

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, April 27, 2016 at 6:00 PM
(Times Are Approximate)

- 1) **6:00 pm** – Interim Town Manager (Executive Session May be Required)
- 2) **6:30 pm** - Approval of Agenda (Action Item) 2 minutes
- 3) Public Comments (Discussion) 10 minutes
- 4) Town Manager's Report (Discussion) 5 minutes
- 5) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 6) **6:45 pm** – Town of Norwich Open Positions Interviews/Appointments (Action Item) 10 minutes
Applicants:
 - Phyllis Katz (Conservation Commission)
 - John Carroll (Development Review Board)
 - Stan Teeter (Development Review Board)
 - Robert Gere (ECFiber Governing Board)
 - Irv Thomae (ECFiber Governing Board)
 - Cheryl Herrmann (Historic Preservation Commission)
 - Anne Silberfarb (Historic Preservation Commission)
 - Susan Brink (Planning Commission)
 - Jeff Goodrich (Planning Commission)
- 7) Development of a Memorandum on Project Management (Discussion/Possible Action Item) 10 minutes
- 8) Selectboard Goals & Objectives Review (Discussion/Possible Action Item) 10 minutes
- 9) Permanent Town Manager Search Process (Discussion/Possible Action Item) 10 minutes
- 10) Town Service Officer Role (Discussion/Possible Action Item) 10 minutes
- 11) Correspondence (Discussion/Possible Action Item) 5 minutes
 - a) Email from Roberta Robinson for Department Heads Re: Town Manager
 - b) Email from Nancy LaRowe Re: Resignation from Planning Commission
- 12) Selectboard
 - a) Approval of the Minutes of the 3/16/16 and 4/13/16 Meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
 - c) Interim Town Manager Hiring Process (Executive Session May be Required)

Special Selectboard Meeting – May 4, 2016 at 6:00 PM

Next Regular Meeting – May 11, 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.

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Check Warrant Report # 16-23 Current Prior Next FY Invoices For Fund (General)

jbynum

All Invoices For Check Acct 01(General) 04/14/16 To 04/27/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
APD	ALICE PECK DAY MEMORIAL H	04/05/16	FD--PRE-EMPLOY PHYSICAL 1202	01-5-555636.00 OSHA COMPLIANCE	237.00	3184	04/27/16
BAYSTATE	BAY STATE ELEVATOR CO.	04/01/16	TH--ELEV MAINT APR 16 414153	01-5-706107.00 ELEVATOR MAINTENANCE	236.65	-----	--/--/--
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-005123.00 HEALTH INSUR	803.84	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-100123.00 HEALTH INS	1989.84	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-200123.00 HEALTH INS	484.82	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-300123.00 HEALTH INS	290.89	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-350123.00 HEALTH INS	1313.26	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-425123.00 HEALTH INS	506.32	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-704123.00 HEALTH INSURANCE	1483.52	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-500123.00 HEALTH INS	5604.88	3185	04/27/16
BCBS	BLUE CROSS/BLUE SHIELD OF	04/19/16	HEALTH INSURANCE MAY 16 MAY 16	01-5-703123.00 HEALTH INSUR	8002.11	3185	04/27/16
CARPETMIL	CARPET MILL USA INC	04/11/16	TH--CARPETING PROJECT 406919	01-5-706113.00 REPAIRS & MAINTENANCE	352.00	3186	04/27/16
CASELLA	CASELLA WASTE SERVICES	04/01/16	SW--MAR 16 RECYCLING 2/2 0245185	01-5-705305.00 RECYCLING	2458.04	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	04/01/16	SW--MAR 16 TRASH FEES 2/2 0245186	01-5-705303.00 MUNICIPAL SOLID WASTE	2414.47	-----	--/--/--
CHALLENGE	CHALLENGER SPORTS TEAMWEA	04/05/16	REC--JERSEYS & SHORTS 0621616	01-5-425208.00 TEE SHIRT/HAT	2879.90	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	04/22/16	CHILD SUPP PEND 4-23-16 PEND4-23-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	3187	04/27/16
CHILDSUPP	OFFICE OF CHILD SUPPORT	04/11/16	CHILD SUPP PEND 4-9-16 PEND4-9-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	3180	04/14/16
COMCAST	COMCAST	04/06/16	GADMIN--FIXED IP 4/6/16 #1	01-5-275632.00 SERVER MAINTENANCE	19.95	3188	04/27/16
COMCAST	COMCAST	04/06/16	FD--FIXED IP 4/6/16 #2	01-5-550235.00 TELEPHONE & INTERNET	34.90	3188	04/27/16
COTT	COTT SYSTEMS INC	04/18/16	TC--APR 16 HOSTING 109345	01-5-100613.00 SOFTWARE	225.00	-----	--/--/--
D&W	DAN & WHIT'S GENERAL STOR	03/08/16	REC--MEETING FOOD 4685877	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	12.77	3189	04/27/16
D&W	DAN & WHIT'S GENERAL STOR	03/18/16	REC--BATTERIES 4694075	01-5-425182.00 OFFICE SUPPLIES	5.49	3189	04/27/16
DIMMICK	DIMMICK WASTEWATER SERVIC	03/30/16	SW--PORT-A-POT FEB 16 24933	01-5-705500.00 PURCHASED SERVICES	90.00	3190	04/27/16
EARTHLINK	EARTHLINK BUSINESS	04/10/16	MAR 16 TELEPHONE 4/10/16	01-5-005531.00 ADMIN TELEPHONE	37.73	3191	04/27/16
EARTHLINK	EARTHLINK BUSINESS	04/10/16	MAR 16 TELEPHONE 4/10/16	01-5-100531.00 TELEPHONE	37.73	3191	04/27/16

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EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-200531.00 TELEPHONE	37.73	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-275531.00 TELEPHONE	61.00	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-300531.00 TELEPHONE	37.73	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-350531.00 TELEPHONE	37.73	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-425127.00 TELEPHONE	37.74	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-475238.00 ADMIN TELEPHONE	209.13	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-550235.00 TELEPHONE & INTERNET	32.23	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-705505.00 TELEPHONE	34.99	3191	04/27/16
EARTHLINK	04/10/16	EARTHLINK BUSINESS MAR 16 TELEPHONE 4/10/16	01-5-703505.00 TELEPHONE	49.56	3191	04/27/16
EVANSMOTO	04/04/16	EVANS GROUP, INC. HWY--201.0 GALS DIESEL 582565	01-5-703405.00 PETROLEUM PRODUCTS	284.64	-----	--/--/--
EVANSMOTO	04/13/16	EVANS GROUP, INC. 600.0 GALS PREM GASOLINE 583138	01-1-004102.00 PREPAID EXPENSES	1347.80	-----	--/--/--
EVANSMOTO	04/19/16	EVANS GROUP, INC. HWY--500.0 GALS BIODIESEL 583411	01-5-703405.00 PETROLEUM PRODUCTS	771.16	-----	--/--/--
FIRESTORE	03/21/16	THE FIRE STORE FD--CUSTOM BADGE E1445983	01-5-555633.00 UNIFORM	81.00	-----	--/--/--
FIRETECH	04/12/16	FIRE TECH & SAFETY OF NEW FD--AIR-PAK MAINTENANCE 154893	01-5-555636.00 OSHA COMPLIANCE	767.65	-----	--/--/--
GOODBEG	04/11/16	GOOD BEGINNINGS OF THE UP FY16 APPROPRIATION FY16 APP#2	01-5-800386.00 GOOD BEGINNINGS	1125.00	-----	--/--/--
GRIGGSPET	03/30/16	PETER GRIGGS FD--EMT CERT REIMBURSE 3/30/16	01-5-555340.00 EMS EDUC/TRNG	15.00	3193	04/27/16
GURMAN	04/13/16	GLENN GURMAN REC--KUNG FU INSTRUCTION 4/13/16	01-5-425200.00 INSTRUCTOR FEE	882.00	3194	04/27/16
HAMPSHIRE	04/11/16	HAMPSHIRE FIRE PROTECTION FD--GAUGES X2 F045847	01-5-555530.00 EQUIPMENT MAINTENANCE	20.00	-----	--/--/--
HANOVERTO	04/13/16	TOWN OF HANOVER FD--AMBULANCE QUARTERLY 4541	01-5-555901.00 AMBULANCE CONTRACT	26765.50	3195	04/27/16
HARTFORD	04/25/16	TOWN OF HARTFORD PD--DISPATCH APR-JUN 16 7323	01-5-500536.00 DISPATCH SERVICES	11828.50	-----	--/--/--
HOMEDEPOT	04/18/16	HOME DEPOT CREDIT SERVICE FD--HOSE, TOOL BOX 0014635	01-5-555422.00 FIRE TOOLS & EQUIPMENT	98.98	3196	04/27/16
HOMEDEPOT	04/18/16	HOME DEPOT CREDIT SERVICE FD--RETURN CREDIT 0142364	01-5-555422.00 FIRE TOOLS & EQUIPMENT	-39.00	3196	04/27/16
HOMEDEPOT	04/08/16	HOME DEPOT CREDIT SERVICE REC--PUSH BROOM 0562122	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	39.98	3196	04/27/16
HOMEDEPOT	04/18/16	HOME DEPOT CREDIT SERVICE FD--ARMOR-ALL, TOTE 0595643	01-5-555422.00 FIRE TOOLS & EQUIPMENT	21.85	3196	04/27/16
HOMEDEPOT	04/11/16	HOME DEPOT CREDIT SERVICE TH--CARPETING PROJECT 7013835	01-5-706113.00 REPAIRS & MAINTENANCE	31.10	3196	04/27/16

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IRVINGOIL	IRVING ENERGY DISTRIB. &	04/08/16 HWY--299.6 GALS PROPANE 644558	01-5-703503.00 PROPANE	386.48	-----	--/--/--
KEYCOMM	KEY COMMUNICATIONS INC	03/04/16 GADMIN--TELEPHONE MAINT 50134	01-5-275531.00 TELEPHONE	86.00	-----	--/--/--
KIBBY	KIBBY EQUIPMENT	03/04/16 HWY--TRAIL CLOSING SUPPS 273148	01-5-703215.00 OTHER PROJECTS	179.06	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-005124.00 DISABILITY/LIFE INSUR	56.26	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-100124.00 DISABILITY/LIFE INS	111.12	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-200124.00 DISABILITY/LIFE INS	96.72	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.40	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-350124.00 DISABILITY/LIFE INS	61.10	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-425124.00 DISABILITY/LIFE INSUR	70.06	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-704124.00 DISABILITY/LIFE	91.46	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-500124.00 DISABILITY/LIFE INS	309.79	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.16	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	04/19/16 DISABILITY/LIFE INSURANCE MAY 2016	01-5-703124.00 DISABILITY/LIFE	318.23	-----	--/--/--
MIS1	FORCE CONCEPTS, INC.	03/24/16 PD-TRAINING A INGRAHAM 441937	01-5-500538.00 TRAINING	299.00	3183	04/14/16
NORNURSE	NORTHERN NURSERIES	04/08/16 REC--FIELD SUPPLIES 062200005787	01-5-425322.00 REC FIELD CARE	59.60	3197	04/27/16
PETESTIRE	PETE'S TIRE BARNS, INC	04/14/16 PD--TIRE MOUNTING 244027	01-5-500306.00 CRUISER MAINT	76.80	3198	04/27/16
PETESTIRE	PETE'S TIRE BARNS, INC	04/14/16 PD--TIRE MOUNTING 244032	01-5-500306.00 CRUISER MAINT	55.80	3198	04/27/16
PETESTIRE	PETE'S TIRE BARNS, INC	04/15/16 PD--TIRE MOUNTING 244049	01-5-500306.00 CRUISER MAINT	61.80	3198	04/27/16
PETESTIRE	PETE'S TIRE BARNS, INC	04/15/16 PD--CRUISER TIRES 244051	01-5-500306.00 CRUISER MAINT	612.36	3198	04/27/16
PIONEERMA	PIIONEER MANUFACTURING CO	04/12/16 REC--LINE PAINT INV591681	01-5-425324.00 HNTLY LINE MARKING	1974.00	-----	--/--/--
PUTTERMAN	M. PUTTERMAN & CO LLC	04/07/16 TH--GYM FLOOR TAPE 0190413-IN	01-5-706109.00 BUILDING SUPPLIES	140.31	-----	--/--/--
SABIL	SABIL & SONS INC	03/24/16 HWY--TRK#10 REPAIR PART 26861	01-5-703403.00 PARTS & SUPPLIES	445.90	3199	04/27/16
SCHIPPERT	FRANK SCHIPPERT	04/20/16 PD--BOOT REIMBURSEMENT 4/20/16	01-5-500582.00 UNIFORMS	179.97	3200	04/27/16
SEVCA	SOUTHEASTERN VERMONT COMM	04/11/16 FY16 APPROPRIATION 4/11/16	01-5-800366.00 SEVCA	3732.00	3201	04/27/16
SEVCA	SOUTHEASTERN VERMONT COMM	04/18/16 FY16 APPROPRIATION 4/18/16	01-5-800366.00 SEVCA	18.00	3201	04/27/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-005531.00 ADMIN TELEPHONE	13.35	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-100531.00 TELEPHONE	2.64	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-200531.00 TELEPHONE	1.17	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-275531.00 TELEPHONE	0.48	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-300531.00 TELEPHONE	7.27	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-350531.00 TELEPHONE	5.77	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-425127.00 TELEPHONE	5.23	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-500501.00 ADMINISTRATION	14.83	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-550235.00 TELEPHONE & INTERNET	1.29	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-705505.00 TELEPHONE	3.55	3202	04/27/16
SOVERNET	SOVERNET, INC.	04/15/16 MAR-APR 16 LONG DISTANCE 3625810	01-5-703505.00 TELEPHONE	3.76	3202	04/27/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	04/02/16 PD/ASS/TH--SUPPS/RETURN 8038663107	01-5-706109.00 BUILDING SUPPLIES	-63.98	3203	04/27/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	04/02/16 PD/ASS/TH--SUPPS/RETURN 8038663107	01-5-475301.00 SUPPLIES	48.55	3203	04/27/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	04/02/16 PD/ASS/TH--SUPPS/RETURN 8038663107	01-5-300610.00 OFFICE SUPPLIES	104.38	3203	04/27/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	04/09/16 FD--MARKERS & RETURN 8038769775	01-5-555630.00 OFFICE SUPPLIES	-28.79	3203	04/27/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	04/09/16 FD--MARKERS & RETURN 8038769775	01-5-555338.00 FIRE EDUC/TRAINING	30.87	3203	04/27/16
STAPLES.	STAPLES CREDIT PLAN	03/26/16 PL--CHAIR 13933	01-5-350611.00 OFFICE EQUIPMENT	99.99	3204	04/27/16
STAPLES.	STAPLES CREDIT PLAN	03/29/16 FD--MULTIFOLD TOWELS 3139801001	01-5-550301.00 SUPPLIES	59.98	3204	04/27/16
STAPLES.	STAPLES CREDIT PLAN	03/31/16 TH--MULTIFOLD TOWELS 3246817001	01-5-706109.00 BUILDING SUPPLIES	89.97	3204	04/27/16
STAPLES.	STAPLES CREDIT PLAN	03/31/16 ASSESS--COPY PAPER 3246936001	01-5-300610.00 OFFICE SUPPLIES	67.96	3204	04/27/16
STAPLES.	STAPLES CREDIT PLAN	03/04/16 HWY--STATEMENT CREDIT 33516 CREDIT	01-5-705505.00 TELEPHONE	-59.95	3204	04/27/16
STAPLES.	STAPLES CREDIT PLAN	04/05/16 FD/TH--SUPPLIES 3459088001	01-5-550301.00 SUPPLIES	59.98	3204	04/27/16
STAPLES.	STAPLES CREDIT PLAN	04/05/16 FD/TH--SUPPLIES 3459088001	01-5-706109.00 BUILDING SUPPLIES	4.99	3204	04/27/16
TILDEN	TILDEN ELECTRIC, PC	04/07/16 TH--SPRINKLER SYST REPAIR 20519	01-5-706113.00 REPAIRS & MAINTENANCE	176.72	3205	04/27/16
VALLEYNEW	VALLEY NEWS	03/03/16 HWY--CLASSIFIED 01247459	01-5-703515.00 ADMINISTRATION	53.91	3206	04/27/16

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VALLEYNEW VALLEY NEWS	03/06/16	SW--CLASSIFIED 01247527	01-5-705515.00 ADMINISTRATION	197.40	3206	04/27/16
VALLEYNEW VALLEY NEWS	03/23/16	HWY--CLASSIFIED 01247738	01-5-703515.00 ADMINISTRATION	98.84	3206	04/27/16
VALLEYNEW VALLEY NEWS	03/23/16	HWY--CLASSIFIED 01248026	01-5-703515.00 ADMINISTRATION	71.88	3206	04/27/16
VEMRSDC VMERS DC	04/09/16	FD/FIN/ASS--RETIREMENT PEND4-9-16	01-2-001112.00 VMERS DEF CONTRB PAY	201.16	3181	04/14/16
VEMRSDC VMERS DC	04/09/16	FD/FIN/ASS--RETIREMENT PEND4-9-16	01-5-555125.00 VT RETIREMENT	120.71	3181	04/14/16
VEMRSDC VMERS DC	04/09/16	FD/FIN/ASS--RETIREMENT PEND4-9-16	01-5-200126.00 VT RETIREMENT	53.43	3181	04/14/16
VEMRSDC VMERS DC	04/09/16	FD/FIN/ASS--RETIREMENT PEND4-9-16	01-5-300126.00 VT RETIREMENT	32.06	3181	04/14/16
VERIZWIRE VERIZON WIRELESS	04/04/16	HWY/FD/PD--APR 2016 CELL 9763232233	01-5-703505.00 TELEPHONE	61.51	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	04/04/16	HWY/FD/PD--APR 2016 CELL 9763232233	01-5-550235.00 TELEPHONE & INTERNET	71.54	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	04/04/16	HWY/FD/PD--APR 2016 CELL 9763232233	01-5-475238.00 ADMIN TELEPHONE	61.51	-----	--/--/--
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-005126.00 VT RETIREMENT	303.73	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-100126.00 VT RETIREMENT	708.84	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-200126.00 VT RETIREMENT	408.56	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-350126.00 VT RETIREMENT	458.87	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-425126.00 VT RETIREMENT	408.56	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-500126.00 VT RETIREMENT	267.30	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-703126.00 RETIREMENT	2050.07	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-704126.00 RETIREMENT	529.63	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-5-500126.00 VT RETIREMENT	2122.53	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-2-001111.00 VEMRS GRP B PAYABLE	4552.00	3182	04/14/16
VMERS VMERS DB	03/28/16	MAR 2016 RETIREMENT MAR 16	01-2-001113.00 VEMRS GRP C PAYABLE	2927.65	3182	04/14/16
VRPA VRPA	04/21/16	REC--ANNUAL MEETING 4/21/16	01-5-425160.00 DUES/MTGS/EDUC	40.00	3207	04/27/16
VTFRAN VERMONT DEPT. OF TAXES	04/05/16	1ST QTR 16 FRANCHISE TAX 4/5/16	01-5-705517.00 VERMONT FRANCHISE TAX	454.47	3208	04/27/16
ZOLL ZOLL MEDICAL CORP.	03/25/16	PD--ELECTRODE 2358869	01-5-500308.00 CRUISER SUPPLIES	67.31	3209	04/27/16

04/22/16

11:10 am

Town of Norwich Accounts Payable

Page 6 of 6

Check Warrant Report # 16-23 Current Prior Next FY Invoices For Fund (General)

jbynum

All Invoices For Check Acct 01(General) 04/14/16 To 04/27/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
--------	-----------------	---------------------------------------	---------	----------------	-----------------	---------------

Report Total

101072.81

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 \$ ***101,072.81

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

04/22/16

Town of Norwich Accounts Payable

Page 1 of 1

11:10 am

Check Warrant Report # 16-23 Current Prior Next FY Invoices For Fund (FIRE EQUIPMENT FUND)

jbynum

All Invoices For Check Acct 01(General) 04/14/16 To 04/27/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FIREMATIC	03/21/16	FIREMATIC SUPPLY CO, INC FD--HOSES 334167	26-5-555322.00 FIRE EQUIPMENT	2140.00	3192	04/27/16
Report Total				2140.00		

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 \$ *****2,140.00
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

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: Phyllis Katz
Address: 23 Church St
Day phone: 649-7175 Evening phone: Same
E-mail: pkatzpost@gmail.com
Position Applied For: Conservation Commission

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

Terms: NONE

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:

NO - an occasional trip

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

I'm an avid birder, hiker -
and have been for years a participant
in a Keeping Track group that monitors
evidence of wildlife

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:

Milton Frye Nature Area Committee
4 years

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

retired

6. Pertinent Education and/or Experience:

PhD - classes —

Publicist - 2 books

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:

None

Comments:

Signature

Date

Byler B K&B

3/28/16

Nancy Kramer

From: John Carroll <johncarroll.43@gmail.com> on behalf of John Carroll <jc@ompom.us>
Sent: Monday, January 25, 2016 6:25 PM
To: Nancy Kramer
Cc: John Lawe; Phil Dechert
Subject: Another term on the DRB

Dear Nancy,

Phil Dechert mentioned at the last DRB meeting that my term as a regular member of the Development Review Board will expire this spring, and he suggested that I write to you.

So I'm writing to offer to the Select Board to serve another term as a regular member of the DRB.

Of course I'm available to meet with the Select Board should they have any wish to interview me. I'm available most times — except 20 February through 10 March, when I'll be out of the country, doing community service in Kenya and Ethiopia.

kind regards,

JC

John Carroll

P O Box 305
345 Campbell Flat Road
Norwich VT 05055 USA

Nancy Kramer

From: Stan Teeter <TeeterStan@valley.net>
Sent: Wednesday, April 20, 2016 1:04 PM
To: Phil Dechert; Nancy Kramer
Cc: TeeterStan@valley.net
Subject: DRB Reappointment

Phil, Nancy

I would like to serve an additional term as a regular member of the Norwich Development Review Board. Please let me know if there is anything else that I need to do.

Stan

Stanley L. Teeter
TeeterStan@Valley.Net 802-649-3008

1802 Turnpike Road
P.O. Box 1654
Norwich, VT 05055-1654

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: Robert gere

Address: 1399 Union Village Rd.

Day phone: 802-280-5192

Evening phone: 802-649-5267

E-mail: rgere@mac.com

Position Applied For: Alternate Delegate to ECFiber Governing Board

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:

I am employed full time so I would need advance notice of morning meetings.

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

Former Chairman of the Board of CATV. Currently an IT specialist at HHS.

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:

None current. Finance Committee, DRB, Justice of the Peace.

5. Education and Current Employment

Name of Company: Dresden School District

Location: Hanover, NH

Title: IT Specialist

Describe your work:

Technical support for computing and network systems.

6. Pertinent Education and/or Experience:

Computing industry since 1995.

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:

I am interested in seeing that all residents of Norwich and Vermont have true high speed ~~int~~ internet access.

Signature



Date

4/21/2016

Nancy Kramer

From: Irv Thomae <irvinvermont@gmail.com>
Sent: Tuesday, March 22, 2016 4:27 PM
To: Nancy Kramer
Subject: Re: Another Open Position

I would be very pleased to be reappointed. I would also like Norwich to have at least one official alternate; some towns including both Thetford and Strafford have two. Action on the delegate is needed before the end of April; action on one or more alternates within that same time frame would be very desirable but not absolutely essential.

Irv

On 3/22/2016 2:05 PM, Nancy Kramer wrote:

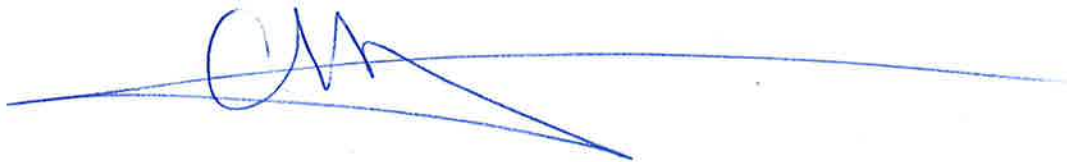
>
> So, as far as your reappointment goes what would you suggest?
>
> Nancy
>
> *From:* Irv Thomae [mailto:irvinvermont@gmail.com]
> *Sent:* Monday, March 21, 2016 3:04 PM
> *To:* Nancy Kramer
> *Subject:* RE: Another Open Position
>
> Hi Nancy,
> I'm writing from the Amtrak train northbound (returning home from
> Wash, DC) so please excuse any typos and other weirdness.
> The "clerk" of the district is our Secretary, Jerry Ward of
> Randolph. I'll try to remember to give you his email address tomorrow.
> Yes, the law does represent a change, in that it now explicitly
> requires annual (re-)appointment of delegates. On the other hand, it
> also says that we may be "reappointed to successive terms without
> limit." (I'm quoting from memory, but that's the gist of it.) Or in
> practical terms, as long as a town's SB and their delegates aren't
> unhappy with each other, I guess.
> I'll be home tonight...
>
> Thanks,
> Irv Thomae
> (from my phone)
>
> On Mar 21, 2016 12:07 PM, "Nancy Kramer" <NKramer@norwich.vt.us
> <mailto:NKramer@norwich.vt.us>> wrote:
>
> Irv,
>
> Who is the "clerk of the district"?
>

4-18-16

SILVER BOARD;

I am Requesting To be Reappointed to
The Historic Preservation Commission
for another TERM.

Thank You,



Cheryl Herrmann

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: Anne W. Silberfarb
Address: 287 Bragg Hill Rd, Norwich, VT
Day phone: 802-649-1753 Evening phone:
E-mail: annesilberfarb@gmail.com
Position Applied For: Norwich Historic Preservation Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
Terms: Years: 6

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.

chair of Norwich Historical Society in 1989 - 1991 when Norwich was designated as historic village on the National Register of Historic Places in USA

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:

- member of Planning Commission 2004-13
- chair: United Way of Upper Valley 1981-83
- chair: Board of Directors The Hitchcock Foundation
- chair of Board of The Montshire Museum of Science 1992-1993
- co-chair Capital Fund Drive: Norwich Public Library 1997-98
- chair Norwich Special Places 1997-2000 2000-2001

5. Education and Current Employment

Retired teacher
Bernice A. Ray school

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

BS in Elementary Education, 1962
Bycknell University
MA as Learning Disabilities Specialist, 1976

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

Ann W. Silberfarb

Date

3-15-2016

Nancy Kramer

From: Susan Brink <sbrink@enforme.com>
Sent: Monday, March 07, 2016 2:32 PM
To: Jeff Goodrich; Nancy Kramer; Phil Dechert
Subject: Re: Open Positions - Planning Commission

Has it been four years, already. I would like, to be reappointed - that works, for all. Susan

On Monday, March 7, 2016, Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com> wrote:

Thanks Phil. FYI, I have a TRORC meeting Weds 4/27... so if I don't need to attend the Norwich SB, that would be helpfulall. . Thanks.

Jeff

From: Phil Dechert [mailto:PDechert@norwich.vt.us]
Sent: Monday, March 07, 2016 12:48 PM
To: Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>
Cc: Nancy Kramer <NKramer@norwich.vt.us>; Susan Brink (sbrink@enforme.com) <sbrink@enforme.com>
Subject: RE: Open Positions - Planning Commission

Jeff,

Your email copied to Nancy has accomplished that. Interviews are April 27th but those being re-appointed probably do not need to attend. I will confirm that.

Phil

Phil Dechert

Director of Planning & Zoning

Town of Norwich

PO Box 376

Norwich VT 05055

802 649-1419 Ext. 4

Nancy Kramer

From: Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>
Sent: Monday, March 07, 2016 12:44 PM
To: Phil Dechert
Cc: Nancy Kramer; Susan Brink (sbrink@enforme.com); Jeff Goodrich
Subject: RE: Open Positions - Planning Commission

Phil, with the various hats you are wearing, is it OK for me to let you know I would like to be reappointed in accordance with past protocol and go from there?

Jeff

From: Nancy Kramer [<mailto:NKramer@norwich.vt.us>]
Sent: Thursday, March 03, 2016 10:05 AM
To: Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>
Cc: Phil Dechert <PDechert@norwich.vt.us>
Subject: Open Positions - Planning Commission

The following positions are open on the Planning Commission:

Jeff Goodrich, Chair 4 year term April 30, 2016

Susan Brink 4 year term April 30, 2016

Attached are an application and advertisement approved by the Selectboard.

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.

Nancy Kramer

From: Mary Layton <marydlayton@gmail.com>
Sent: Tuesday, April 19, 2016 12:14 PM
To: Linda Cook; Chris Ashley; Dan Goulet; Stephen Flanders
Cc: Phil Dechert; Nancy Kramer
Subject: Suggest Construction Management Memo for April 27th agenda

MEMORANDUM

TO: Norwich Select Board

FROM: Mary Layton

SUBJECT: Supervision of Public Safety Project Design Draft

DATE: April 19, 2016

CC: Phil Dechert, Nancy Kramer

In accordance with the recently approved policy of supervision of construction projects, I suggest that the Select Board discuss and adopt this element of supervision for the conceptual development of a new Public Safety building:

“The Select Board, Police and Fire Department Heads, Interim Town Manager, and Architect shall attend joint meetings regarding the design of a new Public Safety Building, in order to promote and confirm a common understanding of what scope and features are desirable, required and appropriate.”

MEMORANDUM

TO: NORWICH SELECTBOARD
FROM: STEPHEN N. FLANDERS
SUBJECT: SUGGESTED PUBLIC SAFETY PROJECT SUPERVISION
PROTOCOL
DATE: APRIL 20, 2016
CC: TOWN MANAGER

Here is my suggestion for a protocol for managing the Norwich Public Safety project in the design phase:

1. An **earlier memo** suggested that:
The Select Board, Police and Fire Department Heads, Interim Town Manager, and Architect shall attend joint meetings regarding the design of a new Public Safety Building, in order to promote and confirm a common understanding of what scope and features are desirable, required and appropriate.
2. **Suggested alternative:**
The town manager may conduct working sessions, pertaining to the development of the Public Safety project, which involve the architect/engineer and department heads. These meetings should be scheduled and warned to allow participation by those individual selectboard members, who wish to be present.

The town manager should then schedule separate opportunities for the selectboard to approve resulting decision points at the policy level, to include: confirmation of scope and approach to the design, site layout, building configuration, finish and décor options, energy options, and project budgetary alternatives.

3. The **alternative process:**
 - Efficiently takes advantage of the statutory role of town manager as project manager to coordinate development of concepts that require policy-level decision from the board.
 - Allows for efficient participation by interested selectboard members throughout.
 - Requires selectboard approval of policy-level proposals developed by the design team and department heads.

Town of Norwich
Selectboard Goals and Objectives: March 2, 2016 – February 28, 2017

Updated 4/14/16 by Stephen Flanders

Highest Priority

- Hire Town Manager (develop contract). (All)
- Design and ready for bond vote public safety facilities. (All)
- Design and build public works facility expansion and upgrade. (All)

Medium Priority

- Review updated Town of Norwich Personnel Policies.
- Review sidewalk plan and relationship with Fire District.
- Identify community pool solution. (Flanders)¹
- Review step and track system. (Layton)
- Selectboard–Town Manager–public communications. (Cook)

Lowest Priority

- Complete strategic plan process.
- Adopt a capital facility development plan.
- Review Selectboard policies.
- Complete process for adopting a Town Code.
- Lessons learned – Town Manager evaluation process.

¹ Employ Recreation Council to explore short-term solution. Stand up committee to explore long-term solution.



April 7, 2016

Linda Cook
Selectboard Chair
Town of Norwich
38 Birch Hill Rd
Norwich, VT 05055

I am writing to offer the services of the Vermont League of Cities and Towns as the Town of Norwich contemplates its search for a Town Manager. VLCT has many years of experience working with municipalities to develop and implement effective personnel search practices.

We provide a full range of services to support the Selectboard's hiring process, and we work closely with the Selectboard to customize the tasks listed below as needed.

- Develop a project timeline to ensure timely selection of a candidate
- Draft, review, and/or propose updates to the job description
- Write an advertisement, develop an advertising strategy and manage as placement in appropriate local and national publications and websites
- Receive all applications at VLCT's office and maintain communication with applicants
- Review and sort all applications based on years of experience in position criteria
- Work with the Selectboard to develop an interview framework best suited for the town
- Provide guidance to the Search Committee, if one is appointed by the Selectboard
- Manage logistics of the interview process, including scheduling and contacting applicants
- Draft and/or review interview questions
- Provide legal guidance regarding applicable state and federal laws relevant to interviews
- Maintain communication with applicants throughout the search from confirmation of application receipt to informing them of their status in the process
- Conduct criminal and civil background checks and reference checks for final candidates

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.

- Assist with negotiation of employment agreement with the finalist
- Maintain communication with the Selectboard throughout the process

Our standard service agreement states that the total cost will not exceed \$5,000 plus the cost of advertising. Lately, the costs associated with staff time and background checks have been approximately \$3,000 and advertising costs range from \$1,700 - \$2,500. For recent searches the average number of applicants has been 60, though we've had as many as 100 applications for positions in larger towns. We keep selectboards apprised of costs throughout the process.

Included in this packet are samples of the type of assistance we can provide and additional background information including:

- 15 Items to Consider When Hiring a Town Manager or Administrator
- Sample Application Review Sheet
- Sample Advertising Sheet
- Sample Job ads and Descriptions
- Municipal Manager Salary Information from the Most Recent VLCT Municipal Compensation Report
- Town Manager Salary Information from the Most Recent Vermont Town and City Managers Association Executive Salary Survey Report
- Cost Sheet for Criminal and Civil Background Checks

Summary sheets for the position of municipal manager from VLCT's 2015 Municipal Compensation Report and for the positions of manager/administrator from the 2015 Executive Salary and Benefits Report are included for comparison.

We have most recently completed searches for the towns of Killington, Milton, Brattleboro, and Springfield. Contact information for those towns is below:

Patty McGrath, Killington Selectboard Chair: 802-775-7181
 Darren Adams, Milton Selectboard Chair: 802-238-8447
 David Gartenstein, Brattleboro Selectboard Chair: 802-257-2503
 Kristy Morris, Springfield Selectboard Chair: 802-885-2949

Thank you for considering VLCT to assist your search for a new municipal manager. If you would like to speak further, I would be happy to attend one of your upcoming meetings.

Sincerely,

Abigail Friedman, Director
 Municipal Assistance Center
 VERMONT LEAGUE OF CITIES & TOWNS

Municipal Resources, Inc.

UNIQUE SERVICES in Executive Recruitment

MRI endeavors to do more than merely match candidates to job openings.

- We work closely with our clients to understand the leadership and management aspects of each specific position and to establish and clarify job expectations.
- We work closely with applicants to help them understand the position requirements and the expectations of the appointing authority.
- We recognize that the client is not only hiring a senior executive, but may very well be bringing an entire family into the community. Consequently, we work with the applicants to enable them to learn as much as possible about the region as well as the client community, and we help the client prepare to support assimilation of the new manager. We are also careful to ensure that economic expectation and family needs or special circumstances are clearly understood early in the selection process.
- We stay actively involved through the final selection and formal appointment. Our objective is to initiate and establish long-term, successful relationships between the individuals we help place and our clients.
- We also support the establishment and maintenance of successful long term relationships through provision of goal setting, team building and individual performance evaluation systems and tools.

Every community is different, therefore every search is different. MRI will work hard to understand the intricacies and uniqueness of each client's organization, and we will tailor the process to meet their specific needs and expectations.

APPROACH & PROCESS

MRI will normally undertake the following activities in an executive recruitment process:

1. Meet with the appointing authority, organizational leaders and a cross section of employees to explain the recruitment process, answer questions, and take input toward developing an "Ideal Candidate Profile & Challenge Statement" against which all candidates will be screened. In this process we:
 - Identify critical organizational issues;
 - Clarify roles, responsibilities and expectations for the position;
 - Establish job success standards; and
 - Identify the individual management strengths, behavioral styles, and personal values that will be best aligned with the requirements of the position.

- Develop an overview of the likely issues and opportunities that the next Manager must be prepared to address
- 2. This “Ideal Candidate Profile & Challenge Statement” is provided to all applicants and posted on our web site.
- 3. Develop and submit to the client a recommended updated position description.
- 4. Develop ad copy, determine ad distribution, and coordinate placement
- 5. Research MRI’s data base and contact potential candidates from other similar recruitments in the past 12 months.
- 6. Canvas MRI’s professional network to identify and reach out to promising potential candidates to invite their application.
- 7. Establish the selection process schedule so that the Client and all candidates can plan accordingly.
- 8. Receive and acknowledge receipt of all resumes. Candidates are kept apprised of their status at each selection point throughout the process.
- 9. Review and screen all resumes for minimum qualifications.
- 10. Conduct initial internet research on each of the qualified applicants to identify potential issues.
- 11. Establish a professional panel who will review and rank candidates against the “Ideal Candidate Profile”.
- 12. Assemble organizational and community profile materials and related background information, for distribution to candidates.
- 13. Develop and distribute to the candidates an essay questionnaire focusing questions on matters of special relevance to the client’s needs or current situation.
- 14. Schedule and conduct telephone interviews with the top 10 -12 candidates with focus on current position & reasons for leaving; career history – successes & failures; future personal & professional goals; their understanding of best practices and contemporary professional thinking in the field.
- 15. Present six (6) semi-finalists for local interviews.
- 16. In consultation with our client we may conduct two (2) rounds of local interviews. The 1st round may consist of up to three separate panels, each facilitated by one of our consultant team. One panel consisting of 5-7 municipal

employees, the second consisting of 9-12 community representatives and the third consisting of an MRI panel of management consultants. The second round of interviews is generally between the top 3 candidates emerging from the first round of interviews, and the Select Board, facilitated by one of our team leaders.

17. Following the initial interviews the hiring authority, in consultation with the client, we determine what additional steps are needed to arrive at a final selection. In some instances additional interviews are required, in others the final selection is readily apparent, and we move to negotiations immediately.
18. Municipal Resources will assist with development of terms and conditions of employment, preparing a conditional offer of employment, drafting the employment agreement and development of initial goals and objectives.
19. If the final candidate will be relocating to the community from a significant distance, we recommend and will coordinate a family visit to the community prior to making a conditional offer of employment.
20. We will coordinate physical, medical, and psychological exams and management profile testing as desired.
21. We will complete a detailed background investigation on the selected candidate.
22. We will assist with orientation as required and coordinate and facilitate a 6-month performance evaluation.

TENURE GUARANTEE

To the extent that Municipal Resources is engaged to conduct a comprehensive recruitment as described above, we will guarantee to undertake a recruitment & selection process at no expense to the community should the employment relationship, after it is negotiated and documented by an executed employment agreement, be terminated by either party within 12 months – except for death or catastrophic illness of the selected candidate OR action to terminate or encourage resignation by a newly elected majority of a Board or Council.

SCHEDULE, BUDGET & TIME ALLOCATION

A recruitment as described typically takes approximately **90-120 days** to complete. Our full recruitment package as described above normally runs in the range of \$16,000 but MRI is always willing to modify the scope of services to accommodate unique requirements to stay within budgetary constraints imposed by the Client. We can assist with a limited recruitment effort for as little as **\$5000**.

No. 71. An act relating to eliminating the role of town service officers in administering General Assistance benefits.

(H.575)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. 13 V.S.A. § 3901 is amended to read:

§ 3901. VAGRANT DEFINED

A transient person, roving from place to place and living without visible means of support, who begs, or who rides or attempts to ride on a railroad freight train or engine without the consent of the person in charge thereof, or who enters or attempts to enter a dwelling house, barn, or other building without the permission of the owners or occupants thereof, shall be deemed a vagrant. The act of applying to a town service officer for general assistance or to a police officer for lodging or subsistence shall not be evidence that such a person is a vagrant.

Sec. 2. 24 V.S.A. § 871 is amended to read:

§ 871. ORGANIZATION OF SELECTBOARD; APPOINTMENTS

Forthwith after its election and qualification, the selectboard shall organize and elect a chair and, if so voted, a clerk from among its number, and file a certificate of such election for record in the office of the town clerk. The selectboard shall thereupon appoint from among the legally qualified voters a tree warden and may thereupon appoint from among the legally qualified voters the following officers who shall serve until their successors are

appointed and qualified, and shall certify such appointments to the town clerk who shall record the same:

- (1) three fence viewers;
- (2) a poundkeeper, for each pound; voting residence in the town need not be a qualification for this office provided appointee gives his or her consent to the appointment;
- (3) one or more inspectors of lumber, shingles, and wood; ~~and~~
- (4) one or more weighers of coal; and
- (5) one town service officer.

Sec. 3. 33 V.S.A. § 2102 is amended to read:

§ 2102. ~~TOWN SERVICE OFFICER, APPOINTMENT, DUTIES,~~
~~COMPENSATION~~

~~(a) On or before April 15 of each year the selectboard shall appoint a town service officer and notify the Commissioner of their appointment. A town service officer may be appointed to serve simultaneously more than one town. A selectboard member may be a town service officer. The Commissioner shall give him or her a certificate of appointment and contract for his or her compensation. If the selectboard fails to appoint a town service officer the Commissioner may do so. In the absence of the town service officer any selectboard member may act in his or her behalf. Successors of a retired, dismissed, deceased, or removed town service officer shall be immediately~~

~~appointed by the selectboard of the town under the same procedures as the original appointment.~~

~~(b) The duties of town service officers are to receive applications for assistance, to investigate, make determinations of eligibility for General Assistance, grant from funds advanced to him or her for emergency General Assistance and to perform other duties, including such investigations, under the welfare code as the Commissioner may direct. [Repealed.]~~

Sec. 4. 33 V.S.A. § 2106 is amended to read:

§ 2106. LIMITATION ON LIABILITY FOR MEDICAL ASSISTANCE

The State shall not be liable for medical or surgical care furnished to any person eligible for General Assistance, unless the Department agrees to it. ~~However, without agreement recovery may be had from the Department for necessary emergency care until it is first reasonably possible to contact a welfare officer or town service officer.~~ This section shall not apply to hospitals.

Sec. 5. 33 V.S.A. § 2111 is amended to read:

§ 2111. DEATH

When a person, including a transient, dies in the State in other than a State institution and no one appears to make funeral arrangements, the person in charge thereof shall report the death of the person to the nearest ~~welfare officer or town service officer~~ Economic Services Division office.

Sec. 6. 33 V.S.A. § 2112 is amended to read:

§ 2112. ~~PERSONS OUTSIDE HOUSE, HOSPITAL, OR JAIL~~

~~When a person needing relief, including a transient, is found in a place other than a house, hospital, or jail, the town service officer may provide relief under regulations of the Commissioner. [Repealed.]~~

Sec. 7. EFFECTIVE DATE

This act shall take effect on July 1, 2016.

Date Governor signed bill: April 8, 2016

Nancy Kramer

From: Roberta Robinson
Sent: Friday, April 08, 2016 3:15 PM
To: Nancy Kramer
Cc: Phil Dechert
Subject: Town Manager

It is our understanding that the Selectboard is pursuing the hiring of an Interim Town Manager for the Town of Norwich and then once hired will do a search for a permanent Town Manager. The following staff (not all have been asked) have indicated that they support the continuation of Phil Dechert as Interim Town Manager until a full-time replacement has been hired. This could facilitate the process of hiring a full-time replacement and smooth the transition process.

Thank you for your consideration.

Roberta Robinson
Bonnie Munday
Doug Robinson
Andy Hodgdon
Jill Kearney
Nancy Kramer

Roberta Robinson
Finance Director
Town of Norwich
PO Box 376
Norwich, VT 05055

802-649-1419 x 105
rrobinson@norwich.vt.us

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.

Nancy Kramer

From: Nancy LaRowe <hogwashfarm@mac.com>
Sent: Monday, April 11, 2016 12:51 PM
To: Nancy Kramer
Cc: Phil Dechert
Subject: Resignation

While it was a pleasure serving on the Planning Commission, I need to resign my seat effective immediately.

Best,
Nancy LaRowe

Nancy Kramer

From: Stephen Flanders <stephen.flanders@icloud.com>
Sent: Tuesday, April 12, 2016 8:43 PM
To: Nancy Kramer
Cc: Cook Linda; Layton Mary; Ashley Christopher; Goulet Dan
Subject: Re: SB Draft 3/16 Minutes--Correction for 13 April meeting approval

Nancy,

My motion was, as follows, with the correction **in boldface**:

Flanders moved (2nd Goulet) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert and 3 candidates to join the Session, **each candidate in turn.**

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.

On Mar 21, 2016, at 3:40 PM, Nancy Kramer <nkramer@norwich.vt.us> wrote:

Are up on the Town website under Selectboard at <http://norwich.vt.us/wp-content/uploads/2014/06/draftminutes-031616.pdf>.

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.

DRAFT Minutes of the Special Selectboard Meeting of Wednesday, March 16, 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.

There were two people in the audience.

Cook opened the meeting at 6:30 pm.

1. Interview Candidates for Interim Town Manager (Executive Session May be Required) (Discussion/Possible Action Item). Pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2nd Goulet) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert and 3 candidates to join the Session. **Motion passed**. The Selectboard moved into Executive Session at 6:31 pm. At 8:56 pm, Ashley **moved** (2nd Flanders) to move into public session. **Motion passed**. No action was taken as a result of the Executive Session.

Flanders **moved** (2nd Goulet) to adjourn. **Motion passed**. Meeting adjourned at 8:57 pm.

Approved by the Selectboard on_____.

Linda Cook
Selectboard Chair

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

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

Members present: Linda Cook, Chair; Christopher Ashley (by phone); Steve Flanders; Dan Goulet (by phone); 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: Cheryl Lindberg, Bonnie Munday, Jim Toher, Jonathan Vincent.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). After some discussion, the Selectboard, by consensus, approved the Agenda without changes.
2. Public Comments. There were no public comments.
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 very little discussion, Flanders **moved** (2nd Layton) to approve Check Warrant Report #16-22 for General Fund in the amount of \$192,096.35, for DPW Bridge Fund in the amount of \$2,942.00 and for Fire Equipment Fund in the amount of \$81.67 for the period from 4/1/16 to 4/13/16. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).
5. Treasurer's Quarterly Investment Report (Discussion/Possible Action Item). Lindberg discussed why the report was delayed stating that the account is still secured for \$2.5 million. Afterwards, Flanders **moved** (2nd Layton) to receive the Treasurer's Quarterly Investment Report. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).
6. Certificate – No Appeal or Suit Pending (Discussion/Action Item). Flanders **moved** (2nd Layton) to approve the Certificate – No Appeal or Suit Pending for the April 1, 2015 Grand List and have the Selectboard sign the certificate. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Munday was present and showed the Selectboard where to sign.
7. Appoint Mel Biggs to the Prudential Committee (Discussion/Action Item). Vincent spoke to why Watts needed to resign. Biggs was out of town on business. Layton **moved** (2nd Flanders) to appoint Mel Biggs to the Prudential Committee to fill an unexpired term ending at the 2017 Annual Fire District Meeting. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).
8. Request to Expend \$119,100 from the Highway Equipment Reserve Fund for Purchase of a John Deere Backhoe/Loader (Discussion/Action Item). Cook said she believes the Cat would be more flexible and prefers to stay with a Cat. After discussion, Flanders **moved** (2nd Layton) to authorize the expenditure of up to \$132,900 from the Highway Equipment Reserve Fund for the purchase of a backhoe/loader. **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet and Layton; no - Ashley).

9. Request to Expend \$20,994 from the Buildings and Grounds Equipment Reserve Fund for Purchase of a 2008 Dodge Ram 2500 Pickup (Discussion/Action Item). After some discussion regarding the size of the Department of Public Works fleet, Flanders **moved** (2nd Layton) to authorize the expenditure of \$20,994 from the Buildings and Grounds Equipment Reserve Fund for the purchase of a 2008 Dodge Ram 2500 pickup. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

10. Casella Waste Management Contract (Discussion/Action Item). Dechert said the biggest change is the increase in the Zero Sort processing fee which is due to commodity revenue drop. Toher, Operations Manager for Casella, said Norwich is outstanding in the diversion of recyclables. After some discussion, Flanders **moved** (2nd Layton) to authorize the Interim Town Manager to extend the Town's contract with Casella Waste Management for Transportation, Disposal, Recycling and Rental Services for the Transfer Station for one year. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

11. Selectboard Goals (Discussion/Possible Action Item). After discussion, the Selectboard set items # 8, 9 and 10 as their top three goals. Dechert will work on prioritizing the other goals based on input from the members and setting dates.

12. Charge for Community to Identify Community Pool Options (Discussion/Possible Action Item). Dechert said that Jill Kearney Niles has worked on getting a reduced rate for Norwich residents to use Storrs Pond this summer. Dechert also spoke about river access being a Town priority for a long time. The Recreation Council is also very involved. After discussion of the charge, Ashley **moved** (2nd Flanders) to accept the Charge for Committee to Identify Community Pool Options with the removal of the first bullet in item #6. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

13. Review of Norwich Finance Committee Charge (Discussion/Possible Action Item). After discussion regarding the no "compensation" clause in the first paragraph and why townspeople were not applying for the Committee, the Selectboard tabled this item for the present time.

14. Town Service Officer Role (Discussion/Possible Action Item). Dechert said that new legislation has eliminated the Town Service Officer as a statutory position. After discussion, the Selectboard agreed to further review this item at their April 27th meeting.

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). Email from Stuart Richards Re: Planning Commission Agendas and Minutes. Flanders **moved** (2nd Layton) to receive an email from Stuart Richards re: Planning Commission agendas and minutes. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Items are now put out on the Norwich Listserv.

16. Selectboard

- a) Approval of the Minutes of the 3/16/16 and 3/23/16 Selectboard Meetings (Action Item). After discussion, the March 16th minutes were tabled until the April 27th meeting. Flanders **moved** (2nd Layton) to approve the minutes of the March 23, 2016 Selectboard meeting. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for April 27th will be: appointments, development of a memorandum on project management, Town Service Officer, one policy to review and the Interim Town Manager search. The Selectboard will have a special meeting on May 4th at 6:00 pm to discuss the program for the public safety facility with Jay White. Robinson and Leinoff will be invited to attend.
- c) Interim Town Manager Search - Update (Discussion/Action Item) (Executive Session May be Required). Layton read the email from Robinson regarding the Town Manager. This email will be received as correspondence at the April 27th Selectboard meeting. Pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2nd Layton) 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 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). The Selectboard moved into Executive Session at 9:03 pm.

At 9:25 pm, Flanders **moved** (2nd Layton) to move into public session. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). No action was taken as a result of the Executive Session.

Ashley **moved** (2nd Goulet) to adjourn. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Meeting adjourned at 9:26 pm.

Approved by the Selectboard on_____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – April 27, 2016 at 6:30 PM

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