/--
EVANSMOTO	03/02/16	EVANS GROUP, INC. 550.0 GALS REG GASOLINE 580383	01-1-004102.00 PREPAID EXPENSES	1063.90	-----	--/--/--
EVANSMOTO	03/07/16	EVANS GROUP, INC. HWY--300.0 GALS BIODIESEL 580665	01-5-703405.00 PETROLEUM PRODUCTS	441.15	-----	--/--/--
EYEMED	03/07/16	COMBINED INSURANCE CO OF MAR 16 VISION INSURANCE 9473379	01-2-001126.00 VISION SERV PLAN-PAYROLL	165.54	3100	03/23/16
FASTENAL	02/29/16	FASTENAL HWY--HEAT-SHRINK TUBE NHWES61529	01-5-703403.00 PARTS & SUPPLIES	8.21	-----	--/--/--

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FIRETECHS	FIRETECH SPRINKLER CORP	09/27/15	TH--SPRINKLER REPAIR 39269	01-5-706113.00 REPAIRS & MAINTENANCE	710.50	-----	--/--/--
FOGGS	FOGG'S HARDWARE AND BUILD	01/29/16	FD--HARDWARE 762829	01-5-555532.00 RADIO MAINTENANCE	5.70	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/02/16	HWY--EQUIPMENT PAINT 763083	01-5-703403.00 PARTS & SUPPLIES	9.98	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/03/16	TH--TILING PROJECT SUPPS 763177	01-5-706113.00 REPAIRS & MAINTENANCE	7.99	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/04/16	SW--BROOMS 763256	01-5-705403.00 PARTS & SUPPLIES	37.98	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/05/16	TH--SANDING BELTS 763400	01-5-706113.00 REPAIRS & MAINTENANCE	21.99	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/10/16	HWY/FD--GATE KEYS 763686	01-5-550330.00 REPAIR & MAINTENANCE EXPN	22.90	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/10/16	HWY/FD--GATE KEYS 763686	01-5-703507.00 SUPPLIES	45.80	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/11/16	HWY--BATHROOM REPAIR 763788	01-5-703511.00 REPAIRS & MAINTENANCE	19.66	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/17/16	TH--TILING PROJECT SUPPS 764220	01-5-706113.00 REPAIRS & MAINTENANCE	5.75	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/18/16	HWY--BITS, WASHER FLUID 764241	01-5-703209.00 CULVERTS & ROAD SUPPLIES	34.97	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/18/16	HWY--BITS, WASHER FLUID 764241	01-5-703403.00 PARTS & SUPPLIES	2.99	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/19/16	TH--TILING PROJECT SUPPS 764355	01-5-706113.00 REPAIRS & MAINTENANCE	15.47	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/19/16	TH--SPACKLE 764391	01-5-706113.00 REPAIRS & MAINTENANCE	3.49	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/22/16	TH--TILING PROJECT PAINT 764487	01-5-706113.00 REPAIRS & MAINTENANCE	10.34	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/26/16	TH--WINDOW ROPE 764893	01-5-706113.00 REPAIRS & MAINTENANCE	10.98	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/26/16	PD--WATER FILTER 764912	01-5-475302.00 REPAIRS & MAINT	9.99	3101	03/23/16
FOGGS	FOGG'S HARDWARE AND BUILD	02/29/16	B&G--PRUNING TOOLS 765051	01-5-704413.00 TOOLS	94.98	3101	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	HWY--GARAGE 04695FEB16	01-5-703501.00 ELECTRICITY	234.27	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD--BEAVER MEADOW SIGN 24966FEB16	01-5-500204.00 SPEED SIGNS	11.13	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	TH--TRACY HALL ELECTRIC 34966FEB16	01-5-706101.00 ELECTRICITY	55.56	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD--CHURCH ST TAGLET 55726FEB16	01-5-500204.00 SPEED SIGNS	2.15	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD--RTE10A SPEED SIGN 65726FEB16	01-5-500204.00 SPEED SIGNS	10.13	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD/FD--STN ELECTRICITY 70966FEB16	01-5-550233.00 ELECTRICITY	51.13	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD/FD--STN ELECTRICITY 70966FEB16	01-5-475233.00 ELECTRICITY	94.97	3103	03/23/16

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GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD--TURNPIKE RD SIGN 75726FEB16	01-5-500204.00 SPEED SIGNS	1.59	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	PD--UNION VILL RD SIGN 85726FEB16	01-5-500204.00 SPEED SIGNS	3.41	3103	03/23/16
GMPC	GREEN MOUNTAIN POWER CORP	02/29/16	TH--BANDSTAND 95726FEB16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	9.84	3103	03/23/16
GNOMON	GNOMON COPY	03/09/16	HWY--TRAILCLOSED SIGNS 43193	01-5-703217.00 SIGNS	37.80	3104	03/23/16
GUVSWMD	GRTR UPPR VLLY SOLID WAST	03/04/16	HCCR PUNCH CARDS PC030416	01-2-001125.00 DUE TO GUVSWMD-COUPONS	1050.00	3105	03/23/16
HAUN	HAUN WELDING SUPPLY, INC.	03/01/16	HWY--CYLINDER RENTAL N773704	01-5-703401.00 OUTSIDE REPAIRS	14.62	-----	--/--/--
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	02/22/16	TH--HALLWAY PROJ SUPPS 6014636	01-5-706113.00 REPAIRS & MAINTENANCE	8.47	3106	03/23/16
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	03/10/16	TH--HALLWAY PROJ SUPPS 9010777	01-5-706113.00 REPAIRS & MAINTENANCE	49.03	3106	03/23/16
IAFC	INTERN'L ASSN OF FIRE CHI	03/03/16	FD--ANN MEMBERSHIP 3/3/16	01-5-555342.00 FIRE DUES/MTGS/EDUC	239.00	3107	03/23/16
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/27/16	SW--83.4 GALS PROPANE 540748	01-5-705503.00 PROPANE	107.59	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/27/16	SW--40.1 GALS PROPANE 541041	01-5-705503.00 PROPANE	51.73	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	03/02/16	HWY--865.5 GALS PROPANE 942256	01-5-703503.00 PROPANE	1116.50	-----	--/--/--
LHS	LHS ASSOCIATES, INC.	03/10/16	STMTG--CODE & BALLOT PRNT 50030	01-5-050655.00 VTG MCHN PROGRAMG	1332.00	-----	--/--/--
LHS	LHS ASSOCIATES, INC.	03/10/16	STMTG--CODE & BALLOT PRNT 50030	01-5-050550.00 PRINTING	1870.60	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-500124.00 DISABILITY/LIFE INS	306.19	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-703124.00 DISABILITY/LIFE	363.11	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.16	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-704124.00 DISABILITY/LIFE	89.27	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-350124.00 DISABILITY/LIFE INS	61.10	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-100124.00 DISABILITY/LIFE INS	111.12	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-005124.00 DISABILITY/LIFE INSUR	56.26	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-200124.00 DISABILITY/LIFE INS	96.72	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-425124.00 DISABILITY/LIFE INSUR	70.06	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/11/16	DISABILITY LIFE INSURANCE APRIL 2016	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.40	-----	--/--/--
MACY	GERALD MACY	01/25/16	HWY--CELL PHONE BOOSTER 2016026	01-5-703401.00 OUTSIDE REPAIRS	995.50	3108	03/23/16

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MCNEIL	02/28/16	MCNEIL, LEDDY & SHEAHAN, TADMIN--W COMP LEGAL 26574	01-5-005300.00 PROFESS SERV	316.20	3109	03/23/16
MORTON	02/22/16	MORTON SALT HWY--66.73 TONS SALT 5401005045	01-5-703201.00 SALT & CHEMICALS	4498.27	3110	03/23/16
MORTON	02/25/16	MORTON SALT HWY--33.03 TONS SALT 5401008688	01-5-703201.00 SALT & CHEMICALS	2226.55	3110	03/23/16
NORFIREDI	03/08/16	NORWICH FIRE DISTRICT SEMI-ANN HYDRANT RENTAL 3/8/16	01-5-555634.00 HYDRANT RENTAL	5850.00	3111	03/23/16
PETTY	03/15/16	CASH TH/TC PETTY CASH 3/15/16	01-5-005538.00 POSTAGE	20.05	3112	03/23/16
PETTY	03/15/16	CASH TH/TC PETTY CASH 3/15/16	01-5-275538.00 POSTAGE	5.71	3112	03/23/16
PETTY	03/15/16	CASH TH/TC PETTY CASH 3/15/16	01-5-050538.00 POSTAGE	0.49	3112	03/23/16
PETTY	03/15/16	CASH TH/TC PETTY CASH 3/15/16	01-5-005310.00 TOWN REPORT	6.45	3112	03/23/16
PETTY	03/15/16	CASH TH/TC PETTY CASH 3/15/16	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	3112	03/23/16
PIKE	02/26/16	PIKE INDUSTRIES INC HWY--8.19 TNS CRSHD STN 853760	01-5-703207.00 GRAVEL & STONE	71.66	-----	--/--/--
PIKE	02/26/16	PIKE INDUSTRIES INC HWY--453.14 TNS CRSHD STN 853864	01-5-703207.00 GRAVEL & STONE	6004.16	-----	--/--/--
PIKE	02/29/16	PIKE INDUSTRIES INC HWY--8.11 TNS CRSHD STN 854055	01-5-703207.00 GRAVEL & STONE	64.88	-----	--/--/--
PIKE	02/29/16	PIKE INDUSTRIES INC HWY--5.39 TNS EROS STN 854060	01-5-703207.00 GRAVEL & STONE	53.90	-----	--/--/--
PIKE	03/04/16	PIKE INDUSTRIES INC HWY--41.83 TNS CRSHD STN 854164	01-5-703207.00 GRAVEL & STONE	366.03	-----	--/--/--
PIKE	03/04/16	PIKE INDUSTRIES INC HWY--16.38 TNS CRSHD STN 854177	01-5-703207.00 GRAVEL & STONE	143.33	-----	--/--/--
PIKE	03/04/16	PIKE INDUSTRIES INC HWY--8.05 TNS CRSHED STN 854258	01-5-703207.00 GRAVEL & STONE	70.44	-----	--/--/--
PIKE	03/04/16	PIKE INDUSTRIES INC HWY--7.3 TNS CRSHD STN 854260	01-5-703207.00 GRAVEL & STONE	63.88	-----	--/--/--
PIKE	03/04/16	PIKE INDUSTRIES INC HWY--17.39 TNS CRSHD STN 854265	01-5-703207.00 GRAVEL & STONE	152.16	-----	--/--/--
PIKE	03/04/16	PIKE INDUSTRIES INC HWY--8.13 TNS CRSHD STN 854268	01-5-703207.00 GRAVEL & STONE	71.14	-----	--/--/--
PIKE	03/08/16	PIKE INDUSTRIES INC HWY--1.35 TNS COLD PATCH 854456	01-5-703211.00 ASPHALT PRODUCTS	175.50	-----	--/--/--
PITNEY	03/13/16	PITNEY BOWES GADMIN--Q'LY POST METER 7038409-MR16	01-5-275536.00 POSTAGE METER RENTAL	171.21	-----	--/--/--
RICHARDSO	03/06/16	TAD RICHARDSON GADMIN--SERVER MAINT 1175	01-5-275632.00 SERVER MAINTENANCE	56.25	-----	--/--/--
ROGERSFAB	03/01/16	ROGER'S FABRICARE, LLC PD--UNIFORM CLEANING FEB 16	01-5-500583.00 UNIFORMS CLEANING	72.00	-----	--/--/--
SANEL	03/03/16	SANEL AUTO PARTS INC HWY--TRK#12 U-JOINTS 05PL1004	01-5-703403.00 PARTS & SUPPLIES	55.20	3114	03/23/16
SANTANDER	02/25/16	SANTANDER LEASING LLC TOWER LEASE PURCHASE 1788373	01-5-575100.00 DEBT SERVICE TOWER PRINCI	868.69	3115	03/23/16

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
SANTANDER	02/25/16	TOWER LEASE PURCHASE	1788373	01-5-575105.00	12574.52	3115	03/23/16
		DEBT SERVICE TOWER INTERE					
SIPLAY	02/29/16	REC--FEB 16 REG FEES	2/29/16	01-1-004102.00	48.00	-----	--/--/--
		PREPAID EXPENSES					
SIPLAY	02/29/16	REC--FEB 16 REG FEES	2/29/16	01-5-425218.00	182.50	-----	--/--/--
		REGISTRATION FEES					
STAPLES.	03/08/16	TAD/ASSESS--SUPPLIES	3299637001	01-5-005610.00	14.99	3116	03/23/16
		OFFICE SUPPLIES					
STAPLES.	03/08/16	TAD/ASSESS--SUPPLIES	3299637001	01-5-300610.00	3.19	3116	03/23/16
		OFFICE SUPPLIES					
STAPLES.	03/04/16	SW--TELEPHONE	33516	01-5-705505.00	59.95	3116	03/23/16
		TELEPHONE					
STAPLES.	03/14/16	TADMIN--TONER	3525704001	01-5-005610.00	105.47	3116	03/23/16
		OFFICE SUPPLIES					
STAPLES.	03/15/16	FD--INK CARTRIDGE	3588513001	01-5-555630.00	49.49	3116	03/23/16
		OFFICE SUPPLIES					
SYSTEMS	03/14/16	GADMIN--HARD DRIVE	3-308298	01-5-275630.00	465.00	3117	03/23/16
		COMPUTER HARDWARE					
TED GREEN	03/16/16	FD--MUFFLER	23185	01-5-555528.00	577.80	3118	03/23/16
		FIRE TRK R & M					
TOWLE	02/22/16	HWY--143 YDS GRAVEL	2007	01-5-703207.00	1807.65	3119	03/23/16
		GRAVEL & STONE					
TSSAND	02/29/16	HWY--17.65 TN SAND	74946	01-5-703203.00	193.26	3120	03/23/16
		SAND					
UNIFIRST	02/15/16	DPW-UNIFORMS & SUPPLIES	035 3985142	01-5-704311.00	28.20	-----	--/--/--
		UNIFORMS					
UNIFIRST	02/15/16	DPW-UNIFORMS & SUPPLIES	035 3985142	01-5-703507.00	11.00	-----	--/--/--
		SUPPLIES					
UNIFIRST	02/15/16	DPW-UNIFORMS & SUPPLIES	035 3985142	01-5-703311.00	133.31	-----	--/--/--
		UNIFORMS					
UNIFIRST	02/15/16	DPW-UNIFORMS & SUPPLIES	035 3985142	01-5-703515.00	13.60	-----	--/--/--
		ADMINISTRATION					
UNIFIRST	02/22/16	DPW-UNIFORMS & SUPPLIES	035 3987513	01-5-703311.00	152.09	-----	--/--/--
		UNIFORMS					
UNIFIRST	02/22/16	DPW-UNIFORMS & SUPPLIES	035 3987513	01-5-704311.00	28.20	-----	--/--/--
		UNIFORMS					
UNIFIRST	02/22/16	DPW-UNIFORMS & SUPPLIES	035 3987513	01-5-703507.00	2.00	-----	--/--/--
		SUPPLIES					
UNIFIRST	02/22/16	DPW-UNIFORMS & SUPPLIES	035 3987513	01-5-703515.00	13.60	-----	--/--/--
		ADMINISTRATION					
UNIFIRST	02/29/16	DPW-UNIFORMS & SUPPLIES	035 3989939	01-5-704311.00	28.20	-----	--/--/--
		UNIFORMS					
UNIFIRST	02/29/16	DPW-UNIFORMS & SUPPLIES	035 3989939	01-5-703311.00	149.67	-----	--/--/--
		UNIFORMS					
UNIFIRST	02/29/16	DPW-UNIFORMS & SUPPLIES	035 3989939	01-5-703507.00	2.00	-----	--/--/--
		SUPPLIES					
UNIFIRST	02/29/16	DPW-UNIFORMS & SUPPLIES	035 3989939	01-5-703515.00	13.60	-----	--/--/--
		ADMINISTRATION					
UNIFIRST	03/07/16	DPW-UNIFORMS & SUPPLIES	035 3992340	01-5-704311.00	28.20	-----	--/--/--
		UNIFORMS					

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	03/07/16	DPW-UNIFORMS & SUPPLIES 035 3992340	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	03/07/16	DPW-UNIFORMS & SUPPLIES 035 3992340	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	03/07/16	DPW-UNIFORMS & SUPPLIES 035 3992340	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UVEQUIPME	02/02/16	TH--TILE SAW RENTAL 78217	01-5-706113.00 REPAIRS & MAINTENANCE	60.68	3121	03/23/16
UVEQUIPME	02/12/16	TH--TILE SAW RENTAL 78283	01-5-706113.00 REPAIRS & MAINTENANCE	56.23	3121	03/23/16
VALLEYNEW	02/18/16	PL--CLASSIFIED 01246938	01-5-350540.00 ADVERTISING	44.93	3122	03/23/16
VALLEYNEW	02/29/16	FIN--TAX REMINDER 606920	01-5-200540.00 ADVERTISING	86.00	3122	03/23/16
VEMRSDC	03/14/16	FD/FIN/ASS--RETIREMENT PEND3-12-16	01-5-200126.00 VT RETIREMENT	53.43	3090	03/16/16
VEMRSDC	03/14/16	FD/FIN/ASS--RETIREMENT PEND3-12-16	01-5-300126.00 VT RETIREMENT	32.06	3090	03/16/16
VEMRSDC	03/14/16	FD/FIN/ASS--RETIREMENT PEND3-12-16	01-2-001112.00 VMERS DEF CONTRB PAY	201.16	3090	03/16/16
VEMRSDC	03/14/16	FD/FIN/ASS--RETIREMENT PEND3-12-16	01-5-555125.00 VT RETIREMENT	120.71	3090	03/16/16
VLCT	03/07/16	TAD--SB TRAINING SEMINAR 2016-17229	01-5-005615.00 DUES/MTS/EDUC	180.00	3123	03/23/16
VLCTERB	11/09/15	Q'RTLY UNEMPLOYMENT 20330-Q2	01-5-800517.00 UNEMP INS RATE ASSMT	1195.00	3124	03/23/16
VOWP	11/09/15	PL--ENVELOPES PR0829	01-5-350610.00 OFFICE SUPPLIES	25.61	3125	03/23/16
VT EMS 9	03/14/16	FD--EMT TRAINING X2 3/14/16	01-5-555340.00 EMS EDUC/TRNG	60.00	3126	03/23/16
WEMASON	03/04/16	TH/ASS--BATTERIES, LABELS I32790769	01-5-706109.00 BUILDING SUPPLIES	23.99	-----	--/--/--
WEMASON	03/04/16	TH/ASS--BATTERIES, LABELS I32790769	01-5-300610.00 OFFICE SUPPLIES	19.99	-----	--/--/--

03/18/16  
11:02 am

Town of Norwich Accounts Payable  
Check Warrant Report # 16-21 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 03/10/16 To 03/23/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				83553.60		

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 \$ \*\*\*\*83,553.60  
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

03/18/16

Town of Norwich Accounts Payable

11:02 am

Check Warrant Report # 16-21 Current Prior Next FY Invoices For Fund (RECREATION SCHOLARSHIPS)

RRobinson

All Invoices For Check Acct 01(General) 03/10/16 To 03/23/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HANOVERTO TOWN OF HANOVER	03/04/16	REC--B'BALL SCHOLARSHIP 3/4/16	40-5-425248.00 SCHOLARSHIPS	60.00	-----	--/--/--
Report Total				60.00		

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 \$ \*\*\*\*\*60.00  
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

03/18/16  
11:02 am

Town of Norwich Accounts Payable  
Check Warrant Report # 16-21 Current Prior Next FY Invoices For Fund (FIRE EQUIPMENT FUND)  
All Invoices For Check Acct 01(General) 03/10/16 To 03/23/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
POWERHAWK POWER HAWK TECHNOLOGIES,	03/02/16	FD--RAM REPAIR PARTS 8183	26-5-555322.00 FIRE EQUIPMENT	585.58	3113	03/23/16
Report Total				585.58		

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 \$ \*\*\*\*\*585.58  
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

*Town of Norwich*  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Frank H. Olmstead

Address: 329 Hawk Pine Rd.  
Norwich, VT 05055

Day phone: 649-2001

Evening phone: 649-3004

E-mail: folmstead@doolaw.com

Position Applied For: Agent to Prosecute and Defend Suits

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms: 15 consecutive terms

Years: 15

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No )

Are there other restrictions on your availability? If so, please describe:

Generally, it is difficult for me to attend meetings during work hours Monday through Friday.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I have been the agent for many years, and I have worked with the Town both in direct representation and to assist the Town to retain other counsel when appropriate. I have practiced law in Norwich since 1984.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

1. Norwich Conservation Commission - May of 2001 - March of 2014
2. Agent to Prosecute and Defend since April 2001
3. Norwich Special Places 2000 - 2004
4. Ad Hoc Class 4 Highway Committee

5. Education and Current Employment

Name of Company: DesMeules, Olmstead & Ostle Location: 2 Beaver Meadow Road, Norwich, VT

Title: Attorney

Describe your work:

Practice of law in Vermont and New Hampshire. Practice primarily involves civil and municipal cases.

6. Pertinent Education and/or Experience:

JD Vermont Law School; MAT (secondary school English) UNH; BA (English) Boston University. I have worked with many Town officials and employees over the years, and I think I get along with them well.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes   No). If yes, please explain:

There are no general conflicts because I seldom (if ever) represent clients in matters adverse to the Town.

Comments:

I enjoy working with the Town, both in the limited role of Agent to Prosecute, and Defend and as retained counsel in a variety of matters.

Signature



Date March 8, 2016

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102  
FAX 802 649 0123  
**APPLICATION FOR BOARDS/COMMISSIONS**  
(and for those reapplying for continuing appointments)

Name: MARTHA GRABER

Address: 39 CARPENTER ST

Day phone: 603 286 0156 Evening phone: 802 649 2678

E-mail: martha.l.graber@hitchcock.org

Position Applied For: conservation commissioner.

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

2

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

NONE.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

- Experience as a conservation commissioner.
- Interest in nature & the outdoors.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

- Women's Club - Scholarship committee member. current chair.

5. Education and Current Employment

Name of Company: DHMC

Location: Lebanon, NH

Title: Physician

Describe your work: Kidney Specialist

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes  No)  No). If yes, please explain:

Comments: as a former member & chair of NCC I am looking forward to serving.

Signature



Date

2/4/16

## Nancy Kramer

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**From:** Nancy Kramer  
**Sent:** Thursday, March 17, 2016 10:06 AM  
**To:** Nancy Kramer  
**Subject:** FW: Reappointment - Conservation Commission and Land Management Council

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**From:** David Hubbard [<mailto:dwhubbard@VALLEY.NET>]  
**Sent:** Thursday, March 17, 2016 10:04 AM  
**To:** Nancy Kramer  
**Subject:** Reappointment - Conservation Commission and Land Management Council

Nancy,  
I apologize not getting back to you sooner, travel has preoccupied my attention.  
Yes, I wish to confirm my desire to be reappointed to the Conservation Commission and the Land Management Council.  
Thank you.

David Hubbard  
Tel: 649-3882

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: *Bonnie Munday*

Address: *P.O. Box 481, Norwich, VT 05055*

Day phone: *802-649-1419 x. 103*

Evening phone: *802-649-3255*

E-mail: *bonnie.munday@gmail.com*

Position Applied For: *Deputy Health Officer*

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years: *11 yrs.*

2. Would you be available for evening and/or morning meetings?

Evening:  (Yes) No) Morning:  (Yes) No).

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment. *I am also an EMT. I have been to several seminars pertaining to the Health Officer position.*

4. Please including service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

*N/A*

(over)

5. Education and Current Employment

Name of Company: *To Norwich*  
Title: *Town Clerk*  
Describe your work: *Statutory*

Location: *Tracy Hall*

6. Pertinent Education and/or Experience: *- Continuing Education for to maintain SMT Certificate ~~as~~ also education seminars specific to the Health Officer position.*

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No). If yes, please explain:

Comments:

Signature

*Berrie J Munday*

Date

*March 14, 2016*

Town of Norwich  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
(and for those reapplying for continuing appointments)

Name: Suzanne Lester

Address: 143 Norford Lake Rd Norwich

Day phone: 802 649-7245

Evening phone: 802 649-7245

E-mail: lestersuzanne@gmail.com

Position Applied For: Energy Committee

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms: 0

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

Work 25 hrs per week - flexible schedule

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Energy Committee - Sustainable Woodstock - 2 years  
Woodstock Solarize Campaign 2014

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Green Mountain Perkins Academy Board - South Woodstock -  
Sustainable Woodstock - Resigned 2015  
resigned 2015

5. Education and Current Employment BA Middlebury College

Name of Company: Vermont Land Trust Location: Woodstock

Title: Fee Lands Portfolio Manager

Describe your work:

Stewardship of conservation easements, database management  
management of insurance, taxes, maintenance of properties owned

6. Pertinent Education and/or Experience:

Short-term and long-term by VLT

All of the above

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes  No)  No). If yes, please explain:

Comments:

I have been attending NEC meetings since 9/15

Signature

Suzanne H. Lertz

Date

3/6/16

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Gered Dunne

Address: 62 Union Village Rd Norwich VT 05055

Day phone: 802 272 5856

Evening phone:

E-mail: gereddunne@gmail.com

Position Applied For: rec dept committee

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

lifelong athlete, father

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

5. Education and Current Employment

Name of Company: Dept of Veterans Affairs

Location: WRJ

Title: research fellow

Describe your work:

educational evaluation

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes   No). If yes, please explain:

Comments:

Signature



Date

2/24/18

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name:

Address:

Day phone:

Evening phone:

E-mail:

Position Applied For:

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes No) Morning: (Yes No).

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No). If yes, please explain:

Comments:

Signature

Date

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Ryan Gardner

Address: 80 Four Wheel Drive

Day phone: 8027357546

Evening phone: same

E-mail: ryan.gardner@gmail.com

Position Applied For: Recreation Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

Occasional work conflicts

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Longtime coach at youth, HS, and college level in multiple sports;

kid at MCS; former participant in many Norwich Rec. sports programs

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

no former municipal service

5. Education and Current Employment

Name of Company: Gardner & Preston PLLC      Location: Norwich

Title: Member/owner

Describe your work:

Attorney

6. Pertinent Education and/or Experience:

AB, Princeton University

JD, Washington & Lee University

15 years coaching HS & youth sports, incl. current HHS varsity boys lacrosse

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes  No)  No). If yes, please explain:

Comments:

Would enjoy contributing to the recreation council and community that provided me with a lot growing up.

Signature

/s/ Ryan Gardner

Date

11 March 2016

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Page Tompkins

Address: 1238 Turnpike Road

Day phone: 415-336-3390

Evening phone: 802-649-7253

E-mail: pagetompkins@mac.com

Position Applied For: **Recreation Council**

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms: N/A

Years: N/A

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

Occasional evening teaching and meeting duties, advanced planning is needed.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Doctorate in Educational Leadership. Areas of expertise: Teaching, youth development, instructional coaching, leadership.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

NH Department of Education Professional Standards Board (Current)

NH IHE Network (Current)

School Site Council, Hanna Ranch Elementary School (2009-2013)

Education Commission, City of Hercules (2007-2008)

5. Education and Current Employment

Name of Company: Upper Valley Educators Ins<sup>ty</sup> Location: Lebanon, NH

Title: Executive Director & Faculty

Describe your work:

Chief executive officer and faculty member of a graduate school of education.

Teaching responsibilities include: Instructional planning, instructional coaching, school ch<sup>ar</sup>

6. Pertinent Education and/or Experience:

Former school principal & social studies teacher

EdD in Educational Leadership, UC Berkeley

CV Attached

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes  No)  No). If yes, please explain:

Comments:

I hope I am able to contribute to the Norwich community, which has been a wonderful place to call home and a great place for my kids to grow up!

Signature

Page Tompkins

Date

2/18/16

## **POLICY & RESEARCH EXPERIENCE**

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**2013-2014**                      **New Hampshire Institutions of Higher Education Network**                      **Concord, NH**

*Member*

- Participated in the development of the IHE Network, which was created with the primary aim of working collegially to influence policy makers and engage practitioners regarding innovative and creative educator preparation and development programs in New Hampshire.
- Participated in the New Hampshire Teacher Common Assessment of Performance (TCAP) design team.
- Convened the Special Interest Group of the IHE Network focused on principal and leadership preparation.

**2012-2013**                      **California Department of Education**                      **Sacramento, CA**

*Member, State Superintendent's Educator Excellence Task Force*

- Co-wrote and critiqued "Greatness by Design," a set of policy recommendations for ensuring educator excellence in California.
- Member of the sub-committee on principal leadership development and career ladders in education.
- Worked with educational leaders from universities, districts, teacher associations, the California legislature, non-profit organizations, advocacy organizations, and state departments as an appointed member.

**2012-2013**                      **California Commission on Teacher Credentials**                      **Sacramento, CA**

*Co-Chair, Teacher Preparation Advisory Panel*

- Co-led and facilitated a panel of educational leaders to write policy recommendations to the California Commission on Teacher Credentials regarding the future of teacher credentialing in California.
- Coordinated diverse group of educational leaders from universities, districts, teacher associations, non-profit organizations, advocacy organizations, and state departments.

**2012-present**                      **Carnegie Foundation for the Advancement of Teaching**                      **Palo Alto, CA**

*Member, Carnegie Knowledge Network*

- Collaborated with a group of scholars and educational leaders to create the "Dynamic Value-Added Knowledge Network," an authoritative, relevant, and useful resource on value-added methodologies for K-12 leaders and policy makers.
- Critiqued scholarly research articles for the purposes of more effectively communicating to practitioners.

**2012-Present**                      **Educational Policy Analysis Archives**                      **Phoenix, AR**

*Reviewer*

Reviewed research article manuscripts and provided advice on publication determinations and feedback for improvement.

**2009-2010**                      **California Department of Education**                      **Sacramento, CA**

*Member, Working Group*

- Co-wrote the "California Standards for the Teaching Profession Continuum of Teacher Practice."

Worked with educational leaders from universities, leading education reform organizations, the California Department of Education and the California Commission on Teacher Credentials as an appointed member.

## COMMUNITY INVOLVEMENT

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- 2013** **Tuck School of Education, Dartmouth College** **Hanover, NH**  
*Reviewer, Education Leadership at Tuck*
- Evaluated and provided feedback to the Tuck faculty on the Tuck Executive Education program for educational leaders.
  - Advised on the efficacy of the program for principal and leadership development as well as its potential for development into a degree and licensure program.
- 2009-2013** **Hanna Ranch Elementary School** **Hercules, CA**  
*Member, School Site Council*
- Reviewed and analyzed student achievement data to support goal setting and continuous improvement.
  - Gathered input from community members regarding the school.
  - Developed academic plan and school site budget, monitored implementation.
- 2008** **No on Proposition 8 Campaign** **Berkeley, CA**  
*Local Organizer*
- Organized fundraising campaign and volunteer actions including phone banks, marches and voter mobilizations.
  - Spoke to churches and volunteer gatherings to mobilize opposition.
- 2007-2008** **City of Hercules Education Commission** **Hercules, CA**  
*Commissioner*
- Advised the city council and city staff on education policy.
  - Liaised with local school leaders to mobilize community support for schools.
  - Liaised with school board and school district officials.
- 2003-present** **University of California Office of the President** **Oakland, CA**  
*Member, Support and Assistance Cadre*
- Assisted project-based, alternative, and non-traditional high schools in developing and aligning curriculum to meet the University of California and California State University system admissions requirements.
  - Supported 25 schools to seek and receive approval for college preparatory curricula.
- 2001-2013** **Bay Area Wilderness Training,  
Earth Island Institute** **San Francisco, CA**  
*Member, Board of Directors/Advisory Council*
- Provided fiscal, legal, strategic and programmatic oversight and advice to non-profit program dedicated to getting young people outdoors.
- 2002-2013** **Western Association of Schools and Colleges** **Belmont, CA**  
*Accreditation Visiting Committee Member*
- Served on 12 visiting committees accrediting primarily non-traditional high schools in California.

## PRESENTATIONS & PUBLICATIONS

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- |   |   |                          |
|---|---|--------------------------|
| <b>May, 2014</b>  | <b>New England Educational Research Organization</b>      | <b>West Dover, VT</b>    |
| ▪ “We make the road by walking”: Embracing Share Accountability Through Statewide Collaboration Among Educator Preparation Programs |   |                          |
| <b>April, 2013</b>  | <b>California Council for Teacher Educators</b>           | <b>San Jose, CA</b>      |
| ▪ Innovations in Teacher Leadership   |   |                          |
| <b>April, 2013</b>  | <b>American Educational Research Association</b>          | <b>San Francisco, CA</b> |
| ▪ Incentives for Good Schools: Charting the Course of Design Iterations   |   |                          |
| <b>November, 2012</b>   | <b>University Council for Educational Administration</b>  | <b>Denver, CO</b>        |
| ▪ Incentives for Good Schools: A Design Development Research and Intervention Project   |   |                          |
| <b>October, 2012</b>  | <b>California Council for Teacher Educators</b>           | <b>San Diego, CA</b>     |
| ▪ Alternative Models for Clinical Practice  |   |                          |
| <b>October, 2012</b>  | <b>East Bay Charter Connect</b>                           | <b>Oakland, CA</b>       |
| ▪ Teacher Skills for the 21 <sup>st</sup> Century, Implications for Staffing and Credentialing                                      |   |                          |
| <b>March, 2012</b>  | <b>UC Berkeley, School of Social Work</b>                 | <b>Berkeley, CA</b>      |
| ▪ Social Work & Schools: Youth Development, Teachers, and the Organization of Schools   |   |                          |
| <b>March, 2012</b>  | <b>National Association for Alternative Certification</b> | <b>Washington DC</b>     |
| ▪ Mentoring Practices that Bridge Theory and Practice   |   |                          |
| <b>January, 2012</b>  | <b>East Bay Charter Connect</b>                           | <b>Oakland, CA</b>       |
| ▪ Instructional Leadership for Complex Instruction  |   |                          |
| <b>August, 2011</b>   | <b>Teacher Incentive Fund Grantee Meeting</b>             | <b>Washington DC</b>     |
| ▪ Breaking New Ground: Principal Evaluation and Observation   |   |                          |
| <b>June, 2011</b>   | <b>University of California Berkeley</b>                  | <b>Berkeley, CA</b>      |
| ▪ Mentor and intern boundary practices: Integrating theory and practice in effective alternative certification programs             |   |                          |
| <b>October, 2010</b>  | <b>California Council for Teacher Educators</b>           | <b>San Diego, CA</b>     |
| ▪ Teacher Evaluation Models Panel   |   |                          |
| <b>March 2010</b>   | <b>California Charter Schools Association</b>             | <b>Sacramento, CA</b>    |
| ▪ The Beginning Teacher Support and Assessment Induction Program Panel  |   |                          |
| <b>September 2009</b>   | <b>Silicon Valley Social Venture Fund Annual Meeting</b>  | <b>Palo Alto, CA</b>     |
| ▪ Teacher Leadership for School Improvement   |   |                          |
| <b>March 2009</b>   | <b>California Charter Schools Association</b>             | <b>Long Beach, CA</b>    |
| ▪ Growing Great Teachers  |   |                          |

## AREAS OF EXPERTISE & RESEARCH INTRESTS

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- Teacher learning and professional development
- Alternative and innovative approaches to educator licensure
- Educator performance assessments
- Teacher labor markets and the teaching profession
- Schools as organizations & workplaces
- School improvement
- School leadership
- Educator human capital management systems
- Educator evaluation
- Educator certification
- Design development research
- Youth development
- Community based organizations, non system actors, and educational improvement

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Amy Tuller

Address: 539 Bradley Hill Rd. Norwich

Day phone: 518-572-4547

Evening phone: 518-572-4547

E-mail: amyrd@together.net

Position Applied For: Recreation Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I am a parent of 2 very active children who are involved in several sports.

I was a competitive athlete in high school and college and now enjoy recreational athletics in various sports

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

No other municipal or school district Boards.

Have served on professional committees and boards.

5. Education and Current Employment

Name of Company: Amy Tuller, RD, LD, CDE Location: Norwich

Title: owner - Registered Dietitian Nutritionist

Describe your work: I work with individuals and groups/teams teaching healthy nutrition for performance and improved health.

6. Pertinent Education and/or Experience:

B.S. in Foods + Nutrition, Registered Dietitian Nutritionist and Certified Diabetes Educator

Personal Experience in Sports and Recreation includes: Cross Country, Track + Field, Alpine Skiing, Certified Alpine Ski Instructor, Nordic Skiing, Water Skiing, Basketball

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes )

No). If yes, please explain:

I feel that Norwich offers a great selection of recreation options for all age groups. I would like to donate my time and energy to help ensure that these programs continue, as I appreciate all the benefits my family has enjoyed from

Comments: Norwich Recreation programs.

Signature

Amy Tuller

Date

3/7/14

## Nancy Kramer

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**From:** Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>  
**Sent:** Tuesday, March 08, 2016 3:05 PM  
**To:** Nancy Kramer  
**Cc:** Phil Dechert; Jeff Goodrich  
**Subject:** RE: TRORC

Nancy, yes indeed, I would like to remain in this position. Thanks.

Jeff

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**From:** Nancy Kramer [<mailto:NKramer@norwich.vt.us>]  
**Sent:** Tuesday, March 08, 2016 3:03 PM  
**To:** Jeff Goodrich <[Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)>  
**Subject:** TRORC

Jeff,

If you are still interested, would you please send an email asking to remain the voting seat for TRORC?

Nancy

Nancy Kramer  
Assistant to the Town Manager  
Town of Norwich  
(802) 649-1419 ext. 101  
P.O. Box 376  
Norwich, VT 05055

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.

Town of Norwich  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Lee Michaelides

Address: 96 Church St Norwich

Day phone: 649-2103

Evening phone:

E-mail: LEE.MICHAELIDES@DARTMOUTH.EDU

Position Applied For: Land Management Committee

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms: 1 term served

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe: None

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Have on-ground experience hiking + biking fire district land. Live in the five Districts

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Have served on Quality of Life Committee and Norwich Conservation Commission

5. Education and Current Employment

Name of Company: *Self employed*

Location:

Title:

Describe your work: *Writer*

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes  No)  No). If yes, please explain:

Comments:

Signature



Date

*March 4, 2016*

## Project management basics

Source: "Construction Project Management Handbook"

[http://www.fta.dot.gov/documents/Construct\\_Proj\\_Mangmnt\\_CD.pdf](http://www.fta.dot.gov/documents/Construct_Proj_Mangmnt_CD.pdf)

(Items that pertain to larger projects are in parentheses)

### **Contract management plan (P. 3-12):**

- Authority to direct and approve the contractor to perform work
- How the contractor's work is monitored and performance reported
- Process by which changes to the contractor's work are requested, approved, and the contract modified
- What inspections and audits are to be conducted of the contractor's work
- How the contractor requests payment and payment requests are reviewed and approved
- (What financial audits are to be conducted on contractor payments)
- (How contract documents, correspondence, and other records are managed.)

### **Design review (P. 5-9):**

- Adherence to design criteria, environmental documents
- Quality of the design
- Identification of errors and omissions
- Building codes compliance
- Design reviews generally occur at the following points in the design process: design criteria, conceptual, preliminary engineering, or 30 percent, 60 percent, 90 percent, 100 percent, and bid documents.
- Operational and functional objectives are met
- Coordination between engineering disciplines
- Adherence of cost estimates to the budget
- Designers' feedback before progressing further
- (Design is biddable, constructible, and cost-effective)
- (Interface compatibility: adjacent project elements and the existing transit system)
- Final construction contract documents comply with the design criteria, environmental document, codes, and regulations.

**Quality control (5-19):**

- Calculations, drawings, and specifications are checked by qualified personnel not normally associated with their preparation.
- Verify the design against the scope.
- (Constructability reviews make sure that the project includes the application of sound construction principles consistent with operating and maintenance requirements and accepted engineering practices for safe, efficient, and economic construction.)
- (VE design reviews assure cost effectiveness.)
- Design validations make certain that the project conforms to the requirements of its intended use.

**Quality management during construction (P. 6-13):**

- Review of contract documents to verify that quality aspects have been considered
- Surveillance of construction for adherence to quality requirements
- In process and receiving point quality inspections
- Audits of consultant, contractor, and supplier quality programs for adequacy and compliance.

**Commissioning (P. 7-6):**

- Mechanical Systems
- Electrical Systems
- Life Safety Systems
- Building envelope

**Nancy Kramer**

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**From:** Mary Layton <marydlayton@gmail.com>  
**Sent:** Thursday, March 10, 2016 4:17 PM  
**To:** Linda Cook; Stephen Flanders; Chris Ashley; Dan Goulet; Phil Dechert; Nancy Kramer  
**Subject:** Framework for SB Supervision of Construction

\*\*\*\*\*

MEMORANDUM

\*\*\*\*\*

TO: Norwich Select Board  
FROM: Mary Layton  
SUBJECT: Capital Projects Supervision  
DATE: March 10, 2016  
CC: Phil Dechert, Nancy Kramer

\*\*\*\*\*

As a further development of our thought process regarding construction management I would like to bring back an idea that I introduced at the February 4, 2016 SB meeting regarding the Selectboard's oversight of construction projects. This should dovetail nicely with Steve's material about construction management duties required of a new interim or long term Town Manager.

I have changed the proposed motion so that there is no specific monetary amount. I would like to note Steve's comment the last time we discussed this idea that most Selectboard input would happen at the design stage. After that stage it will be important to have regular updates from a construction manager or the architect to ensure that the project is on time and on budget.

I think it would be productive as we move 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 major capital facilities projects, 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."**

--Mary Layton

## Town Mgr/SB MEETING GOALS & OBJECTIVES TEMPLATE

- |  |   |   |
|--|---|---|
| <p>1. TM reports should be substantive</p> <p>a) In the reports to SB for meetings</p> <p>b) In "Norwich week in review" (heads up to SB between meetings)</p> | <p>2. Follow up from the SB meeting (tasks)</p> <p>a) To do list generated in meeting by TM</p> <p>b) list emailed to SB on following meeting and follow up</p> | <p>3. Share ideas with SB</p> <p>a) what issues are on the immediate horizon</p> <p>b) what information has been gathered to help make a decision</p> |
|--|---|---|

Norwich WEEK in review could be a weekly **analysis of upcoming agenda items and follow-up from past Select Board meetings. Things are easily forgotten even though assistant takes minutes. Include alerts of items that may be on future agendas so that SB will have an idea of what to expect. (Be specific)**

Followup list should always be available and reviewed. What did we say we were going to do and who was going to report or take action?

**Notes on Accountability (check list):**

**Was the manager's "report" clear and substantive?**

**Did it provide enough information for the Board to make decisions?**

**What are the "take action" actions that the Board or he is responsible for?**

**If a project was on the agenda were the following criteria met: (The idea is that what ever you gave the TM as goals need to have a mechanism for clear and easy accountability.)**

Project Name:
Actions taken:
Who was consulted:
Pros/Cons:
What's left to do and who will do it:
Completion Dates:
Other:

**Selectboard**  
**Goals and Objectives July 1, 2015– June 30, 2016 Town of Norwich**

1. Complete strategic plan process.
2. Adopt a capital facility development plan.
3. Review updated Town of Norwich Personnel Policies.
4. Review Selectboard policies.
5. Complete process for adopting a Town Code.
6. Lessons learned – Town Manager evaluation process.
7. Review sidewalk plan and relationship with Fire District.

Dated: 9/9/2015

Source: <http://norwich.vt.us/wp-content/uploads/2012/06/Norwich-SB-FY16-Goals-09-09-15.pdf>

**Town of Norwich**  
**DRAFT Selectboard**  
**Goals and Objectives: March 2, 2016 – February 28, 2016**

1. Complete strategic plan process.
2. Adopt a capital facility development plan.
3. Review updated Town of Norwich Personnel Policies.
4. Review Selectboard policies.
5. Complete process for adopting a Town Code.
6. Lessons learned – Town Manager evaluation process.
7. Review sidewalk plan and relationship with Fire District.
8. *Hire town manager (develop contract). (All)*
9. *Design and ready for bond vote public safety facilities. (All)*
10. *Design and build public works facility expansion and upgrade. (All)*
11. *Identify community pool solution. (Flanders)*
12. *Review step and track system. (Layton)*
13. *Assess budget presentation process.(Layton)*
14. *Explore affordable housing strategy. (Layton)*
15. *Review Route 5 development. (Layton)*

## Selectboard Town Administration Goals and Objectives

September 1, 2015- February 28, 2016

### Town of Norwich

#### Selectboard

#### Goal/Objective

1. Review and adopt a charge for the strategic planning committee.
2. Adopt a capital improvement program and review annually.
3. Meet with the School Board as appropriate.
4. Periodically meet with boards and commissions.
5. Adopt updated personnel policy.
6. Review town policies.
7. Review town ordinances and move towards adopting a town code.
10. Review Town Manager evaluation process.

## Town Administration

### Goal/Objective

1. Update Personnel Policies.
2. Update Purchasing Policies.
3. Review Selectboard Policies and make recommendations for changes where appropriate.
4. Develop outline for ordinance codification process.
6. Capital Facilities
  - a. Support Capital Facilities Planning and Budgeting Committee.
  - b. Evaluate current and future building needs.
  - c. Develop major maintenance plan for Tracy Hall.
7. Repair or replace pool dam if the Agency of Natural Resources will issue a permit.
8. Develop a strategy for producing a strategic plan.
9. Continue to encourage departments to reduce energy use and find ways to improve efficiencies and reduce costs.
10. Develop costs for sidewalk program (This is planned for FY12).

DRAFT Minutes of the Special Selectboard Meeting of Wednesday, March 2, 2016 at 5:30 PM  
**ORGANIZATIONAL MEETING**

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

There was 1 person in the audience.

Also participating: Demo Sofronas.

1. Nominations and Election of Chair (Action Item). Dechert opened the meeting at 5:40 pm and introduced the Selectboard members. Dechert then asked for nominations for Chair. Layton nominated Cook for Chair. Flanders nominated Layton for Chair. After some discussion, **motion to nominate Cook passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).
2. Nominations and Election of Vice-Chair (Action Item). Goulet nominated Layton for Vice-Chair. After very little discussion, **motion to nominate Layton passed.**
3. Choose Official Town Newspaper (Action Item). After some discussion, Flanders **moved** (2<sup>nd</sup> Layton) that the Valley News be the official paper of the Town of Norwich. **Motion passed.**
4. Set Selectboard Regular Meeting Schedule (Action Item). Flanders **moved** (2<sup>nd</sup> Ashley) to set their regularly scheduled meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month at 6:30 pm except as modified by the Selectboard or meeting calendar. **Motion passed.** Flanders **moved** (2<sup>nd</sup> Ashley) to delete the July 27<sup>th</sup> and August 10<sup>th</sup> meetings from the schedule. **Motion passed 3 to 2** (yes – Ashley, Flanders and Goulet; no – Cook and Layton). Ashley read through the calendar meetings as amended in Selectboard discussions and motion. Afterwards, Ashley **moved** (2<sup>nd</sup> Flanders) to approve the Norwich Selectboard meeting calendar as amended. **Motion passed.**
5. Open Positions (Discussion/Action Item). After discussion regarding the Norwich Finance Committee and an adjustment to the original motion, Ashley **moved** (2<sup>nd</sup> Goulet) to approve the advertisement with the addition of the Norwich Finance Committee. **Motion passed 4 to 1** (yes - Ashley, Flanders, Goulet and Layton; no - Cook). Open positions and descriptions will go out on the Town Email list and the Norwich Listserv; as well as being posted on the Town website at [norwich.vt.us](http://norwich.vt.us) and the usual Town places.
6. Authorize Chair or Vice-Chair to Sign Payroll Warrant. After very little discussion, Flanders **moved** (2<sup>nd</sup> Goulet) to authorize the Chair or the Vice-Chair to examine and sign the Payroll Warrant. **Motion passed.**
7. Authorize Chair or Vice-Chair to Sign Accounts Payable. Flanders **moved** (2<sup>nd</sup> Goulet) to authorize the Chair or Vice-Chair to examine and sign warrants against the Town when approval of the warrant is for expenditures that are within the purchasing authority of the Town Manager and is necessary to be drawn between regular Selectboard meetings or that the time between regular Selectboard meetings exceeds two weeks and that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion passed.**
8. Readopt Procedure for Receipt of Correspondence (Discussion/Action Item). Ashley asked for an amendment to the first paragraph of the Procedure. After a lengthy discussion, Flanders

**moved** (2<sup>nd</sup> Layton) that the Norwich Selectboard readopt the Procedure for Receipt of Correspondence as presented. **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet, Layton; no – Ashley).

9. Readopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). After some discussion of proposed changes brought forward by Flanders, Flanders **moved** (2<sup>nd</sup> Ashley) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented and review the Rules at the March 9<sup>th</sup> Selectboard meeting. **Motion failed 2 to 3** (yes – Ashley and Flanders; no - Cook, Goulet and Layton). After further discussion and Layton calling the question which passed, Layton **moved** (2<sup>nd</sup> Goulet) that the Norwich Selectboard readopt the Rules for Conduct of Regular and Special Meetings as presented. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

10. VLCT Spring Selectboard Institute 3/12/16 (Discussion). After discussion of the proposed agenda items for the Institute, Goulet and Layton asked to be signed up to go.

11. Interim Town Manager Hiring Process (Discussion/Action Item) (Executive Session May be Required). The Selectboard agreed by consensus that hard copies of applicants' submissions would be placed in envelopes and be available for Selectboard members to pick up in the Town Manager's Office Friday until 4:15 pm. After discussion, it was agreed that Selectboard members would contact Dechert by Friday morning as to which questions they preferred and Dechert would compile for the Friday packet. Items on the Interim Manager Process under topic #1 were discussed. No changes were made.

12. Review of Next Agenda (Discussion/Possible Action Item). Items added to the Draft March 9<sup>th</sup> agenda were: easement agreement for the EV charging station, review of the interview questions, Selectboard communication process and an update on the status of the public safety facilities project.

Layton **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed**. Meeting adjourned at 8:49 pm.

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

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

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

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

There were about 5 people in the audience.

Also participating: Judy Butler, Bonnie Munday, Doug Robinson, Demo Sofronas.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda without changes.
2. Public Comments. No actions taken.
3. Interim 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 a comment about the \$2.4 million going to the Norwich School District, Flanders **moved** (2<sup>nd</sup> Ashley) to approve Check Warrant Report #16-20 for General Fund in the amount of \$2,434,722.84 for the period from 2/25/16 to 3/09/16. **Motion passed.**
5. Town Clerk's Compensation (Discussion/Possible Action Item). After discussion regarding the new chart presented in the packet and which date of hire to use, March Town Meeting day or July 13, 1992, Layton **moved** (2<sup>nd</sup> Goulet) to rescind the January 27, 2016 motion regarding the Town Clerk's compensation. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Layton **moved** (2<sup>nd</sup> Goulet) to establish the Town Clerk's pay grade and step on her anniversary date of hire, July 13, 1992, as 18-H for FY15, 18-I for FY16, 18-J for FY17 and 18-K for FY18; and that she receive back pay as of July 5, 2014 in order to make up the difference between actual pay from that date through February 27, 2016 using the grade and step sequence described above to equal \$1,533.32. **Motion passed.**
6. Easement Agreement for EV Charging Station (Discussion/Action Item). Dechert briefly reviewed the history. After discussion regarding the terms and Town liability, Flanders **moved** (2<sup>nd</sup> Ashley) to approve the Construction and Permanent Utility Easement Agreement and authorize the Town Manager to sign. **Motion passed.**
7. Update on Public Safety Facilities (Discussion). Dechert has met with Doug Robinson and Leinoff to review the status. Detailed scope and program for the project were in the RFP. Dechert will have a draft contract with Jay White for the Selectboard to review at their March 23<sup>rd</sup> meeting.
8. Selectboard Communication Process for Meetings (Discussion/Possible Action Item). After discussion, it was agreed that documents missing the Friday packet will be reviewed at the start of regular Selectboard meetings. Dechert will organize and information will be provided electronically, as well as in hard copy, if available before meeting day.

9. Selectboard Goals (Discussion/Possible Action Item). After discussion, there was some agreement that finding a new Town Manager, the public safety building and alternate projects if approved by FEMA would be on the list. Selectboard members should prepare their goals in writing for the March 18<sup>th</sup> packet.

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). Flanders **moved** (2<sup>nd</sup> Goulet) to approve the minutes of the January 20, 2016, February 15, 2016 and February 17, 2016 Selectboard meetings. **Motion passed.** After discussion regarding changes, Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the January 27, 2016, as amended, Selectboard meeting. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the February 10, 2016, as amended, Selectboard meeting. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the February 18, 2016, as amended, Selectboard meeting. **Motion passed.** Ashley **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the February 24, 2016 Selectboard meeting. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for March 23<sup>rd</sup> will include: Interim Town Manager Contract, Retaining Temporary Interim Town Manager, Interviews/Appointments for Town Boards and Committees and Selectboard goals.
- c) Review Resumes and Select Candidates for Interim Town Manager Interviews (Discussion/Action Item) (Executive Session May be Required). After discussion, the Selectboard agreed to questions for each member to ask candidates plus wrap up questions. Afterwards, pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2<sup>nd</sup> Ashley) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 9:31 pm.

At 10:15 pm, Ashley **moved** (2<sup>nd</sup> Layton) to move into public session. No action was taken as a result of the Executive Session.

Ashley **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed.** Meeting adjourned at 10:16 pm.

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

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

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

Next Regular Meeting – March 23, 2016 at 6:30 PM

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