

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, May 11, 2016 at 6:15 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Meet with Abby Friedman, VLCT, to Discuss Town Manager Search Process
(Discussion/Possible Action Item) 30 minutes
- 3) Public Comments (Discussion) 10 minutes
- 4) Interim Town Manager's Report (Discussion) 5 minutes
- 5) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 6) Interviews/Appointments Committee to Identify Community Pool Options
(Discussion/Possible Action Item) 10 minutes
Applicants:
Anne Goodrich
Jerry Ireland
Robert Johnson
- 7) Planning Commission Appointment (Discussion/Possible Action Item) 10 minutes
Applicants:
Stuart Richards
Steve Thoms
- 8) Advance Transit Board Nomination (Discussion/Possible Action Item) 5 minutes
- 9) Process for Additions to Agenda Items/Possible Rules of Conduct Policy Revision
(Discussion/Possible Action Item) 10 minutes
- 10) Status of Neil Fulton's Appointment to GUVSWD Board (Discussion/Possible Action Item) 10 minutes
- 11) Revisit Past Communications with Attorneys from November and December of 2015 and January of 2016 (Discussion/Possible Action Item) 10 minutes
- 12) Town Service Officer Role (Discussion/Possible Action Item) 10 minutes
- 13) Selectboard
 - a) Approval of the Minutes of the 4/27/16 Meeting (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)

Next Regular Meeting – May 25, 2016 at 6:30 PM

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

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: PHIL DECHERT
SUBJECT: APRIL 2016 MONTHLY REPORT
DATE: MAY 6, 2016

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

General

- Interim Town Manager - The Director of Planning & Zoning, Phil Dechert, continued as "Interim Town Manager". The search for a longer term Interim Town Manager is ongoing and the process for the search of a Town Manager has begun.
- FEMA Alternative Projects – The DEMHS Special Project Analyst coordinating the review of the three Alternative projects has indicated in recent emails that Norwich projects are a top priority for the Vermont office. Her follow-up correspondence with FEMA has emphasized the limited construction season for all three projects and the need to start ASAP.
- The temporary snowmobile bridge on Illsley Road is scheduled to be removed May 7th.

Assessor

- The Assessor completed the field work necessary for the 2016 reappraisal. The proposed values for the 2016 Norwich reappraisal show an average increase of about 7% overall and about 13% in the village. A booklet listing all proposed 2016 assessments was mailed to all owners of taxable property in Norwich and is on the Town website along with information on informal meetings with the Assessor scheduled from May 11-May 14. This will be an opportunity for property owners to come in and discuss questions or concerns with the Assessor.

Finance

- Delinquent Taxes as of April 30, 2016 are \$157,396, last year at the end of April they were \$154,392.

Fire Department and Emergency Management

- The Fire Department and FAST Squad continue to actively recruit new members.

Monthly Town Manager's Report

Page 2 of 2

- Wildland fire season started with two minor fires in Norwich and larger ones in Hanover and Ascutney.

Police Department

- In addition to responding to 104 incidents in April, the Department participated in Job Shadow Day for 8th grades from area schools, provided an instructional lecture on the new Texting and Driving Laws as well as Hands Free driving, Seat Belt Laws and Child Restraint Laws.

Public Works Department

- Replacement of the deck on Bridge 42 and other necessary repairs were scheduled to begin on Monday, May 9th. A temporary by-pass bridge will be installed to allow uninterrupted access to Turnpike Road. Bridge 42 is on Turnpike Road north of New Boston Road just before Tilden Hill Road.

Recreation

- There are a combined total of two hundred and seventy-nine participants and coaches in the eighteen spring programs currently underway. Everything is up and running successfully. Buildings and Grounds has the playing fields and lines in excellent shape.

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

Monthly Report – April 2016

- (1) The Assessor finished field inspections of the properties on Map 15, commercial properties, and properties with an open permit for 2016 or incomplete work from a prior year. This completed the field work necessary for the 2016 reappraisal to move ahead.
- (2) The Listers met and were presented with information from the Assessor's sales study, which allowed creation of an updated valuation model for Norwich properties based on recent sales.
- (3) The proposed values for the 2016 Norwich reappraisal show an average increase of about 7% overall, and about 13% in the village.
- (4) The Assessor produced a booklet listing all proposed 2016 assessments, which was duplicated and mailed to all owners of taxable property in Norwich. The booklet may be found online at

<http://norwich.vt.us/wp-content/uploads/2016/05/PrelimReport.pdf>
- (5) The Assessor will hold informal hearings from May 11-May 14, an opportunity for property owners to come in and discuss questions or concerns with the Assessor.

Respectfully submitted,
Jonathan Bynum
Assessing Clerk
On behalf of
William Krajeski
Assessor
Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376

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

April 29, 2016

TO: Phil Dechert, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for April

- Delinquent Tax collections through April were \$19,925. Interest collections were \$2,054 and for penalty \$1,594. Delinquent Taxes as of April 30, 2016 are \$ 157,396, last year at the end of April they were \$ 154,392.
- Continue to monitor spending and year end projections for expenditures and revenue.
- Purged files in the vault and filing cabinets.
- Continued to provide taxpayers with property tax information for use in the preparation of their personal income tax.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

sleinoff@norwich.vt.us Fax: 802-649-1775

To: Phil Dechert, Interim Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: May 2, 2016

Fire and FAST Department

We are continuing recruiting activities. On April 30th Department members were at the Transfer Station with recruiting materials to inform our residents of the need for additional members and the level of commitment required.

We joined the Hanover Fire Department at a ceremony honoring Viet Nam war veterans at Hanover High School. A large American Flag was supported by both of our aerial ladders.

Incidents

Wildland fire season began. We had two minor fires in Norwich but responded to larger ones in Hanover on April 20th and 21st. April 21st was particularly busy since we sent an Engine to cover the Ascutney Fire Station (it was subsequently relocated to Claremont) during a large wildland fire.

Training

Several members completed the Emergency Vehicle Driver Training course. This is a certified course and includes a classroom session and driving apparatus through a designated course. Additional fire training included hose



Firefighter Dave Yesman operates our new portable pump at a wildland fire in Hanover.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	4	5
Auto Fires	0	0	0
Wildland Fire	3	4	3
Other Fires	0	0	0
Medical	3	22	28
Vehicle Crashes	2	9	10
Hazardous Conditions no fire	3	12	7
Service Calls	4	12	5
Good Intent Calls	3	8	12
False Alarms	1	5	8
Other	0	0	0
Total	19	76	78

relays and rural water supply and car fire operations. FAST Squad training was on patient care documentation and refusal of care procedures.

Emergency Management

We completed the annual revision of our Local Emergency Operations Plan and submitted it to Local Emergency Planning Commission 12 who in turned submitted it to VT Emergency Management. Both organizations approved the plan.



NORWICH POLICE DEPARTMENT

CHIEF OF POLICE
DOUGLAS A. ROBINSON



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

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

May 4, 2016

RE: April 2016 Monthly Report

Phil;

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

Norwich Officers responded to 104 incidents during the month of April, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

On April 5th Norwich Police Dept. participated in Job Shadow Day and hosted three 8th grade students from area schools. Job shadowing is an opportunity for a student to follow an officer for a short period of time to learn about a particular occupation.

Norwich officers responded to The Family Place and provided an instructional lecture on the new Texting and Driving Laws as well as Hands Free driving, Seat Belt Laws and Child Restraint Laws. After the talk students were given an opportunity for a question and answer session.

Norwich Police Department obtained several "STEP - 2 - KIDS" (Traffic Calming devices). They are child like figures in bright lime green color used to warn motorists that children are in the area playing. Norwich officers handed out the STEP - 2 - KIDS out to area residents who requested them. Norwich Police Department also put out the Cross Walk signs (a sure sign of spring) warning motorists of a cross walk and to yield to pedestrians in the cross walk, which is a state law.

Norwich officers are currently investigating a Lewd and Lascivious complaint involving a 22 year old female and a 42 year old Norwich resident. The accused is currently incarcerated on unrelated charges and the investigation is ongoing.

National Police Week is always the week of May 13th. As the sun goes down on May 13th I will be among the thousands of people with lighted candles who will participate in the 28th Annual Candle Light Vigil at the National Mall in DC. The candles will be lit in memory of officers killed in the line of duty, but especially the 123 who died in 2015 and whose names were added to the National Law Enforcement Officers Memorial in April.

ACTIVITY

CALL TYPES	April 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	3	20	71
Intrusion Alarms	5	27	75
Frauds	2	10	30

1. Over Time Hours 19 hours
2. Sick Time Hours 4 hours
3. Vac/Hol/Per Time Hours 66 hours
4. Part Time Officer Hours 0 hours
5. Total #of calls responded to 104 calls
6. Training Hours 14 hours
7. Grant Funded Hours 6 hours

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police



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

To: Phil Dechert, Acting Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: April 30, 2016

Winter Maintenance:

Activity	This month	Total for the season	Last season, as of April 30, 2015
Callouts	3	19	43
Plowing	0	10	34
Treating the Pavement	3	21	57
Sanding	3	26	48
Sidewalks	2	19	40
Snow Removal	0	2	9

From the Daily Log:

- Monday, April 4: After that, because of snow, Mike T. did the sidewalks. Bob was on Truck #5. Neal took my place on the loader. They treated all of the pavement and sanded all of the gravel roads. Hartford Dispatch called at 8:00 pm to say that the pavement was covering over in the higher elevations. I called everyone in to treat the pavement.
- Tuesday, April 5: Because of snow last night, everyone was in at 5:00 am. They sanded all of the gravel roads, finishing at 9:00 am. Mike T. did the sidewalks.
- Thursday, April 6: Because of snow last night, everyone was in at 5:00 am. Everyone checked and sanded all gravel roads as necessary.
- Tuesday, April 26: Because of snow during the day, Bob, Mike, and Gary checked the paved roads, treating them as necessary.

Grant Projects:

- Hook Construction will be replacing the deck on Bridge 42 and making other necessary repairs to this bridge. This project is funded by a 2015 VT AOT Structures Grant.
- I am still waiting for permission from VT AOT to use the remainder of the funds that weren't needed for Bridge #42 for the replacement of Bridge #48 on Bragg Hill.

FEMA Alternate Projects:

FEMA is still reviewing the alternate projects: the replacement of a dilapidated box culvert on Route 132, the restoration of the pool dam area, and the renovations of the Public Works facility.

Fleet Repairs and Maintenance:

We are currently painting snowplows and dump bodies to prevent rust.

Personnel:

I was out on medical leave for most of the month of April. I had pneumonia and then emergency open-heart surgery. I will be out for a few more weeks recovering from this surgery.

Sweeping:

The annual sweeping of our outlying paved roads is currently underway and almost completed. The downtown area will be swept soon.

Transfer Station:

In March, the recycling rate was 55% of all materials.

Grading:

We have brushed over all of our gravel roads with our graders. We will soon be starting the finish-grading on all of them.

Pending Projects:

- Our 2015-2016 paving program will be completed during May/June.
- Lazer Lines will soon start pavement markings—crosswalks, parking spaces, etc.
- During the month of May we will be washing all of the bridges on the paved roads.
- We will be going out to bid /soliciting prices for gravel and ledge products for the coming year.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 5

Recreation@norwich.vt.us

April 2016 - Monthly Recreation Report

Recreation Program Update

Details for our spring programs were ironed out and the brochure was sent home to all the Marion Cross School students before the April break. Spring on-line registration opened in March for some programs but early April for others, and our offerings began on April 18th. I booked facilities, including rain back-up spaces where available.

There is a combined total of two hundred and seventy-nine participants and coaches in the eighteen spring programs currently underway. Everything is up and running successfully.

Youth lacrosse games and officials were confirmed and baseball games were also set up. I completed my annual bulk equipment order, distributed equipment to coaches as well as hats, mouth protectors, T-shirts and jerseys to participants, where applicable. Plans are underway for many summer activities and offerings for which I continue to work on solidifying program dates, staffing and details.

Meetings

At our monthly Recreation Council meeting, it was exciting to have so many new faces at the table.

I met with Lacrosse and Baseball Coaches at multiple meetings to get teams organized. I also attended a meeting at the Norwich Public Library to help brainstorm solutions for children being unsupervised after school.

Facilities

Volunteer baseball coach, and Recreation Council member John Girard organized two community work days to help prep the baseball diamond for the season. Deep thanks go out to all the families who showed up with a special note of gratitude to Mr. Girard, Stuart Close and Rob Snyder who gave extra time and provided equipment, materials and manpower. The Buildings and Grounds Department within our Public Works Department set up goals and expertly painted the lacrosse lines at Huntley Meadow so we are ready for games. Tennis nets were put up for the season as well. I worked with outside agencies who are renting space/time at Huntley Meadow this spring and coordinated the overall recreation facility schedule. Thanks also go out to Recreation Council member, Jill Collins who put a lot of time in compiling a master schedule for Huntley Meadow to help avoid parking issues.

Grant Application

I submitted a Women's Club grant request, approved by Phil Dechert, for a replacement skating rink liner and other miscellaneous items needed to get the rink running smoothly next winter.

Respectfully submitted by,

Jill Kearney Niles

TOWN OF NORWICH ZONING & PLANNING

May 3, 2016

March 2016 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Continued to revise mixed-use Site Plan Review and Planned Unit Development criteria for the Route 5 South & River Road Study areas with assistance from Brandy Saxton, a planning consultant.
2. DRB
 - No meetings or hearings in April
3. Zoning Administrator – Activities included:
 - Meetings with landowners on future development plans, permits, and hearings.
 - Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Other
 - a. The Director of Planning & Zoning continues as “Temporary Interim Town Manager” through April. Most of my time is spent on Town Manager responsibilities.
 - b. Pam Mullen, Planning Assistant, has been sorting outdated materials to be recycled.

Phil Dechert

05/06/16

Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01 (General) 04/28/16 To 05/11/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
AMPEISCH	A.M. PEISCH & COMPANY, LL	04/27/16 FIN--ACCOUNTING ASSIST	01-5-200322.00	175.00	-----	--/--/--
		56324	INDEPENDENT AUDIT			
ARC	ARC MECHANICAL CONTRACTOR	04/18/16 TH--AIR COND ANNUAL MAINT	01-5-706113.00	964.50	-----	--/--/--
		80200	REPAIRS & MAINTENANCE			
AT&T	AT&T MOBILITY	04/23/16 DPW & FD CELL PHONES	01-5-550235.00	27.38	3222	05/11/16
		MAR/APR16	TELEPHONE & INTERNET			
AT&T	AT&T MOBILITY	04/23/16 DPW & FD CELL PHONES	01-5-703505.00	49.96	3222	05/11/16
		MAR/APR16	TELEPHONE			
BAYSTATE	BAY STATE ELEVATOR CO.	05/01/16 TH--ELEV MAINT MAY 16	01-5-706107.00	236.65	-----	--/--/--
		416516	ELEVATOR MAINTENANCE			
BENS	BEN'S UNIFORMS	04/26/16 PD-UNIFORM SHIRTS	01-5-500582.00	162.00	-----	--/--/--
		62625	UNIFORMS			
BERGERON	BERGERONS LAWN SVC & LAND	04/11/16 HWY--SLIT SEEDER	01-5-703513.00	1000.00	-----	--/--/--
		16791	TOOLS			
BROWN	CHARLIE BROWN'S	02/17/16 DPW- FUEL TANK	01-5-703403.00	68.29	3223	05/11/16
		38415	PARTS & SUPPLIES			
BSN	BSN SPORTS	05/05/16 REC-SPORTS MATERIALS	01-5-425211.00	2712.78	-----	--/--/--
		7105173	EQUIPMENT			
CASELLA	CASELLA WASTE SERVICES	05/01/16 SW-APRIL RECYCLING	01-5-705305.00	2659.45	-----	--/--/--
		0251235	RECYCLING			
CASELLA	CASELLA WASTE SERVICES	05/01/16 TS- APRIL MSW	01-5-705303.00	3520.76	-----	--/--/--
		0251236	MUNICIPAL SOLID WASTE			
CHILDSUPP	OFFICE OF CHILD SUPPORT	05/09/16 CHILD SUPP PEND 5-7-16	01-2-001115.00	244.92	3224	05/11/16
		PEND5-7-16	CHILD SUPPORT PAYABLE			
CREATIVE	CREATIVE PRODUCT SOURCE I	04/13/16 PD--DECALS	01-5-500202.00	303.98	3225	05/11/16
		CPI057287	COMMUNITY RELATNS			
CRYSTAL	CRYSTAL ROCK, LLC	03/31/16 SW/HWY--WATER, RENTAL	01-5-703515.00	12.00	-----	--/--/--
		3/31/16	ADMINISTRATION			
CRYSTAL	CRYSTAL ROCK, LLC	03/31/16 SW/HWY--WATER, RENTAL	01-5-705515.00	58.70	-----	--/--/--
		3/31/16	ADMINISTRATION			
D&W	DAN & WHIT'S GENERAL STOR	04/05/16 PD--JOB SHADOW LUNCH	01-5-500202.00	36.53	3226	05/11/16
		4710078	COMMUNITY RELATNS			
D&W	DAN & WHIT'S GENERAL STOR	04/05/16 REC--MEETING FOOD	01-5-425220.00	13.85	3226	05/11/16
		4710371	SPECIAL EVENTS /SUPPLIES			
D&W	DAN & WHIT'S GENERAL STOR	04/25/16 FD--GAS	01-5-555538.00	49.01	3226	05/11/16
		4728292	PETROLEUM PRODUCTS			
D&W	DAN & WHIT'S GENERAL STOR	04/25/16 FD--GAS TREATMENT	01-5-555538.00	8.99	3226	05/11/16
		4728366	PETROLEUM PRODUCTS			
D&W	DAN & WHIT'S GENERAL STOR	04/25/16 FD--HARDWARE	01-5-555530.00	6.57	3226	05/11/16
		4728915	EQUIPMENT MAINTENANCE			
DEADRIVER	DEAD RIVER COMPANY	04/20/16 FD--204.0 GALS #2 FUEL	01-5-550234.00	498.56	3227	05/11/16
		29249	HEATING			
DEADRIVER	DEAD RIVER COMPANY	04/12/16 TH--497.1 GALS #2 FUEL	01-5-706103.00	1214.86	3227	05/11/16
		84265	HEATING			
DELTA DEN	DELTA DENTAL	04/22/16 DELTA DENTAL MAY 2016	01-5-005125.00	64.51	3228	05/11/16
		MAY 16	DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	04/22/16 DELTA DENTAL MAY 2016	01-5-100125.00	129.02	3228	05/11/16
		MAY 16	DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	04/22/16 DELTA DENTAL MAY 2016	01-5-200125.00	135.79	3228	05/11/16
		MAY 16	DENTAL INSURANCE			

05/06/16

Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 04/28/16 To 05/11/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-300125.00 DENTAL INSURANCE	42.77	3228	05/11/16
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-350125.00 DENTAL INSURANCE	64.51	3228	05/11/16
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-425125.00 DENTAL INSURANCE	34.27	3228	05/11/16
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-500125.00 DELTA DENTAL	277.33	3228	05/11/16
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-555126.00 DENTAL INSURANCE	34.27	3228	05/11/16
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-704125.00 DENTAL INSURANCE	34.26	3228	05/11/16
DELTA DEN DELTA DENTAL	04/22/16	DELTA DENTAL MAY 2016 MAY 16	01-5-703125.00 DENTAL INSURANCE	376.11	3228	05/11/16
ECONO ECONO SIGNS, LLC	04/12/16	HWY--SIGNS 10-928528	01-5-703217.00 SIGNS	144.00	3230	05/11/16
EVANSMOTO EVANS GROUP, INC.	05/03/16	HWY-383.8 GAL BIO DIESEL 584433	01-5-703405.00 PETROLEUM PRODUCTS	639.44	-----	--/--/--
FASTENAL FASTENAL	04/05/16	HWY--STOCK FASTENERS NHWES62043	01-5-703403.00 PARTS & SUPPLIES	12.96	-----	--/--/--
FOGGS FOGG'S HARDWARE AND BUILD	04/04/16	HWY--SIGN HARDWARE 767626	01-5-703217.00 SIGNS	19.79	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/04/16	SW--TAPE, MARKERS 767635	01-5-705403.00 PARTS & SUPPLIES	23.94	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/08/16	REC--SQUEEGEE 768060	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	34.98	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/11/16	REC--ROPE 768249	01-5-425322.00 REC FIELD CARE	9.99	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/14/16	HWY--SHOP SUPPLIES 768455	01-5-703507.00 SUPPLIES	13.15	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/18/16	FD--HOSE HANGER 768744	01-5-555422.00 FIRE TOOLS & EQUIPMENT	7.99	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/18/16	FD--HOSE HANGER 768756	01-5-555422.00 FIRE TOOLS & EQUIPMENT	7.99	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/20/16	B&G--EDGER, BITS 769010	01-5-704413.00 TOOLS	31.97	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/20/16	REC--WEATHERPROOFING 769011	01-5-425330.00 REPAIRS & MAINT	34.98	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/21/16	B&G--HEARING PROTECTOR 769080	01-5-704403.00 PARTS & SUPPLIES	115.97	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/22/16	PD--SIGN, TOPSOIL 769179	01-5-500501.00 ADMINISTRATION	11.58	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/26/16	TH-CARPET PROJECT 769418	01-5-706113.00 REPAIRS & MAINTENANCE	33.96	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/26/16	TH-CARPET PROJECT 769451	01-5-706113.00 REPAIRS & MAINTENANCE	3.50	3231	05/11/16
FOGGS FOGG'S HARDWARE AND BUILD	04/28/16	PD-CONTRACTOR BAGS 769619	01-5-475301.00 SUPPLIES	11.99	3231	05/11/16
GEORGE MICHELE GEORGE	05/04/16	REC-YOGA 5/4/2016	01-5-425200.00 INSTRUCTOR FEE	1516.90	-----	--/--/--

05/06/16

Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 04/28/16 To 05/11/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GIRLSONTH	04/21/16	REC--INSTRUCTOR FEE 128	01-5-425200.00 INSTRUCTOR FEE	3155.00	3233	05/11/16
GMPC	04/18/16	HWY--STREETLIGHTS 05119APR16	01-5-703307.00 STREETLIGHTS	44.02	3234	05/11/16
GMPC	04/28/16	DPW--STREET LIGHTS 24926APR16	01-5-703307.00 STREETLIGHTS	886.40	3234	05/11/16
GMPC	04/27/16	TOWER POWER APR 16 350667APR16	01-5-575233.00 TOWER POWER	50.44	3234	05/11/16
GOODWIN	04/28/16	REC--FITNESS CLASS 4/28/16	01-5-425200.00 INSTRUCTOR FEE	906.50	3235	05/11/16
GRAYLIN	05/02/16	TAD--SOLARIZE POSTAGE 5/2/16	01-5-005701.20 ENERGY COMMITTEE	21.15	-----	--/--/--
GRAYLIN	05/02/16	TAD--SOLARIZE SUPPLIES 5/2/16 #2	01-5-005701.20 ENERGY COMMITTEE	36.87	-----	--/--/--
GRAYLIN	05/02/16	TAD--SOLARIZE SUPPLIES 5/2/16 #2	01-2-002108.00 ENERGY COMM. GRANT LIABI	2.72	-----	--/--/--
GREATWEST	05/02/16	DEFERRED COMP APR 16 APR 16	01-2-001116.00 DEFERRED COMPENSATION	540.00	3236	05/11/16
GREATWEST	05/02/16	DEFERRED COMP APR 16 APR 16	01-2-001116.10 ROTH PLAN 457	1994.54	3236	05/11/16
HARTFORD	04/22/16	PD-MARCH BROADBAND 7349	01-5-500535.00 VIBRS	157.81	-----	--/--/--
HAUN	05/01/16	HWY--CYLINDER RENTAL N845050	01-5-703401.00 OUTSIDE REPAIRS	15.10	-----	--/--/--
IRVINGOIL	04/26/16	HWY--220.8 GALS PROPANE 437891	01-5-703503.00 PROPANE	284.83	-----	--/--/--
JOESEQUIP	04/26/16	FD--GAS CAN 2-101913	01-5-555422.00 FIRE TOOLS & EQUIPMENT	18.95	-----	--/--/--
JORDAN	04/18/16	HWY--CARBIDE BITS P16452	01-5-703403.00 PARTS & SUPPLIES	415.50	3237	05/11/16
MIS1	03/21/16	FD--SERVICE PINS 300188	01-5-555633.00 UNIFORM	30.50	3238	05/11/16
MODERNM	04/05/16	PD--COMMUNITY RELATIONS MMI114988	01-5-500202.00 COMMUNITY RELATNS	328.68	3239	05/11/16
NEMUNCONS	04/29/16	ASSESSOR--APR 2016 2016-34	01-5-300300.00 PROFESS SERVICES	5200.00	3240	05/11/16
NORFIREDI	04/13/16	CEMCOM--WATER 1/16-4/16 11130-4/16	01-5-675232.00 WATER	71.00	3241	05/11/16
NORFIREDI	04/13/16	TH--WATER 1/16-4/16 30070-4/16	01-5-706100.00 WATER USAGE	133.20	3241	05/11/16
NORFIREDI	04/13/16	PD--1/16-4/16 WATER 40130-4/16	01-5-475232.00 WATER USAGE	71.00	3241	05/11/16
NORFIREDI	04/13/16	REC--WATER 1/16-4/16 51160-4/16	01-5-425332.00 WATER USAGE	71.00	3241	05/11/16
NORHISTOR	05/05/16	3RD QTR FY16 APPROP 5/5/16	01-5-800315.00 NORWICH HISTORICAL SOC.	2000.00	-----	--/--/--
NORNURSE	04/22/16	B&G--TREE FERTILIZER 062200006053	01-5-704201.00 GARDEN SUPPLIES & PLANTS	79.50	3242	05/11/16
NORSOLAR	04/28/16	PD,FD,DPW--SOLAR APR 16 APR 16	01-5-500204.00 SPEED SIGNS	82.14	-----	--/--/--

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Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 04/28/16 To 05/11/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NORSOLAR	04/28/16	NORWICH SOLAR PROJECT I, PD,FD,DPW--SOLAR APR 16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	51.34	-----	--/--/--
NORSOLAR	04/28/16	NORWICH SOLAR PROJECT I, PD,FD,DPW--SOLAR APR 16	01-5-705501.00 ELECTRICITY	78.72	-----	--/--/--
NORSOLAR	04/28/16	NORWICH SOLAR PROJECT I, PD,FD,DPW--SOLAR APR 16	01-5-475233.00 ELECTRICITY	203.63	-----	--/--/--
NORSOLAR	04/28/16	NORWICH SOLAR PROJECT I, PD,FD,DPW--SOLAR APR 16	01-5-550233.00 ELECTRICITY	109.64	-----	--/--/--
PBA	05/03/16	NEW ENGLAND PBA, INC APRIL 2016 UNION DUES	01-2-001117.00 UNION DUES PAYABLE	366.00	-----	--/--/--
PITNEYBOW	05/04/16	PITNEY BOWES GADMIN--METER POSTAGE	01-5-275538.00 POSTAGE	1000.00	3243	05/11/16
POSTMASTER	05/04/16	POSTMASTER NORWICH ASS--CERT OF MAILING	01-5-300538.00 POSTAGE	615.24	3244	05/11/16
RICHARDSON	05/02/16	TAD RICHARDSON GADMIN--SERVER MAINT	01-5-275632.00 SERVER MAINTENANCE	131.25	-----	--/--/--
ROGERSFAB	05/01/16	ROGER'S FABRICARE, LLC PD-APRIL DRY CLEANING	01-5-500583.00 UNIFORMS CLEANING	108.00	-----	--/--/--
SOLAFLECT	04/28/16	SOLAFLECT SOLAR PARK I, L TH, DPW-SOLAR APR 16	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	04/28/16	SOLAFLECT SOLAR PARK I, L TH, DPW-SOLAR APR 16	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
STAPLELNK	04/16/16	STAPLES BUSINESS ADVANTAG FD/ASS--SUPPLIES	01-5-550301.00 SUPPLIES	56.74	3245	05/11/16
STAPLELNK	04/16/16	STAPLES BUSINESS ADVANTAG FD/ASS--SUPPLIES	01-5-300610.00 OFFICE SUPPLIES	2.00	3245	05/11/16
STAPLELNK	04/23/16	STAPLES BUSINESS ADVANTAG ASS--SELF-INKING STAMP	01-5-300610.00 OFFICE SUPPLIES	12.67	3245	05/11/16
STATELINE	04/26/16	STATELINE SPORTS, LLC REC--SOCKS, THROAT PAD	01-5-425211.00 EQUIPMENT	25.50	3246	05/11/16
STATELINE	04/26/16	STATELINE SPORTS, LLC REC--SOCKS, THROAT PAD	01-5-425244.00 UNIFORMS	56.00	3246	05/11/16
STATELINE	04/28/16	STATELINE SPORTS, LLC REC--BASEBALL PANTS	01-5-425244.00 UNIFORMS	48.00	3246	05/11/16
UNIFIRST	04/04/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	04/04/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	04/04/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	04/04/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	04/11/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	04/11/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-703507.00 SUPPLIES	11.00	-----	--/--/--
UNIFIRST	04/11/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-703515.00 ADMINISTRATION	11.00	-----	--/--/--
UNIFIRST	04/11/16	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--

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Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 04/28/16 To 05/11/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	04/18/16	DPW-UNIFORMS & SUPPLIES 035 4006608	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/18/16	DPW-UNIFORMS & SUPPLIES 035 4006608	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/18/16	DPW-UNIFORMS & SUPPLIES 035 4006608	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/18/16	DPW-UNIFORMS & SUPPLIES 035 4006608	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/25/16	DPW-UNIFORMS & SUPPLIES 035 4008995	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/25/16	DPW-UNIFORMS & SUPPLIES 035 4008995	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/25/16	DPW-UNIFORMS & SUPPLIES 035 4008995	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/25/16	DPW-UNIFORMS & SUPPLIES 035 4008995	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
VEMRSDC	VMERS DC	04/25/16	FD/FIN/ASS--RETIREMENT PEND4-23-16	01-2-001112.00 VMERS DEF CONTRB PAY	211.22	3221	04/28/16
VEMRSDC	VMERS DC	04/25/16	FD/FIN/ASS--RETIREMENT PEND4-23-16	01-5-555125.00 VT RETIREMENT	131.01	3221	04/28/16
VEMRSDC	VMERS DC	04/25/16	FD/FIN/ASS--RETIREMENT PEND4-23-16	01-5-200126.00 VT RETIREMENT	53.43	3221	04/28/16
VEMRSDC	VMERS DC	04/25/16	FD/FIN/ASS--RETIREMENT PEND4-23-16	01-5-300126.00 VT RETIREMENT	32.06	3221	04/28/16
VLCT	VERMONT LEAGUE OF CITIES	05/29/16	BCA--TAX WORKSHOP X2 2016-17403	01-5-010615.00 DUES/MTGS/EDUC	120.00	3247	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-005126.00 VT RETIREMENT	202.49	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-100126.00 VT RETIREMENT	422.64	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-200126.00 VT RETIREMENT	272.37	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-350126.00 VT RETIREMENT	325.35	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-425126.00 VT RETIREMENT	272.37	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-500126.00 VT RETIREMENT	178.20	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-703126.00 RETIREMENT	1333.35	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-704126.00 RETIREMENT	333.42	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-5-500126.00 VT RETIREMENT	1351.07	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-2-001111.00 VEMRS GRP B PAYABLE	2960.64	3248	05/11/16
VMERS	VMERS DB	05/02/16	APR 2016 RETIREMENT APR 16	01-2-001113.00 VEMRS GRP C PAYABLE	1863.54	3248	05/11/16
VPA	VERMONT PLANNERS ASSOCIAT	04/22/16	PL--SPRING WORKSHOP 4/22/16	01-5-350615.00 DUES/MTGS/EDUC	45.00	3249	05/11/16

05/06/16

Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (General)

RRobinson


All Invoices For Check Acct 01(General) 04/28/16 To 05/11/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VTTREASUR	VERMONT STATE TREASURER	05/02/16 1ST QTR 2016 ANIMAL LCNS	01-2-001121.00	2560.00	3250	05/11/16
		1ST QTR 2016	VT ANIMAL RETURN			
VTTREASUR	VERMONT STATE TREASURER	05/04/16 4TH QTR 2015 MARRIAGE	01-2-001124.00	140.00	3251	05/11/16
		4TH QTR 2015	DUE TO VT-VITAL RECORDS			
WAWECO	WAWECO, INC.	04/28/16 DPW-B&G TRUCK BRAKES	01-5-704401.00	299.34	3252	05/11/16
		20966	OUTSIDE REPAIRS			
Report Total				52090.15		

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 \$ ****52,090.15

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

05/06/16

Town of Norwich Accounts Payable

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11:06 am

Check Warrant Report # 16-24 Current Prior Next FY Invoices For Fund (BUILDINGS & GROUNDS)

RRobinson

All Invoices For Check Acct 01(General) 04/28/16 To 05/11/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
EARLY	05/25/16	EARLY & SONS INC	B&G--2008 DODGE RAM 2500	43-5-704601.00	20994.00	3229 05/11/16
	4/25/16		B & G EQUIPMENT PURCHASES			


Report Total

20994.00

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 \$ ****20,994.00

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: Anne Goodrich

Address: 259 Beaver Meadow Road, Norwich, VT 05055

Day phone: (603) 448-2200

Evening phone: (802) 649-2624

E-mail: anne.goodrich@pathwaysconsult.com

Position Applied For: Committee to Identify Community Pool Options

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 have served as the Program Manager for Upper Valley Strong since September of 2012 to assist more than 700 individuals with disaster recovery and more than 1,100 entities with disaster recovery. I can assist with evaluating potential sites for the pool project, such as the existing Norwich Pool site, which is not in a flood plain, and Huntley Meadows, which is in a flood plain. I am also versed in assisting people with permitting evaluation through construction implementation.

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:

Norwich Public Library, Trustee for six years, Chair of Friends of NPL (current). Vice Chair of VT Voluntary Agencies Active in Disaster (current), VT Disaster Relief Fund, Board Member (current), VT Disaster Case Management Committee (current).

5. Education and Current Employment

Name of Company: Upper Valley Strong

Location: Wilder, VT

Title: Program Manager

Describe your work:

I manage training programs, grants, networking, public outreach to municipalities and other organizations regarding disaster preparedness and sustainable disaster recovery.

6. Pertinent Education and/or Experience:

In addition to the foregoing, I am the co-owner of a local, woman-owned consulting engineering firm that assists clients with approximately 400 projects annually. I have worked with eclectic committees and agencies including, most recently, The VT Disaster Relief Fund, FEMA, and DEMHS to develop insights and skills relative to regulatory and bureaucratic parameters that ultimately bear on projects, such as the new pool to serve our community.

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 long-term Norwich resident, I am committed to preserving our quality of life in the context of sustainable living (e.g. principles of stewardship). I enjoy working with others and believe that I am talented with respect to helping a group of people find consensus for common goals.

Signature

Date

May 3, 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: Jerry Ireland

Address: 19 Church St, Norwich VT

Day phone: 802-356-3030

Evening phone: 802-356-3030

E-mail: GRI123@comcast.net

Position Applied For: Norwich Pool 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) Morning: (Yes).

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

I will be out of town for the month of August

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

I managed the Norwich spring soccer program and helped to build it to become Lightning Soccer which was later taken over by the Dartmouth men's soccer coach - Bobby Clark.

I was on the board of Ford Sayre and spearheaded the creation of the Ford Sayre Academy as part of Hanover High school and managed it for a number of years. Students were tutored in some courses which allowed them to train in the afternoons. They all had to keep up their academic work in order to continue at the academy.

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:

Shortly after moving to Norwich I was asked to take over the opening and closing of the Norwich Pool which meant marveling at the energy of Al Sise and listening to his instructions.

5. Education and Current Employment

Name of Company: Rightsizing Inc.

Location: Lebanon, NH

Title: Co-Owner

Describe your work:

Helped businesses to install, improve performance of, and create new software primarily for large Oracle financial systems.

6. Pertinent Education and/or Experience:

Prior to co-creating Rightsizing Inc. in 19:

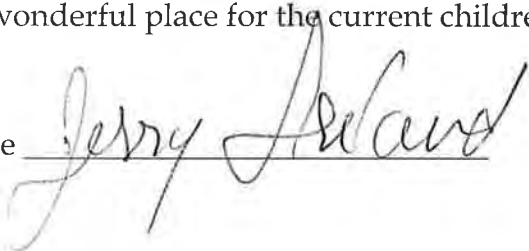
- 13 years as an independent consultant
- 5 years working for Houghton Mifflin building a system to score math tests and pinpoint the areas of trouble.
- 8 years as a high school teacher of mathematics and a coach for football, soccer, lacrosse and crew.

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? (No). If yes, please explain:

Comments:

My four children grew up swimming and having lessons at the Norwich Pool. I would like to see a similar wonderful place for the current children of Norwich - maybe just a little warmer;-)

Signature



Date 4/21/2016

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: Robert Johnson

Address: 487 Hawk Pine Rd.

Day phone: 603 252 7956

Evening phone: 802 649 7111

E-mail: RobLJohnson78@gmail.com

Position Applied For: Identify Community Pool

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

Terms:

N/A

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 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. Looking to become more involved
in the community.

(over)

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

Currently not employed. Managed Hann Welding Supply for the last 5 years. Supplied town with cylinder gas. Decided the change careers.

6. Pertinent Education and/or Experience:

Gettysburg College (2001)
Hypertherm

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 really enjoyed having the Normick pool in town. Would like to see something take its place. Would be good at getting public involved.

Signature



Date

4/22/16

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: Stuart Richards

Address: PO Box 156, 82 Elm Street

Day phone: 617-459-4199

Evening phone: 802-649-3928

E-mail: srichards@globalrescue.com

Position Applied For: Planning Commission

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

Terms: 1

Years: 2

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:

Available most evenings and mornings except Mondays

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

Strong background in land planning, environmental issues, construction and development

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:

Former Chair of the Affordable Housing Committee

Member Sewer Committee

Member Planning Commission

5. Education and Current Employment

Name of Company: Global Rescue

Location: Lebanon, NH and 6 others wor

Title: Senior Vice President

Describe your work:

Management of Travel Assistance and member crisis including saving lives in medical and security situations including evacuation and bedside advocacy.

6. Pertinent Education and/or Experience:

Dartmouth BA

CUNY 30 credits

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:

The Planning Commission is currently evaluating changes in the Zoning and Subdivision Regulations which will potentially have a profound affect on the Town.

I would very much like to be a part of the discussion and evaluation of the proposed changes as they relate to the affects they may have on the Town.

Signature



Date

4/28/16

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: Steve Thoms

Address: 60 Pine Tree

Day phone: 802 649-2855

Evening phone: 802 649-2855

E-mail: steve@steventhoms.com

Position Applied For: Planning Commission - Unexpired Seat Ending in 2017

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.

Years of project management

Balancing the needs of multiple parties while moving projects forward

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: International Plastics

Location: Greenville, SC

Title: Consultant

Describe your work:

I work with Management, Sales, and Warehouse staff to improve data collection, accuracy, and distribution using custom databases, external systems, and reports.

6. Pertinent Education and/or Experience:

Many, many years in Norwich 1965-80, 2006-today

Service on Condominium Boards, committees, etc. while in Chicagoland.

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:

It would be an honor to assist the communittee, applying my skills to the clarification and expression of a shared vision for the future. I understand not everyone can be satisfied, even by a well communicated plan. I can assure you I keep an open mind and will apply my best judgement.

Signature

Date

Phil Dechert

From: Van Chesnut <van@advancetransit.com>
Sent: Tuesday, April 12, 2016 2:56 PM
To: Phil Dechert
Cc: Linda Gray
Subject: Advance Transit Board

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Phil,

Advance Transit's By-Laws state that, "Up to nine (9) "Municipal" Directors shall be elected by the Directors upon nomination of the Executive Committee. Municipal Directors shall be recommended for nomination by those Municipalities providing funding to , and served by, the Corporation."

Traditionally, there has been one "Municipal Director from Norwich, as well as two from Hanover, two from Hartford, two from Lebanon, and one each from Canaan and Enfield. Sharon Racusin has been serving as Norwich's "Municipal" Director. Sharon's term is ending in June and she has indicated that she does not wish to be nominated for another three year term. Linda Gray has indicated an interest in being recommended by The Town of Norwich for nomination to the Advance Transit Board of Directors.

Advance Transit's Annual Meeting will take place on June 8, 2016 and will include election of Directors and Officers. Please let me know by (May 31?) if the Town of Norwich would like to recommend Linda or some other person for nomination.

Please let me know if you have any questions.

Van

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: Linda Gray

Address: PO Box 1008 / 175 Kerwin Hill Road

Day phone: 649-2032

Evening phone: 649-2032

E-mail: linda.c.gray@gmail.com

Position Applied For: Advance Transit 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 work ~20 hours/week, but have flexibility in my schedule

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

Norwich/Dresden School Boards - transportation committees; school board

rep to UV Transportation Mgmt Association; bd member of UVTMA;

participant in Norwich Transportation Comm, chair of Norwich Energy Comm

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:

see above: school boards 1998-2008; UVTMA c. 2001-2008; Energy Comm

current

5. Education and Current Employment

Name of Company: DHMC/NHCRCSP

Location: Lebanon NH

Title: Data Coordinator

Describe your work:

1 of 5-person team funded by CDC grant to increase screening rates for colorectal cancer in NH

6. Pertinent Education and/or Experience:

involvement with local transportation issues through public board and committees

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 was approached by the executive director of Advance Transit about serving on the board. After review of various AT board materials and extended conversations with the director, I indicated my willingness to join the AT Board.

Signature

Linda C. Gray

Date

4/29/16

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: Demo Sofronas
Address: 82 Glen Ridge Rd.
P.O. Box 405 Norwich VT.
Day phone: 649-1536 Evening phone:
E-mail:
Position Applied For: ADVANCE TRANSIT BOARD

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

Terms:

N/A

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.

I WORKED FOR
ADVANCE TRANSIT FOR TEMPORARY
ASSIGNMENT AND WAS IMPRESSED WITH
THE OPERATION AND TEAM CONCEPT

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:

POLICE SERVICES COMMITTEE (PRIOR)
CEMETERY COMMISSION (CURRENT)
WHITE RIVER COUNCIL OF AGING (PRIOR) 17 YRS
BOARD OF CIVIL AUTHORITY (PRIOR) APPROX 24 YEARS
GRAND JUROR (PRIOR)

5. Education and Current Employment

Name of Company:

Title: Videographer

Describe your work:

Location:

CATV

WRSJ

Film municipal meetings
6. Pertinent Education and/or Experience: Retired Postmaster, ^{of} Quechee
AND. 34 years with VT
Some college (USPS)
USPS Management courses.

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 would bring positive ideas
AND Be willing to listen to
All sides prior to making a decision

Signature

Date

Demo Sofer

5/7/16

Agenda for the Selectboard Meeting of Wednesday, May 11, 2016

9) Process for Additions to Agenda Items/Possible Rules of Conduct Policy Revision Town of Norwich Selectboard Rules for Conduct of Regular and Special Meetings

Whereas, the Selectboard is the governing body of the Town; and
Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town;
and Whereas, the Selectboard is required by law to make decisions in public, unless statutorily
exempted; and Whereas, the public is entitled to a reasonable opportunity to express its opinion on
matters considered by the Selectboard so long as order is maintained; and
Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules
established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. If a quorum is not present, the only action which may be considered is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda:¹
 - 4.1. *Board members and the town manager may submit agenda items with supporting information for inclusion in the packet by 9 am three business days before a meeting.*
 - 4.2. *The Chair finalizes the order of the agenda by noon three business days before a meeting, when practical.*
 - 4.3. *Changes may be made by consensus or by a vote of the Board at the beginning of regular meetings.*²
 - 4.4. *Material introduced after the packet has been finalized shall be included in a subsequent packet for the record.*
 - 4.5. Appointments and hearings may be allotted specific times.
 - 4.6. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting.
 - 4.7. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a convenient time.
 - 4.8. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).
10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
11. These rules may be amended by majority vote of the Selectboard, and must be readopted annually at the organizational meeting.
12. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.

Readopted by Selectboard (date)

¹ *Emphasis added*

² The board decides what to include in the agenda at the beginning of a meeting.



Greater Upper Valley Solid Waste Management District

Serving Bridgewater, Hartland, Norwich, Pomfret, Sharon, Strafford, Thetford, Vershire, West Fairlee, Woodstock
96 Mill St., P.O. Box 58, No. Hartland, VT 05052-0058 • Phone (802) 296-3688 • Fax 281-7088 • E-mail GUVSWD@valley.net

Date: February 26, 2015

Town:

Norwich

Address:

300 Main Street P.O. Box 326
Norwich VT 05055

**LETTER OF APPOINTMENT TO
GREATER UPPER VALLEY SOLID WASTE MANAGEMENT DISTRICT**
P.O. Box 58, North Hartland, VT 05052

This certifies that Neil D. Fulton has been duly (re) appointed by the
elected governing body of the Town of Norwich to serve as

Representative to the Board of Supervisors of the Greater Upper Valley Solid Waste District.

Address: 300 Main Street, P.O. Box 326 Norwich VT 05055 (Phone) 802-649-1419

Also, this certifies that Bruce McMillan has been duly (re) appointed by the
elected governing body of the Town of Norwich to serve as

Alternate to the Board of Supervisors of the Greater Upper Valley Solid Waste District.

(This person may vote on behalf of the municipality when the Representative is absent.)

Address: 65 Union Village Road, P.O. Box 1152 (Phone) 802-649-3604
Norwich VT

Both are elected for the two-year term: from March 2015 through March 2017

Signed:

Christophe McMillan
Chmn., Board of Selectmen

- or -

Town Clerk

Sample



Greater Upper Valley Solid Waste Management District

Serving Bridgewater, Hartland, Norwich, Pomfret, Sharon, Strafford, Thetford, Vershire, West Fairlee, Woodstock
96 Mill St., P.O. Box 58, No. Hartland, VT 05052-0058 • Phone (802) 296-3688 • Fax 281-7088 • E-mail GUVSWD@valley.net

March 1, 2015

TO: TOWN OF [REDACTED] SELECTBOARD

[REDACTED]
[REDACTED] VT

RE: Appointment of Representative and an Alternate to GUVSWMD Board of Supervisors

Dear Selectboard:

According to our District Charter: "On or before the last Monday of March... the Board of Selectmen of each municipality shall appoint its representative and an alternate representative to the Board of Supervisors for a term of two years. Appointments shall be in writing, signed by the chair of the board of selectmen, and presented to the Clerk of the District..."

Your Board needs to appoint (or re-appoint) a representative and an alternate to the Board of Supervisors this year. Please advise the District Clerk prior to March 31st who your appointees are using the enclosed letter of appointment, and mail to GUVSWMD at the above address.

(Current Board members from [REDACTED])

The Board meeting of March 5th will be our annual organizational meeting. We meet at the District office in North Hartland at 4:30 PM.

The District towns listed, as they fall equally in the first half of the alphabet, have two-year terms that begin on odd years ('13, '15, '17).

Bridgewater Norwich Pomfret

The District towns listed in the second half of the alphabet have two-year terms beginning on even years ('14, '16, '18).

Sharon Thetford Woodstock Hartland
Strafford Vershire West Fairlee

Sincerely,

Tom Kennedy
District Manager

Agenda for the Selectboard Meeting of Wednesday, May 11, 2016

10) Status of Neil Fulton's Appointment to GUVSWD Board (Discussion/Possible Action Item) 10 minutes

1. Fulton was appointed, as follows:

Minutes of the Selectboard Meeting of Wednesday, February 25, 2015

5. Reappointments to the GUVSWD Board (Discussion/Action Item). Fulton [sic] said appointment [sic] to the Board expire every two years. Afterwards, Cook **moved** (2nd Goulet) to reappoint Neil Fulton and Brion McMullan to the Board of Supervisors of the Greater Upper Valley Solid Waste District as Representative and Alternate. **Motion passed.**

2. The GUVSWD charter (<http://www.guvswd.org/district-charter.html>) states in Article II, Paragraph 3:

On or before the last Monday in March commencing upon the formation of the District, the board of selectmen of each member municipality shall appoint its representative and an alternate representative to the Board of Supervisors for a term of two years. Appointments shall be in writing, signed by the chair of the board of selectmen, and presented to the Clerk of the District. *The board of selectmen, by majority vote, may remove their appointed representative or alternate during the two year term for cause.*¹ The alternate representative shall represent the municipality at all meetings of the Board of Supervisors that the regular representative is unable to attend and shall have all the rights and privileges of a regular representative. At the first organizational meeting after the formation of the District to be held under Article II(4), one half of the District[base']s members shall be designated as those whose initial representatives appointed under this Article shall have an initial term of one year.

¹ Emphasis added.

STITZEL, PAGE & FLETCHER, P.C.

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171 BATTERY STREET
P.O. BOX 1507
BURLINGTON, VERMONT 05402-1507

STEVEN F. STITZEL
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JKLESCH@FIRMSPF.COM

DAVID W. RUGH*
ERIC G. DERRY**

*(Also Admitted in MD)
**(Also Admitted in NH)

CONFIDENTIAL, ATTORNEY-CLIENT PRIVILEGED

December 10, 2015

Town of Norwich Vermont Selectboard
300 Main St
Norwich, VT 05055
(SENT VIA EMAIL-ONLY TO ALL BOARD MEMBERS)

RE: Norwich Town Manager – Attorney Opinion

We have been asked by the Town of Norwich Selectboard ("Board") to provide opinions responding to a series of questions concerning the employment status of the current Norwich Town Manager, Mr. Neil Fulton. In this letter, we first discuss our view of Mr. Fulton's employment status and the reasons for that view. This discussion will answer many of the Board's specific questions, but we then list the specific questions below and briefly indicate our answers to each.

This analysis is an attorney-client opinion provided under conditions intended to preserve the privilege against disclosure to anyone other than members of the Selectboard. This privilege belongs to the Board, as agent for the Town, and no individual Selectboard member has a right to disclose this information to any other person without consent of the majority of the Board.

We have reviewed the following items:

1. September 19, 2011 Selectboard Minutes.
2. April 11, 2012 Selectboard Minutes.
3. Former Town Manager (Pete Webster) contract.
4. Citizen email Chris Katucki's research.
5. Watt Alexander and Chris Katucki's research.
6. Town of Norwich 2010 Personnel Policy
7. Statements reportedly made at October 28, 2015 Selectboard meeting by Mr. Fulton.
8. March 25, 2015 Minutes.
9. Minutes of Special Selectboard Meeting of January 16, 2013.

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

Town of Norwich Selectboard

December 10, 2015

Page **2** of **8**

10. Minutes of Selectboard Meeting of November 26, 2013.
11. Minutes of Selectboard Meeting of July 8, 2015.
12. Minutes of Selectboard Meeting of July 29, 2015.
13. Minutes of Selectboard Meeting of October 28, 2015.
14. Proposed Town Manager Employment Agreement submitted by Neil Fulton.
15. Memorandum from Christopher Ashley for inclusion in the 3/25 Selectboard Packet regarding a step increase.

Minutes of the Selectboard Meeting of Tuesday, November 10, 2015 at 6:30 PM

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

There were about 15 people in the audience.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Flanders **moved** (2nd Ashley) to move item #2 to item #10 subsection a). **Motion failed 2 to 3** (yes – Ashley and Flanders; no – Cook, Goulet and Layton). Afterwards, the Selectboard, by consensus, approved the Agenda as is.

2. Town Manager Contract (Executive Session May be Required) (Discussion/Possible Action Item). Flanders objected that the questions that appeared on the table for discussion at the meeting had not been included in the Selectboard package, contrary to the rules and practice of the Board. He asked why his memo in the package ("Town Manager Current Terms of Employment") could not be included as part of the information passed to an attorney and received the answer from Cook and Layton, who had developed the questions on the table, that the memo was not in question form and therefore would not be considered. After discussion regarding how the questions were developed, Layton **moved** (2nd Goulet) to authorize the Selectboard Chair to hire Attorney John Klesch to give his legal opinion of Selectboard questions regarding the Norwich Town Manager's current employment status. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Ashley offered an amendment to limit the expense to \$3,000 that received no second.

Identify any inaccuracies in the [unclear] Steve Flander

11-10-15

9

Legal Questions regarding Town Manager's Contract

Motion: We move to authorize the Select Board Board Chair to hire attorney John Klesch to give his legal opinion of Select Board questions regarding the Norwich Town Manager's current employment status.

Questions for Counsel

"Is there a legal difference between a written contract and the current situation in Norwich where the Town Manager's working conditions and salary have been set by Select Board action and the Town's Employment policies?"

Is there documentary evidence of a binding legal agreement between the current Town Manager and the Town?

If so, what the specific provisions of that of that agreement?

Is there documentary evidence to support the specific contract terms this Town Manager asserts are currently in effect between himself and the Town?

Is the Town Manager an "at will" employee of the Town?

Does paragraph 9 of Nelson v Town of Saint Johnsbury-

<http://info.libraries.vermont.gov/supct/current/op2013-386.html#-ftn1>

-limit the Nelson holding to those instances where there is an "absence of a contract between the manager and the town?"

What are the duties, roles, and responsibilities of the Select Board if it enters into contract negotiations with the Town Manager?

To: The Norwich Selectboard
Re: The increase in Neil Fulton's Salary for the March 4 payroll.
From: Christopher Ashley
March 18, 2015

The Selectboard and the Norwich Town Meeting both approved the FY 2015 budget with a salary line item for the Town Manager of \$101,416. This figure was based on the same rationale as for all town employees: an estimated cost of living increase of 2% and a step increase of 2% on the anniversary date of the employee's hiring. This rationale was clearly expressed during the budget process and at the town meeting. As it turns out the actual cost of living increase was slightly less than 2%.

Neil Fulton's anniversary date is September 20th. He should have begun receiving his step increase on the next payroll. This did not happen.

When I signed the warrant for the March 4th payroll, I saw the specific warrant item for an increase (over \$800 dollars) for Neil's pay. I inquired into the change and discovered the circumstance that Neil had not received his step increase in September. The added amount made up for the missing 5 months of salary and will be reduced to what he should have been receiving for the remaining FY15 payrolls.

I also discovered that there isn't a routine process for changes to the Town Manager's salary that have been approved by Town Meeting as part of the budget. I suggested to Neil at the time that this ought to be done at the first SB meeting in each new fiscal year.

I believe that it is important to note, that during my time on the Selectboard, the Town Manager's salary and any increases to it have been handled using the same percentages as every other town employee. I think this is a good system to use.

6. Town of Norwich Open Positions Interviews/Appointments (Action Item). Candidates present and interviewed were: Frank Olmstead, Bill Aldrich, Nancy Osgood, Lee Michaelides and Thad Goodwin. Afterwards, Goulet moved (2nd Flanders) to appoint Frank Olmstead as the Agent to Prosecute for a one-year term ending in March, 2016, appoint Chris Rimmer to the Conservation Commission for a four-year term ending in March, 2019, appoint Robert Sydney to the Energy Committee for a three-year term ending in March, 2018, reappoint Bill Aldrich and Nancy Osgood to the Historic Preservation Commission for three-year terms ending in March, 2018, appoint Lee Michaelides to the Board of Listers for an interim period ending March 1, 2016 and reappoint Chris Clapp to the Recreation Council for a three-year term ending in March, 2018. **Motion passed.** Goulet moved (2nd Layton) to reappoint Thad Goodwin as Tree Warden. **Motion passed.**

Layton took over as Vice-Chair for this portion of the meeting. After discussion of the duties of the Town Service Officer and how to apply for assistance, Flanders moved (2nd Goulet) appoint Linda Cook as the Town Service Officer for the period April 15, 2015 through April 14, 2016. **Motion passed.** Cook abstained.

9. Town Pool Dam (Discussion/Possible Action Item). No actions taken.

10. Capital Facilities (Discussion/Possible Action Item). Cook polled the Selectboard as to their priorities. Responses were: Layton – timeline, scope of project; Flanders – timeline, program; Ashley – timeline, do DPW project first; Goulet – downsize, do Police Station then DPW and Cook – timeline, program for each. Public comments encouraged the Board to move forward with the project. After Selectboard discussion of Flanders suggested steps for seeking bond approval and some discussion of the program, the Board agreed by consensus to have a special meeting April 1st at 6:00 pm to further review the timeline and program.

11. 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) #11 a) and b). Email from Arline Rotman Re: Public Facilities and Letter from John Saroyan Re: VNA Leadership Salaries. Goulet moved (2nd Flanders) to receive an email from Arline Rotman re: public facilities and a letter from John Saroyan re: VNA leadership salaries. **Motion passed.**

12. Selectboard

- a) Town Manager Pay (Discussion/Possible Action Item). The Selectboard reviewed Ashley's email regarding the increase in Fulton's salary. No actions were taken.
- b) Approval of the Minutes of the 11/19/14, 11/25/14, 12/3/14, 12/10/14, 1/7/15, 1/14/15, 1/28/14, 2/11/15, 2/25/15 and 3/4/15 Meetings (Action Item). After discussion, Flanders moved (2nd Ashley) to approve the minutes of the November 19, 2014, November 25, 2014, December 3, 2014, December 10, 2014, January 7, 2015, January 14, 2015, January 28, 2014, February 11, 2015 and February 25, 2015 Selectboard meetings. **Motion passed 3 to 1** (yes – Ashley, Flanders and Goulet; no – Cook). Layton abstained. Flanders moved (2nd Layton) to approve the minutes of the March 4, 2015 Selectboard meeting. **Motion passed.**
- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for April 8th will include: an Executive Session for an update on litigation, capital facilities, alarm and speed ordinances and an appointment to the Norwich Energy Committee.

CITIZENS ASSISTANCE COMMITTEE

The citizen's assistance committee will receive requests for assistance for Norwich Residents. They will determine the need and recommend to the Town Manager processing the request.

The committee will be made up off the Town Manager and one Norwich Resident.

The committee will receive a request toward a specific project or need.

The committee will review the request and see if there is any other entity that could assist in covering this request.

The names will be kept confidential.

The Town Manager will request and distribute the funds.

LC 5/6/2016

From: Abigail Friedman [<mailto:afriedman@vlct.org>]

Sent: Friday, May 06, 2016 2:27 PM

Subject: Town Service Officer

Hi Phil,

Here's the article that will run in June VLCT News:

What has happened to the position of Town Service Officer?

The town service officer was formerly an individual in the town charged with assisting individuals in need of emergency food, fuel, or shelter on behalf of the State Department of Children and Families (DCF). Thirty three V.S.A. §2102, which required selectboards to appoint a town service officer every year, and to report that appointment to the State, has been repealed effective July 1 of this year. Act No. 71 of the 2015-2016 Legislative Session, *An Act relating to eliminating the role of town service officers in administering General Assistance benefits*. The bill was signed into law by the Governor on April 8, 2016 and goes into effect on July 1, 2016. State benefits that were once conferred by town service officers may now only be conferred by the Economic Services Division of DCF.

After Act 71 goes into effect, selectboards will have the discretionary authority to appoint a town service officer under 24 V.S.A. § 871(5). That statute declares that the selectboard "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 ... one town service officer." That same statute declares that the selectboard may appoint fence viewers, a poundkeeper, inspectors of lumber, shingles and wood, and weighers of coal. The use of the term "may" rather than "must" in 24 V.S.A. § 871 indicates that these appointment are all optional rather than mandatory.

When the repeal of 33 V.S.A. § 2102 goes into effect, a person who currently holds the position of town service officer will no longer have any authority from the State, other than that which is conferred by 14 V.S.A. § 2306. That statute provides a town service officer with the seldom-used authority to petition a probate court to appoint a trustee for the estate of an absent person.

The repeal of 33 V.S.A. § 2102 also means that an incumbent town service officer will not have any responsibility to assist individuals seeking aid from the State. It is therefore up to the selectboard to

decide what, if any, responsibilities and duties to confer on their town service officer. A selectboard may request, for instance, that the incumbent town service officer continue to assist individuals to access emergency food, fuel, or shelter. In that case, the town service officer will answer directly to the selectboard (rather than DCF) and will not have access to any State benefits. On the other hand, a selectboard may also decide not to delegate any authority or responsibility to the incumbent town officer. In that instance, the position continues to exist in name only.

After July 1 of this year, if a selectboard chooses to make a new appointment to the position of town service officer, it is up to that selectboard to decide what duties the person will carry out, how that person will interact with other town officials, and whether there will be any compensation provided by town.

Act No. 71 is archived here:

<http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT071/ACT071%20As%20Enacted.pdf>.

Sarah Jarvis, Staff Attorney II

VLCT Municipal Assistance Center

DRAFT Minutes of the Selectboard Meeting of Wednesday, April 27, 2016 at 6:00 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 4 people in the audience.

Also participating: John Carroll, Robert Gere, Phyllis Katz, Irv Thomae.

Cook opened the meeting at 6:04 pm.

1. Interim Town Manager (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(3), Ashley **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 a candidate to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 6:05 pm. At 6:45 pm, Goulet **moved** (2nd Ashley) to move into public session. **Motion passed.** No action was taken as a result of the Executive Session.

2. Approval of Agenda (Action Item). After discussion, Layton **moved** (2nd Ashley) to add GUVSWD Board appointment of Neil Fulton to the agenda. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

3. Public Comments. There were no public comments.

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

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Layton **moved** (2nd Ashley) to approve Check Warrant Report #16-23 for General Fund in the amount of \$101,072.81 and for Fire Equipment Fund in the amount of \$2,140.00 for the period from 4/14/16 to 4/27/16. **Motion passed.**

6. Town of Norwich Open Positions Interviews/Appointments (Action Item). Katz, Carroll, Gere and Thomae were present and interviewed. Ashley **moved** (2nd Goulet) to appoint Phyllis Katz to the Conservation Commission for a four-year term ending in March, 2020. **Motion passed.** Flanders **moved** (2nd Goulet) to reappoint John Carroll and Stan Teeter to the Development Review Board for three-year terms ending in April, 2019. **Motion passed.** Ashley **moved** (2nd Goulet) to appoint Robert Gere as Norwich's Alternate to the ECFiber Governing Board for a term ending in April, 2017. **Motion passed.** Flanders **moved** (2nd Ashley) to reappoint Irv Thomae as Norwich's Representative to the ECFiber Governing Board for a term ending in April, 2017. **Motion passed.** Flanders **moved** (2nd Ashley) to reappoint Cheryl Herrmann and Anne Silberfarb to the Historic Preservation Commission for three-year terms ending in April, 2019. **Motion passed.** Flanders **moved** (2nd Goulet) to reappoint Susan Brink and Jeff Goodrich to the Planning Commission for four-year terms ending in April, 2020. **Motion passed.**

7. Development of a Memorandum on Project Management (Discussion/Possible Action Item). Layton and Flanders both reviewed their memos included in the packet. After discussion, the Selectboard agreed to table this item until after their meeting with Jay White on May 4th.

8. Selectboard Goals & Objectives Review (Discussion/Possible Action Item). After discussion, the Selectboard agreed to move Review Selectboard policies to medium priority, Review updated Town of Norwich Personnel Policies to low priority, Identify community pool solution to low priority, Review step and track system to low priority and Lessons learned – Town Manager evaluation process to medium priority. Flanders will circulate an updated list.

9. Permanent Town Manager Search Process (Discussion/Possible Action Item). After discussion, Ashley **moved** (2nd Flanders) to invite VLCT to come to a Selectboard meeting to discuss their letter of services and that the person be present who will conduct the process. **Motion passed.** Cook will contact VLCT.

10. Town Service Officer Role (Discussion/Possible Action Item). There will be a discussion of a proposal at the next Selectboard meeting.

10. a) GUVSWD Board appointment of Neil Fulton. After some discussion, the Selectboard agreed to further discuss this at their May 11th meeting.

11. 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) #11 a) and b). Email from Roberta Robinson for Department Heads Re: Town Manager and Email from Nancy LaRowe Re: Resignation from Planning Commission. Ashley **moved** (2nd Flanders) to receive emails from Roberta Robinson for Department Heads re: Town Manager and Nancy LaRowe re: resignation from Planning Commission. **Motion passed.** A letter of thanks will be sent to LaRowe.

12. Selectboard

- a) Approval of the Minutes of the 3/16/16 and 4/13/16 Selectboard Meetings (Action Item). After discussion of changes, Ashley **moved** (2nd Flanders) to approve the minutes of the March 16, 2016, as amended by Flanders, and the April 13, 2016, as amended by Cook and Layton, Selectboard meetings. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for May 11th will include: process for additions to agenda items/possible Rules of Conduct revision, discussion with VLCT for Town Manager hiring process, Town Service Officer, capital facilities, GUVSWD Board appointment of Neil Fulton, Advance Transit nomination and lessons learned regarding legal document distribution and communications with attorneys.
- c) Interim Town Manager Hiring Process (Executive Session May be Required). Pursuant to Title 1 VSA § 313(a)(3), Ashley **moved** (2nd Layton) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager. **Motion passed.** The Selectboard moved into Executive Session at 9:12 pm.

At 9:55 pm, Ashley **moved** (2nd Flanders) to move into public session. **Motion passed.** No action was taken as a result of the Executive Session.

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 9:56 pm.

Approved by the Selectboard on_____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

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

Next Regular Meeting – May 11, 2016 at 6:30 PM

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