

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, June 8, 2016 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 5 minutes
- 3) Interim Town Manager's Report (Discussion) 10 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Request to Spend up to \$38,000 from the Police Cruiser Reserve Fund to Purchase a New SUV Police Cruiser (The 2006 unmarked cruiser will be traded in and replaced with one of the sedan police cruisers.) (Discussion/Action Item) 10 minutes
- 6) Request to Spend up to \$2,559.39 from the Fire Equipment Reserve Fund to Replace Three SCBA Air Tanks (Discussion/Action Item) 5 minutes
- 7) Review Proposed VLCT Contract for Town Manager Search Services (Discussion/Possible Action Item) 15 minutes
- 8) Alternate Projects (Discussion/Possible Action Item) 10 minutes
- 9) Correspondence (Discussion/Possible Action Item) 5 minutes
 - a) Email from Stuart Richards Re: Old Bridge Road Paving Question
- 10) Selectboard
 - a) Approval of the Minutes of the 5/25/16 Selectboard Meeting (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
 - c) Town Manager Hiring Process (Executive Session May be Required) (Discussion/Possible Action Item)

Next Regular Meeting – June 22, 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: MAY 2016 MONTHLY REPORT
DATE: JUNE 3, 2016

This is the Town Manager's Report for May 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 has been ongoing and VLCT has proposed a process for the long-term town manager search.
- FEMA Alternative Projects – The DEMHS Special Project Analyst coordinating the review of the three Alternative projects has notified the Town that Route 132 Culvert Project has been disqualified because Route 132, although a Town Class II highway, is classified as a Federal Aid Highway and federal funds repairs and improvements must come from the Federal Highway Administration rather than FEMA. We are in the process of replacing the Route 132 Culvert project with the purchase of a large loader.

Assessor

- The Assessor is well through the 2016 reappraisal having completed informal meetings with landowners with questions and concerns with values on the Preliminary Property Valuation Report. The 2016 Preliminary Grand List was approved by the Board of Listers. Change of Appraisal Notices have been mailed to landowners and grievances are starting Monday, June 6, 2016.

Fire Department and Emergency Management

- The Fire Department and FAST Squad recruiting efforts are continuing. One new firefighter has been appointed and there are two pending applications.
- The Vermont League of Cities and Towns PACIF approved our grant application for apparatus backup cameras and SCBA air tanks.
- Chad Poston resigned as Public Information Officer. Chad managed our twitter account and Facebook page remotely from his home in Missouri. We are looking to replace him with someone local.

Police Department

- In addition to responding to 130 incidents in May, the Department participated in Memorial Day Holiday Click It Or Ticket Campaign which will run through June 5.

Public Works Department

- Hook Construction has started replacing the deck and making other necessary repairs on Bridge #42 on Turnpike Road just south of Tilden Hill Road.
- I received permission from VT AOT to use the remainder of the funds from the structures grant that weren't needed for Bridge #42 for the replacement of Bridge #48 on Bragg Hill.
- We are in the process of finish-grading all of our gravel roads.

Recreation

- At "Touch-A-Truck" Day on May 25th a key attraction was the Fire Safety Trailer along with vehicles from Police, DPW, and Fire. Treats were provided by King Arthur Flour.
- Spring programs are well underway. Plans are well underway for many established summer programs along with new activities.

Please see the following full reports from each Department for many more updates!

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

Monthly Report – May 2016

- (1) The Assessor held informal meetings with property owners who had questions or concerns with the new assessed values that were proposed in the Preliminary Property Valuation Report for the 2016 Townwide Reappraisal. Seventy-six property owners took advantage of this opportunity, and as a result the Assessor made adjustments in the assessed values of 47 properties.
- (2) The Listers met and were presented with a resulting Abstract (2016 Preliminary Grand List) with a Total Listed Real Value of \$778,768,300. The Listers approved the 2016 Abstract by a vote of 2-0.
- (3) The Office then mailed 1539 Change of Appraisal Notices to taxpayers by certificate of mailing and another 146 Current Use Change Notices by certificate of mailing. The Listers signed the Abstract in the presence of the Town Clerk. They also signed the Notice to Taxpayers of Completion, which was posted at 5 places around Town and in the Valley News on 2 days.
- (4) At their meeting, the Listers approved a grievance schedule beginning at noon on Monday 6 June 2016. Grievances will be held in the Multipurpose Room of Trach Hall. The deadline for filing written (or e-mailed) notice of intent to grieve with the Listers is 8pm EDT on Monday 6 June 2016. Hearings will be limited to 15 minutes per grievant. More information and detailed property record cards may be requested from the Clerk at the above e-mail address.
- (5) As of the time of writing (10:15 am on 6/2/16), grievance activity has been very light, with only 25 filed so far, as compared to the 175 grievances received for the 2013 Townwide reappraisal.

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

May 31, 2016

TO: Phil Dechert, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for May

- Delinquent Tax collections through May were \$ 7,547. Delinquent Taxes as of May 31, 2016 are \$ 149,284. Last year at the end of May they were \$ 142,545. Interest collections were \$ 772 and penalty collections were \$ 604.
- Heating Oil and Propane- Actual usage was way down because of the mild winter. Our fuel commitments were not made with both companies, but prices were negotiated and secured for the 16-17 heating season. We will be paying \$ 2.029 for #2 heating oil to Dead River Company and \$ 1.25 to Irving for propane.
- Payment plan letters were sent out to delinquent taxpayers. Several payments have been made as a result of the letters, but no formal plans have come back yet.
- An abatement of penalty in the amount of \$ 397.77 was refunded as directed by the Board of Abatement.
- Continued to monitor spending and year end projections.
- Continued to purge files.



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: June 1, 2016

Fire and FAST Department

Our recruiting efforts are paying off. We appointed Eric Friets as a firefighter and have two pending applications. We are continuing recruiting and members spent a day at the transfer station providing residents with information.

We performed annual pump testing on the apparatus.

Department and support team members assisted at "Touch a Truck".

The Vermont League of Cities and Towns PACIF approved our grant application for apparatus backup cameras and SCBA air tanks.

Incidents

The FAST Squad and Hanover Fire Department personnel teamed up at two challenging incidents; at one they revived a person in cardiac arrest the other involved a person with multiple injuries following a horse riding accident.

Training

FAST Squad training was on obstetric emergencies. Fire department training session included; operating attack lines, preparing a building for live fire training



Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	4	7
Auto Fires	0	0	1
Wildland Fire	0	4	8
Other Fires	0	0	0
Medical	9	31	41
Vehicle Crashes	2	11	12
Hazardous Conditions no fire	2	11	10
Service Calls	1	13	6
Good Intent Calls	2	10	14
False Alarms	1	7	11
Other	0	0	0
Total	17	94	114

and self-contained breathing apparatus face piece testing. Several members are progressing through our driver-training program and are now qualified on different pieces of apparatus. One member completed the VT Fire Academy Fire Instructor I class and is certified as a fire instructor.

Emergency Management

Chad Poston resigned as Public Information Officer. Chad managed our twitter account and Facebook page remotely from his home in Missouri. We are looking to replace him with someone local.

TOWN OF NORWICH ZONING & PLANNING

June 3, 2016

April 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
 - Prepared for and warned June 2, 2016 site visit and subdivision Hearing for property on Wallace Road.
3. Zoning Administrator – Activities included:
 - Meetings with landowners on future development plans, permits, and hearings.
 - Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Historic Preservation Commission
 - a. Preparing RFQ for two grant funded National Register Nomination projects; *Goodrich Four Corners Historic District* and *Mid-Century Modern Historic District*.
 - b. The Norwich Historic Preservation Commission will be honored as the “2016 Commission of the Year” by the National Alliance of Preservation Commissions at their forum in July.
5. Other
 - a. The Director of Planning & Zoning continues as “Temporary Interim Town Manager” through May. Most of my time is spent on Town Manager responsibilities.

Phil Dechert



NORWICH POLICE DEPARTMENT

CHIEF OF POLICE
DOUGLAS A. ROBINSON



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

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

June 2, 2016

RE: May 2016 Monthly Report

Phil;

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

Norwich Officers responded to 130 incidents during the month of May, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

The Norwich Police Department is working closely with Jay White Architects to design the new Public Safety Building. We are waiting for Jay White to submit a first draft of the program spaces for our review. We will be adjusting and tweaking the design to make it as functional as possible as a Public Safety Building.

Norwich officers participate in the Memorial Day Holiday Click It Or Ticket Campaign which will run through June 5. During that time there will be extra patrols concentrating on occupant safety, Distracted Driving Violations, Seat belt Violations as well as Speeding and Impaired Driving Violations.

Norwich Police Department assisted Jill Niles and the Recreation Department with the "Touch – A – Truck Day held at the Marion Cross School. Town Departments had vehicles available for the kids to look through and learn what equipment each department carries on their vehicles.

An arrest was made in the Lewd and Lascivious Conduct investigation. A 42 year old Norwich man was charged with Lewd and Lascivious Conduct and was issued a citation to appear in court in White River Junction at a later date to answer to the charges.

Longer days, lighter nights and more worrying. Yup, it's summer. And before your kids race out the door, you're doing all you can to protect them from sun, bugs, head injuries, etc. There's something about this season that makes kids run faster and play harder. And like everything else parents carefully do to protect their kids -- cooking healthy kid food, hiring the right babysitters, buckling them into car seats (or shouting out seat belt reminders) -- summer takes preparation, too. Be careful of Sunburns, practice water safety when in or around water, check for ticks when you and your kids come in from playing outside. These are just a few tips to help you have a safe and fun summer season.

ACTIVITY

CALL TYPES	April 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	6	26	71
Intrusion Alarms	12	39	75
Frauds	2	12	30
Arrest for Lewd & Lascivious Conduct after a lengthy investigation. Arrest for Gross Negligent Operation of a vehicle after an Accident investigation.			

- | | |
|---------------------------------|-----------|
| 1. Over Time Hours | 37 hours |
| 2. Sick Time Hours | 18 hours |
| 3. Vac/Hol/Per Time Hours | 80 hours |
| 4. Part Time Officer Hours | 16 hours |
| 5. Total #of calls responded to | 130 calls |
| 6. Training Hours | 44 hours |
| 7. Grant Funded Hours | 31 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: May 30, 2016

Grant Projects:

- Hook Construction has started replacing the deck and making other necessary repairs on Bridge #42. This project is funded by a 2015 VT AOT Structures Grant.
- I received permission from VT AOT to use the remainder of the funds from the structures grant that weren't needed for Bridge #42 for the replacement of Bridge #48 on Bragg Hill. I am waiting for the stream alteration permit at this point.

FEMA Alternate Projects:

- Since the Route 132 box culvert project was rejected, I am now working on two alternate projects to be considered for submittal—one for a piece of equipment, the other for another bridge.

Personnel:

- I have been out on medical leave since April 12th following open-heart surgery.

Sweeping:

- The annual sweeping of our downtown area and outlying paved roads has been completed.

Transfer Station:

- Budzyn Tire picked up 80 car tires, 9 light truck tires, and 3 car tires on rims.
- Good Point Recycling picked up 5,500 pounds of electronics for recycling.
- Interstate Refrigerant Recovery removed Freon from 22 appliance.

Grading:

- We are in the process of finish-grading all of our gravel roads.

Pending Projects:

- We are scheduled to do the remaining paving projects from the 2015-2016 paving program in June.
- Lazer Lines will soon start pavement markings—crosswalks, parking spaces, etc.

- We will be going out to bid/soliciting prices for paving, crack sealing, gravel and ledge products, winter sand, dust control, and a front end bucket loader.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 5

Recreation@norwich.vt.us

May 2016 - Monthly Recreation Report

Recreation Programs & Summer Brochure Update: I observed many of our spring teams/programs in action. One of the highlights was our new 'Mini-Kickers' Challenger Soccer' program for 3 - 6 year olds - see attached photo. This is an excellent program run by trained staff from Britain. I also feel very fortunate to have exceptional volunteers providing incredible coaching expertise in the rest of our Spring Recreation programs. Plans are underway for many established, and new summer activities and I continued work on our summer brochure and on-line descriptions to post on our website. Fall Soccer Coaches were recruited and fall schedules set up so that we can advertise and let families know their upcoming options.

Staffing: Meetings occurred throughout the month with all the individuals leading and coordinating our summer offerings. Summer staffing is now lined up. We will have a strong, experienced crew on board. Additionally I met with Norwich representatives from the Community Tennis Association to iron out scheduling issues regarding the Huntley courts. A rental agreement was confirmed with the "River Valley Club" once again for this summer.

Events: On May 4th I thoroughly enjoyed helping with the spring "Bike to School Day" for which there was an exceptional turn-out on a perfect morning again this year. I would like to thank all the departments involved in our "Touch-A-Truck" Day on May 25th as well as the many Recreation Council volunteers who helped make it such a success. Steve Leinoff lined up the Fire Safety Trailer again as a key attraction. This event could not exist without the supportive cooperation from the Norwich Fire, Police and Public Works Departments as well as Bill Hammond/the Marion Cross School. For the first time, 'King Arthur Flour' donated and supplied us with abundant and fabulously delicious treats for all who attended. Many thanks to Bill Tine for arranging this. I thank everyone for their involvement and co-sponsorship.

Many residents booked the Huntley pavilion for various community happenings this month as well..

Meetings: We had a productive Recreation Council meeting on May 3rd, with lots of new ideas and energy from all members. I attended the Vermont Recreation & Parks Association (VRPA) Annual meeting in Stowe on 5/19 which included an overview of upcoming statewide annual events, as well as an enlightening facility fees & policies round table. I helped with their silent auction to raise money for the state organization. I officially stepped down from my VRPA Executive Board position after serving for 5 years. It was a wonderful, educational experience.

Respectfully submitted by Jill Kearney Niles

06/03/16

Town of Norwich Accounts Payable

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11:50 am

Check Warrant Report # 16-26 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 05/26/16 To 06/08/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	03/10/16	HWY--V-BELT 084607082225	01-5-703403.00 PARTS & SUPPLIES	37.91	-----	--/--/--
ARC	ARC MECHANICAL CONTRACTOR	05/24/16	TH-A/C MULTI-PURPOSE ROOM 80718	01-5-706113.00 REPAIRS & MAINTENANCE	95.00	-----	--/--/--
BARDEN	ROBERT V. BARDEN	05/15/16	DPW-BOOT ALLOWANCE 15-16 BOOT	01-5-703311.00 UNIFORMS	89.99	-----	--/--/--
BUDZYN	BUDZYN REMOVAL & RECYCLE	05/11/16	TS-TIRE RECYCLING 462547	01-5-705305.00 RECYCLING	222.00	3295	06/08/16
BUSINESS	BUSINESS CARD	06/01/16	FIN-TAX BILL ENVELOPES 05/23/16B	01-1-004102.00 PREPAID EXPENSES	292.50	3296	06/08/16
BUSINESS	BUSINESS CARD	05/27/16	FIN-TAX BILL ENVELOPES 05/23/2016	01-1-004102.00 PREPAID EXPENSES	864.75	3296	06/08/16
BUSINESS	BUSINESS CARD	05/12/16	PLAN-TONER 5/12/2016	01-5-350610.00 OFFICE SUPPLIES	257.98	3296	06/08/16
BUSINESS	BUSINESS CARD	05/20/16	ASSESOR-CERT OF MAILING 5/20/2016	01-5-300538.00 POSTAGE	606.18	3296	06/08/16
CASELLA	CASELLA WASTE SERVICES	05/16/16	SW-CFC RECOVERY 0255119	01-5-705305.00 RECYCLING	220.00	-----	--/--/--
CDW-G	CDW GOVERNMENT, INC.	05/09/16	PLAN-CAT 5 CORD CZG5316	01-5-350611.00 OFFICE EQUIPMENT	30.17	-----	--/--/--
CRICKET'S	CRICKET'S PAINT & AUTO PA	05/18/16	DPW-SCREWDRIVER 648870	01-5-703403.00 PARTS & SUPPLIES	11.49	3297	06/08/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	05/25/16	DPW-B&G FUEL TREATMENT 649445	01-5-704405.00 PETROLEUM PRODUCTS	95.76	3297	06/08/16
CRYSTAL	CRYSTAL ROCK, LLC	04/30/16	DPW- WATER AND RENTAL 4-30-16	01-5-705515.00 ADMINISTRATION	30.50	-----	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	04/30/16	DPW- WATER AND RENTAL 4-30-16	01-5-703515.00 ADMINISTRATION	12.00	-----	--/--/--
DAVISAUTO	DAVIS AUTO SALES & RECOND	05/12/16	DPW- AUTO DETAIL 4584	01-5-703401.00 OUTSIDE REPAIRS	389.95	3298	06/08/16
DAVISAUTO	DAVIS AUTO SALES & RECOND	05/17/16	PD- AUTO DETAIL 4597	01-5-500306.00 CRUISER MAINT	250.00	3298	06/08/16
DAVISAUTO	DAVIS AUTO SALES & RECOND	05/18/16	PD-AUTO DETAIL 4603	01-5-500306.00 CRUISER MAINT	250.00	3298	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-005125.00 DENTAL INSURANCE	64.51	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-100125.00 DENTAL INSURANCE	129.02	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-200125.00 DENTAL INSURANCE	135.79	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-300125.00 DENTAL INSURANCE	42.77	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-350125.00 DENTAL INSURANCE	64.51	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-425125.00 DENTAL INSURANCE	34.27	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-500125.00 DELTA DENTAL	277.33	3299	06/08/16
DELTA DEN	DELTA DENTAL	06/01/16	DELTA DENTAL JUNE 2016 JUNE 2016	01-5-555126.00 DENTAL INSURANCE	34.27	3299	06/08/16

06/03/16

11:50 am

Town of Norwich Accounts Payable

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Check Warrant Report # 16-27 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 05/26/16 To 06/08/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN	06/01/16	DELTA DENTAL JUNE 2016	01-5-704125.00	34.26	3299	06/08/16
		JUNE 2016	DENTAL INSURANCE			
DELTA DEN	06/01/16	DELTA DENTAL JUNE 2016	01-5-703125.00	376.11	3299	06/08/16
		JUNE 2016	DENTAL INSURANCE			
ECONO	05/09/16	DPW-ROAD SIGNS	01-5-703217.00	953.40	3300	06/08/16
		10-929173	SIGNS			
EVANSMOTO	05/25/16	702.1 GALL PREMIUM GAS	01-1-004102.00	1738.98	-----	--/--/--
		585982	PREPAID EXPENSES			
FERGUSON	05/16/16	DPW-CULVERTS	01-5-703209.00	14820.40	-----	--/--/--
		0402368	CULVERTS & ROAD SUPPLIES			
FERGUSON	05/09/16	DPW-CULVERTS	01-5-703209.00	518.00	-----	--/--/--
		0402414	CULVERTS & ROAD SUPPLIES			
FIREMATIC	05/17/16	FD-WYE VALVE	01-5-555422.00	223.99	3301	06/08/16
		335997	FIRE TOOLS & EQUIPMENT			
FOGGS	05/02/16	DPW-B&G-SEED SPREADER BAG	01-5-704413.00	49.99	3302	06/08/16
		769821	TOOLS			
FOGGS	05/17/16	DPW-SUPPLIES	01-5-703507.00	21.46	3302	06/08/16
		771059	SUPPLIES			
FOGGS	05/19/16	FD & B&G-PAINT & SUPPLIES	01-5-550301.00	20.74	3302	06/08/16
		771324	SUPPLIES			
FOGGS	05/19/16	FD & B&G-PAINT & SUPPLIES	01-5-704403.00	20.99	3302	06/08/16
		771324	PARTS & SUPPLIES			
FOGGS	05/20/16	FD-PAINT	01-5-550301.00	111.48	3302	06/08/16
		771438	SUPPLIES			
FOGGS	05/20/16	DPW-B&G-PAINT SUPPLIES	01-5-704403.00	13.98	3302	06/08/16
		771439	PARTS & SUPPLIES			
FOGGS	05/27/16	B & G-BATTERIES	01-5-704403.00	14.99	3302	06/08/16
		771950	PARTS & SUPPLIES			
FOGGS	05/27/16	TH-LIGHTBULBS	01-5-706109.00	13.98	3302	06/08/16
		771960	BUILDING SUPPLIES			
GEORGE	05/20/16	REC-YOGA	01-5-425200.00	539.00	-----	--/--/--
		5/20/2016	INSTRUCTOR FEE			
GMPC	05/17/16	STREETLIGHTS MAY 2016	01-5-703307.00	39.89	3303	06/08/16
		051192MAY	STREETLIGHTS			
GMPC	04/29/16	PD-BEAVER MEADOW SIGN	01-5-500204.00	1.05	3303	06/08/16
		24966MAY16	SPEED SIGNS			
GMPC	05/27/16	EMER-TOWER POWER MAY	01-5-575233.00	47.38	3303	06/08/16
		3506672MAY`	TOWER POWER			
GNOMON	05/19/16	ASSESSOR-PRELIMGRANDLIST	01-5-300550.00	16.50	3304	06/08/16
		44033	PRINTING			
GREATWEST	05/27/16	DEFERRED COMP MAY 16	01-2-001116.00	1408.00	3305	06/08/16
		MAY 16	DEFERRED COMPENSATION			
GREATWEST	05/27/16	DEFERRED COMP MAY 16	01-2-001116.10	1994.54	3305	06/08/16
		MAY 16	ROTH PLAN 457			
HARTFORD	05/20/16	PD-BROADBAND APRIL 16	01-5-500535.00	157.81	-----	--/--/--
		7433	VIBRS			
HOMEDEPOT	06/02/16	B&G-MAILBOX AND LETTERS	01-5-704403.00	49.27	3306	06/08/16
		0013280	PARTS & SUPPLIES			
INNOVATIV	05/12/16	DPW-DUST CONTROL	01-5-703205.00	3598.40	-----	--/--/--
		INV33295	DUST CONTROL			

06/03/16

11:50 am

Town of Norwich Accounts Payable

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Check Warrant Report # 16-27 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 05/26/16 To 06/08/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
IRVINGOIL	IRVING ENERGY DISTRIB. &	05/19/16 DPW- 120.4 GALLON PROPANE 751037	01-5-703503.00 PROPANE	155.32	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	05/11/16 TS- 14.7 GALLON PROPANE 929004	01-5-705503.00 PROPANE	18.96	-----	--/--/--
JOESEQUIP	JOE'S EQUIPMENT SEV. INC.	05/20/16 B & G-PADDLE KIT 2-102751	01-5-704403.00 PARTS & SUPPLIES	159.00	-----	--/--/--
JORDAN	JORDAN EQUIPMENT CO.	05/09/16 DPW-CARBIDE TIPS & SCARIF P16868	01-5-703403.00 PARTS & SUPPLIES	2129.35	3307	06/08/16
JORDAN	JORDAN EQUIPMENT CO.	05/16/16 DPW-CARBIDE TIPS P16982	01-5-703403.00 PARTS & SUPPLIES	982.80	3307	06/08/16
MIS1	JULIA MACAULAY	05/20/16 REC-DAY CAMP MATERIAL DAYCAMP MATER	01-1-004102.00 PREPAID EXPENSES	200.00	3308	06/08/16
NEMUNCONS	NEW ENGLAND MUNICIPAL CON	05/30/16 ASSESSOR-MAY '16 PER CONT 2016-50	01-5-300300.00 PROFESS SERVICES	18500.00	3309	06/08/16
NORSOLAR	NORWICH SOLAR PROJECT I,	05/25/16 MAY NET METERING MAY 16	01-5-500204.00 SPEED SIGNS	82.14	-----	--/--/--
NORSOLAR	NORWICH SOLAR PROJECT I,	05/25/16 MAY NET METERING MAY 16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	51.34	-----	--/--/--
NORSOLAR	NORWICH SOLAR PROJECT I,	05/25/16 MAY NET METERING MAY 16	01-5-705501.00 ELECTRICITY	78.72	-----	--/--/--
NORSOLAR	NORWICH SOLAR PROJECT I,	05/25/16 MAY NET METERING MAY 16	01-5-475233.00 ELECTRICITY	203.63	-----	--/--/--
NORSOLAR	NORWICH SOLAR PROJECT I,	05/25/16 MAY NET METERING MAY 16	01-5-550233.00 ELECTRICITY	109.64	-----	--/--/--
PBA	NEW ENGLAND PBA, INC	05/27/16 MAY 2016 UNION DUES MAY 2016	01-2-001117.00 UNION DUES PAYABLE	366.00	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	05/10/16 DPW-RAP 7.59 TON 862319	01-5-703211.00 ASPHALT PRODUCTS	95.63	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	05/20/16 DPW-57.92 TON CRUSH STONE 863936	01-5-703207.00 GRAVEL & STONE	506.81	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	05/20/16 DPW-6.96 TON EROSION 863956	01-5-703207.00 GRAVEL & STONE	69.60	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	05/20/16 DPW-1.02 TON COLD PATCH 864438	01-5-550330.00 REPAIR & MAINTENANCE EXPN	132.60	-----	--/--/--
PITNEY	PITNEY BOWES	06/03/16 GEN ADMIN-METER INK CART 1000479624	01-5-275610.00 OFFICE SUPPLIES	61.19	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	05/25/16 MAY NET METERING MAY 2016	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	05/25/16 MAY NET METERING MAY 2016	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOVERNET	SOVERNET, INC.	05/15/16 LONG DISTANCE 4-15 5-15 3268085	01-5-005531.00 ADMIN TELEPHONE	0.58	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16 LONG DISTANCE 4-15 5-15 3268085	01-5-100531.00 TELEPHONE	0.80	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16 LONG DISTANCE 4-15 5-15 3268085	01-5-200531.00 TELEPHONE	0.95	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16 LONG DISTANCE 4-15 5-15 3268085	01-5-275531.00 TELEPHONE	0.26	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16 LONG DISTANCE 4-15 5-15 3268085	01-5-300531.00 TELEPHONE	7.18	3310	06/08/16

06/03/16

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Check Warrant Report # 16-28 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 05/26/16 To 06/08/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOVERNET	SOVERNET, INC.	05/15/16	LONG DISTANCE 4-15 5-15 3268085	01-5-350531.00 TELEPHONE	2.93	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16	LONG DISTANCE 4-15 5-15 3268085	01-5-425127.00 TELEPHONE	5.19	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16	LONG DISTANCE 4-15 5-15 3268085	01-5-500501.00 ADMINISTRATION	10.07	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16	LONG DISTANCE 4-15 5-15 3268085	01-5-550235.00 TELEPHONE & INTERNET	0.27	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16	LONG DISTANCE 4-15 5-15 3268085	01-5-705505.00 TELEPHONE	1.32	3310	06/08/16
SOVERNET	SOVERNET, INC.	05/15/16	LONG DISTANCE 4-15 5-15 3268085	01-5-703505.00 TELEPHONE	6.05	3310	06/08/16
STAPLES.	STAPLES CREDIT PLAN	05/09/16	SW--INK CARTRIDGES 3912175001	01-5-705515.00 ADMINISTRATION	32.49	3311	06/08/16
THOMSON	THOMSON AUTO BODY LLC	05/27/16	DPW-REPAINT TOWN TRUCK 1186	01-5-703401.00 OUTSIDE REPAIRS	3000.00	3312	06/08/16
THOMSON	THOMSON AUTO BODY LLC	05/27/16	DPW-TRUCK REPAIR 1187	01-5-703401.00 OUTSIDE REPAIRS	200.00	3312	06/08/16
TREND	TREND BUSINESS SOLUTIONS	05/23/16	FIN-TAX BILL PAPER 46441	01-1-004102.00 PREPAID EXPENSES	118.42	3313	06/08/16
TREND	TREND BUSINESS SOLUTIONS	05/31/16	FIN-SHIP BONNIE SENT BACK 46467	01-1-004102.00 PREPAID EXPENSES	13.42	3313	06/08/16
UNIFIRST	UNIFIRST CORPORATION	05/02/16	DPW-UNIFORMS & SUPPLIES 035 4011310	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/02/16	DPW-UNIFORMS & SUPPLIES 035 4011310	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/02/16	DPW-UNIFORMS & SUPPLIES 035 4011310	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/02/16	DPW-UNIFORMS & SUPPLIES 035 4011310	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/09/16	DPW-UNIFORMS & SUPPLIES 035 4013709	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/09/16	DPW-UNIFORMS & SUPPLIES 035 4013709	01-5-703507.00 SUPPLIES	11.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/09/16	DPW-UNIFORMS & SUPPLIES 035 4013709	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/09/16	DPW-UNIFORMS & SUPPLIES 035 4013709	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/16/16	DPW-UNIFORMS & SUPPLIES 035 4015997	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/16/16	DPW-UNIFORMS & SUPPLIES 035 4015997	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/16/16	DPW-UNIFORMS & SUPPLIES 035 4015997	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/16/16	DPW-UNIFORMS & SUPPLIES 035 4015997	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/23/16	DPW-UNIFORMS & SUPPLIES 035 4018374	01-5-703311.00 UNIFORMS	160.92	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/23/16	DPW-UNIFORMS & SUPPLIES 035 4018374	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--

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Town of Norwich Accounts Payable

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Check Warrant Report # 16-28 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 05/26/16 To 06/08/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	05/23/16	DPW-UNIFORMS & SUPPLIES 035 4018374	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/23/16	DPW-UNIFORMS & SUPPLIES 035 4018374	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/30/16	DPW-UNIFORMS & SUPPLIES 035 4020664	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/30/16	DPW-UNIFORMS & SUPPLIES 035 4020664	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/30/16	DPW-UNIFORMS & SUPPLIES 035 4020664	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/30/16	DPW-UNIFORMS & SUPPLIES 035 4020664	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
VEMRSDC	VMERS DC	05/23/16	FD/FIN/ASS--RETIREMENT PEND5-21-16	01-5-300126.00 VT RETIREMENT	32.06	3294	05/26/16
VEMRSDC	VMERS DC	05/23/16	FD/FIN/ASS--RETIREMENT PEND5-21-16	01-5-555125.00 VT RETIREMENT	165.19	3294	05/26/16
VEMRSDC	VMERS DC	05/23/16	FD/FIN/ASS--RETIREMENT PEND5-21-16	01-5-200126.00 VT RETIREMENT	53.43	3294	05/26/16
VEMRSDC	VMERS DC	05/23/16	FD/FIN/ASS--RETIREMENT PEND5-21-16	01-2-001112.00 VMERS DEF CONTRB PAY	244.56	3294	05/26/16
VERIZWIRE	VERIZON WIRELESS	05/04/16	FD PD-CELL PHONE MAY 16 9764874846	01-5-550235.00 TELEPHONE & INTERNET	71.54	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	05/04/16	FD PD-CELL PHONE MAY 16 9764874846	01-5-475238.00 ADMIN TELEPHONE	61.51	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	05/04/16	FD PD-CELL PHONE MAY 16 9764874846	01-5-703505.00 TELEPHONE	61.51	-----	--/--/--
VLCTPACIF	VLCT PROP & CASUALTY INTE	05/16/16	2015 AUDIT INCREASE 21572	01-5-800520.00 WORKER'S COMP INS	2941.00	3314	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-005126.00 VT RETIREMENT	202.49	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-100126.00 VT RETIREMENT	417.98	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-200126.00 VT RETIREMENT	272.37	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-350126.00 VT RETIREMENT	325.35	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-425126.00 VT RETIREMENT	272.37	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-500126.00 VT RETIREMENT	178.20	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-703126.00 RETIREMENT	1206.51	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-704126.00 RETIREMENT	329.05	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-5-500126.00 VT RETIREMENT	1412.81	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-2-001111.00 VEMRS GRP B PAYABLE	2840.24	3315	06/08/16
VMERS	VMERS DB	05/27/16	MAY 2016 RETIREMENT MAY 2016	01-2-001113.00 VEMRS GRP C PAYABLE	1948.72	3315	06/08/16

06/03/16

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Town of Norwich Accounts Payable

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Check Warrant Report # 16-26 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01 (General) 05/26/16 To 06/08/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VRPA	VRPA	05/27/16 REC-VRPA SUMMERAMA 2016 SUMMER	01-5-425160.00 DUES/MTGS/EDUC	15.00	3316	06/08/16
VTGFOA	VT GOVERNMENT FINANCE OFF	06/02/16 FIN-SUMMER WORKSHOP 06/02/2016	01-5-200615.00 DUES/MTGS/EDUC	50.00	3317	06/08/16
VTSTATE	STATE OF VERMONT, VDEC	06/02/16 DPW-STREAM PERMITS STREAMPERMIT	01-5-703515.00 ADMINISTRATION	400.00	3318	06/08/16
WAWECO	WAWECO, INC.	05/09/16 DPW-BRAKES 20976	01-5-703401.00 OUTSIDE REPAIRS	729.40	3319	06/08/16
WISE	WOMEN'S INFORMATION SERVI	05/03/16 FIRST 3 QTRS FY15-16 05/03/2016	01-5-800362.00 WISE	2223.02	-----	--/--/--
ZOLL	ZOLL MEDICAL CORP.	05/20/16 FD-AED ELECTRODES 2380966	01-5-555424.00 EMS TOOLS/ EQUIP	67.31	3320	06/08/16


Report Total

76983.25

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 \$ ****76,983.25

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



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

RE: Cruiser Bids

Phil;

We received two bids for a purchase of an SUV cruiser. One from Gateway Motors and one from Flanders And Patch. Both bids were very comparable to each other.

After reviewing and evaluating the submitted bids to purchase an SUV cruiser it is my recommendation that we accept Gateway Motors Bid. Gateway's bid was the least expensive that met the criteria for police package cruisers and we have purchased vehicles from Gateway in the past with good results.

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police



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

RE: Replacement of Cruiser EQ#4

Phil;

I would like to request that expenditure from the designated fund (Cruiser Fund) be added to the Select Board agenda at the next most convenient Select Board Meeting.

I am requesting to replace our 2006 Chevrolet Impala which is at the end of its useful life. The Norwich Department of Public Works recently evaluated the cruiser and advised that it will need "Major repairs in the near future". It was also suggested that the vehicle be sold or traded while it still has value.

I believe that the most cost effective approach to replacing this vehicle would be to purchase a New Ford Interceptor Utility (SUV) and put that into service as a marked cruiser and replace the Chevrolet Impala with one of the current Ford Sedans taking the markings off of it. This would put the cruiser rotation into a system where we would not have to replace two cruisers in the same year. Much of the equipment in the sedan can be switched over to a new marked vehicle.

There is currently \$77,137.88 in the designated Cruiser Fund. A new Ford SUV cruiser was quoted by Gateway Motors at \$28,095. The cost to up-fit a cruiser from scratch is approximately \$10,000 however most of the equipment and lights can be transferred from the sedan to the new SUV and from the Impala to the sedan. We also have approximately \$8,000 in GHSP Equipment money that can be used to offset the cost of up fitting each cruiser. I am requesting to spend up to \$38,000 from the cruiser designated fund to purchase a new SUV and to replace the Impala with one of the sedans.

The unmarked cruiser is mainly used by the officers going back and forth to training in and out of state, to court and by me as I respond to all critical incidents from my house. I think the most important use of the unmarked cruiser is to respond to incidents where any victim or witness requests it. There have been several times each year where we are asked to come to a residence in an unmarked vehicle for a domestic violence complaint or sexual assault / Lewd and Lascivious investigating, drugs found in a child's room etc.. so as not to bring any attention to that residence. The unmarked cruiser is an important vehicle in our fleet.

As you can see by the evaluation completed by the Department of Public Works it is recommended that the vehicle be taken out of service while there still has value to it.

Respectfully;

DAR
Douglas A. Robinson

Douglas A. Robinson
Chief of Police.

5-23-16
version

VEHICLE/EQUIPMENT EVALUATION FORM

Vehicle or Equipment VIN or Serial No. 2G1WB55K769358893
 Department Police Department Identification: Police Chief.
 Make: Chevy Impala LS Model Year: 2006
 Mileage: 136,555 Hours of Operation: NA
 Evaluator: Sonnt Date of Evaluation: 5-2-2016

System	Diagnosis	Condition	Estimated Repair Cost
Engine	shakes at times when put in gear. Electrical? can not find problem. - has oil leak (pan front/side)		
Transmission	drivers side axle seal leaking oil has got hot tan color seems to slip in 1st gear		
Drive Line	part of transmission		
Differential	part of transmission		
Exhaust	New from Cat. Back		
Pumping System	NA		
Hydraulic System	NA		
Electrical System	OK AS MUCH AS I could see		
Brakes	Front Brake Rotors Inside Squeaking apparent.		
Tires	Good all 9 except one 8 min = 2 RT front Hub CAP missing		
Body	Drivers door loose - falls when opened Left side uni Body support rusted out		
Interior/Exterior	Steering wheel - Pits in it Drivers seat cushion squished out Seat Back Frated - starting (driving)		
Front Suspension	struts and wheel bearings replaced on 1-29-14		
Rear Suspension	will need struts at some point never been changed since we had the car.		

PART 2

VEHICLE/EQUIPMENT EVALUATION FORM

(Complete if Vehicle Replacement is Recommended)

Vehicle or Equipment VIN or Serial No: 2G1WB55K769358893

Department: POLICE Department Identification: 5A#4

Make: CHEVROLET Model Year: 2006

Mileage: 136555 Hours of Operation: N/A

Description of Use: POLICE FUNCTIONS

Years/Hours of Service: 10 YEARS Last Year: 2016

Useful Life: 10 YEARS Over or Under Useful Life: —

Maintenance Costs Last Five Years:

Fiscal Year	Cost	Description of Major Repairs

Estimate of: Replacement Cost: \$30,000 Trade-In Value: \$500

Cost to Refurbish: Years/Hours of Additional Life: UNKNOWN

Description of Refurbish: COMPLETE REBUILD OF SUSPENSION
MAJOR BODY WORK, MOTOR WORK

Suitability for Assignment:

Action Recommended: Replace

Recommended By: Robinson Date of Recommendation: 5/3/2016

Interior/Exterior:

- * Front Seat Console loose cover does not latch properly
- * Drivers door seal has a piece of it missing so it does not seal properly.

Body:

- * Rust started by the molding on the trunk lid.
- * Piece of Roof molding Broken. And missing on left Rear of vehicle.
- * Doors Bottom of the doors are showing signs of rusting at the seams
- * Right side Quarter panel rusted out by front wheel - Plastic molding does not stay because there is nothing there. Molding hides the rust hole.

Body Continued:

Left side front fender paint chipped
above wheel and starting to show signs
of rust.

Rocker panel on left side very weak
floor jack pad bent when jacking car



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: Request to use designated equipment funds
Date: June 1, 2016

VLCT PACIF awarded us a grant to fund replacement of three air tanks. Our air tanks have a 15-year life expectancy after which they must be taken out of service. Six tanks were taken out of service 2 years ago; three of these were replaced using grant funds from VLCT PACIF and designated funds. We received two price quotes for tanks (there are only two dealers for these tanks). The low price is \$ \$2,559.39 (the other quote was \$2,900.00). VLCT will reimburse us \$1,276.97. We are requesting that the Select Board approve the expenditure of not more than \$2,559.39 to purchase three tanks to replace three air tanks and that the reimbursement from VLCT be placed into the designated equipment fund.

Thank you for considering this request.

**TOWN OF NORWICH
SERVICE AGREEMENT
WITH
VERMONT LEAGUE OF CITIES AND TOWNS**

THIS AGREEMENT, made and entered into as of the ____ day of April, 2016 by and between the Vermont League of Cities and Towns, hereinafter referred to as the "**LEAGUE**," and the Town of Norwich, Vermont, hereinafter referred to as the "**TOWN**."

WHEREAS, the **TOWN** has determined that there is a need for assistance in the recruitment for the position of Town Manager;

WHEREAS, the **LEAGUE** is prepared to provide professional staff assistance upon the terms and conditions of the mutual covenants, promises and agreements contained herein, the parties agree to the following:

A. IT IS MUTUALLY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. That this agreement shall become effective upon approval by the **TOWN** and the **LEAGUE**.
2. That this agreement may be amended, in writing, by mutual consent of the **TOWN** and the **LEAGUE**.
3. That the **LEAGUE** is an independent contractor and is not to be considered an employee of the **TOWN** for any purpose.

B. THE LEAGUE AGREES TO PROVIDE THE FOLLOWING ASSISTANCE:

1. Conduct an educational workshop on the responsibilities of the town manager and selectboard;
2. Review job description;
3. Draft job posting(s) for approval by the Town;
4. Place advertisements in appropriate publications and on websites;
5. Receive applications at the **LEAGUE** office;
6. Review and rank applications;
7. Assist the selectboard in developing a list of interviewees;
8. Provide the selectboard with any assistance in designing and/or conducting an interview process;
9. Maintain correspondence with applicants throughout the process;
10. Conduct reference checks and background investigations of the finalists;
11. Manage expenses to ensure total cost does not exceed \$5,000 plus the cost of advertising, unless the search is reopened;

12. Provide any additional management and personnel assistance requested by the **TOWN.**

C. THE TOWN AGREES AS FOLLOWS:

1. To provide all information necessary to conduct the recruitment process.
2. To pay the **LEAGUE** at a rate of \$88.00 per hour for professional services and \$48.00 per hour for professional support services plus reimbursement for advertising and expenses incurred during the course of the project. Contract fees and expenses shall be paid upon receipt of a bill from VLCT.

The provisions hereof are binding on the parties hereto, their successors and assigns.

VERMONT LEAGUE OF CITIES AND TOWNS

BY: 
Executive Director

TOWN OF _____

BY: _____
Town Selectboard Chair



*Serving and
Strengthening
Vermont Local
Governments*

April 7, 2016

Linda Cook
Selectboard Chair
Town of Norwich
300 Main St
Norwich, VT 05055

Dear Linda Cook:

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 Norwich 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

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.

- Conduct criminal and civil background checks and reference checks for final candidates
- 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

ITEMS TO CONSIDER WHEN SEARCHING FOR A NEW MANAGER / ADMINISTRATOR:

1. JOB DESCRIPTION

It could be argued that the most important piece of employment is the job description. It will be referred to throughout employment for guidance and review. The first step in choosing a manager is to have the board decide upon creating a new job description or reviewing and updating the current one if there is one. This is an important step since it creates the basis for discussion of what the municipality needs, or should demand, from a manager. Many of the duties are prescribed by state statute or in some cases in a municipal charter. The Board cannot alter those duties. We have a model job description that is excellent for the beginning of this process, or we could write one specific to your municipality's needs. Minimum qualifications must be discussed at some point, such as minimum experience, qualifications and educational requirements. Specific problems within the municipality should be reviewed and considered in terms of the manager's responsibilities. Problems of unclear responsibilities should be identified. VLCT's Municipal Assistance Center (MAC) can assist your municipality throughout this entire process, from the first discussion to approval of the final job description.

2. SALARY

The board must decide upon a salary, and we recommend including it in the job advertisement. It is important that this decision – which can be a salary range—be made up front. Using comparative salary data from VLCT surveys, the International City Management Association and current practice in the area for similar jobs, MAC staff can assist with the research and development of a salary while taking into consideration the total compensation including all benefits (e.g. insurances, retirement, leave). Some managers may need compensation packages different from other municipal employees because of the hours of work required or moving from job-to-job. The board should be prepared to deal with this issue in salary discussions. Furthermore, an increasing number of managers now insist on being covered by contracts or employment agreements. Frankly, these contracts mostly emphasize the termination of a relationship requiring, for instance, three months notice of dismissal or departure. VLCT can assist with development of such employment contracts.

3. SELECTION COMMITTEE

The board must determine the composition of the selection committee. There are several obvious alternatives, including having the full board be responsible for the entire process or delegating the initial work to a committee of the board or a "citizen's group." Different organizations have different ways of solving this, but the actual hiring must be done by the full board.

4. **ADVERTISING STRATEGY**

Advertising is important. VLCT has tried many combinations and will use the best option for your municipality. We recommend the following:

First, we would place an advertisement in an appropriate trade journal. The *International City Management Association* and the *American Society of Public Administrators* offer a combination of advertising in both their newsletter and on their website at reasonable cost. In addition, we often advertise in the *Times Argus/ Rutland Herald*, *Burlington Free Press*, *Seven Days*, and other local newspapers, depending on the position and your target audience. Also, a Sunday classified ad in the *Boston Globe* and Portland, Maine *Press Herald* may be desirable. VLCT and neighboring state leagues have websites offering free or low-cost advertising, as do some university public administration programs to target recent graduates and alumni. Posting on websites such as www.careersingovernment.com or www.govtjobs.com has also proven useful.

Most ads contain the population of the town, salary range, application deadline, budget size, and other pertinent information. The ads will be placed in local newspapers no more than three weeks before the application deadline. VLCT does this to minimize the local “pressure” for particular local candidates. The cost for advertising is generally around \$3,000. The bills will be sent to VLCT, which will, in turn, send your municipality an invoice.

5. **SET A TIMETABLE**

A timetable is important. Being realistic and starting early is essential. Three months from the placement of the ads is reasonable. Key elements of a timetable are:

ICMA NEWSLETTER	90 days from starting date
LOCAL ADVERTISING	80
APPLICATION DEADLINE	60
INITIAL SCREENING COMPLETE	50
SET UP INTERVIEW DATE	50
FIRST ROUND INTERVIEWS	45-40
BACKGROUND CHECK	40-30
SECOND INTERVIEW	35-30
JOB OFFER	30
STARTING DATE	0
WELCOMING RECEPTION	0
ORIENTATION	0

6. **IN-HOUSE PROMOTION**

There is no legal prohibition keeping you from offering a current employee the job and avoiding the entire recruitment process. That being said, internal candidates are often best able to succeed if they emerge as the candidate of choice through a competitive process.

7. THE APPLICATION

A lot can be discerned from a resume; a lot cannot. One needs to look not only at the content, but also at the way it is presented. If there are typos or if it's poorly laid out, vague or wordy, this could reflect on the person writing it. The resumes will be sent directly to VLCT to maintain confidentiality. MAC staff will grade and evaluate the resumes, and copies will be sent to each member of the search committee for further evaluation.

8. CONFIDENTIALITY

This is very, very important. You must decide at the beginning how confidential or open you wish to make the process. Applicants should be notified before they submit their resumes or be given an opportunity to withdraw their application if it will be open. An applicant's current employment could be riding on this. We recommend a confidential application process in order to ensure you receive the best candidates.

There should be one public spokesperson. That person has to be careful regarding public comment, especially when discussing candidates. We recommend not publicly mentioning any names, except that of the successful candidate and only after the job is formally offered to the individual at a properly warned meeting.

9. THE WINNOWING PROCESS

The board will need to decide on a grading and ranking system (e.g. 1-5 with 1 being the best). VLCT has sample systems from previous searches and can offer insight and assistance. We will evaluate all candidates based on the chosen system and present this information to the selection committee.

10. INTERVIEWS

We recommend a two-step process, with the first round consisting of both in person and telephone interviews for individuals who live out of state. While the first round is typically used to ascertain qualifications, the second round is about "fit" and typically includes a tour of the municipality to meet the important actors.

We also recommend that each board member ask a standard question. That is, board member X asks each candidate, regardless of other questions he or she may ask, "Mr./Mrs./Ms. Candidate, do you feel that a municipality such as ours requires special effort and consideration?" VLCT can provide a list of sample questions to be used by the search committee.

11. INTERVIEW EXPENSES

Almost local public agencies outside Vermont – and a growing number within – are paying the expenses of an interview candidate, particularly for manager level positions. We recommend municipalities pay expenses on the first interview for those you want to interview in person, but to consider use of the phone to keep costs for out of state candidates down. You really should

pay for subsequent interviews. Some pro-rata sharing could also be considered (e.g. mileage but not meals or lodging, or a set dollar figure per candidate.). VLCT can communicate with the candidate to coordinate flight or driving and hotel arrangements to ensure the lowest cost with both the municipality and candidate's interests in mind.

12. REFERENCE AND BACKGROUND CHECKS

We can conduct a reference check as well as a civil and criminal background check. Timing is critical, as you want to conduct the reference check first and then typically make an offer that is conditional upon a civil and criminal background check. It is very important that it not "leak" who the final candidate is during this process. This work is really the highest value VLCT can add to your recruitment effort, given our knowledge of in-state candidates and our counterpart organizations in every state.

13. JOB OFFER

The job offer is important. It should be made rapidly, but not impetuously. It should be made verbally, and, upon acceptance, confirmed in writing. It is important that once a job offer is accepted, a welcoming and orientation program be planned and put into place. The new manager (and family) should be welcomed with a reception. The manager should be introduced to the municipal employees by the board chairperson at the beginning of his or her first day on the job.

Unsuccessful applicants need to know as soon as possible, and any loose ends should be completed. VLCT will send letters to all applicants to let them know the position has been filled.

14. MOVING EXPENSES

The board should consider budgeting a flat amount, or percentage of the total bill, to assist with relocation expenses for a successful candidate who needs to move. Do not commit to a "professional mover," or any carte blanche situation.

15. MANAGER'S CURRENT COMMITMENTS

A successful candidate might be currently employed or otherwise involved. Give the new manager a chance to give notice and clean up his or her affairs. A month should be allowed for this. If possible, the interim manager should be given an opportunity to orient the new manager on the current activities.

In conclusion, VLCT is ready to assist your municipality in any way you desire, with the exception of recommending an individual for the job. This is the municipality's responsibility; our specialty is the "leg work." We look forward to working with you to find the best leader for your municipality.



Job Title: Town Manager
Department: Town Administration

FLSA Designation: Exempt
Pay Classification: 25

1. JOB SUMMARY

- 1.1 This is a responsible administrative position that manages the affairs of the town of Norwich under the direction of the Selectboard pursuant to the powers set forth in Chapter 37 of Title 24 of the Vermont Statutes Annotated.

2. MAJOR DUTIES

- 2.1 The Town Manager shall have general supervision of the affairs of the town, be the administrative head of all departments of town government and shall be responsible for the efficient administration thereof.
- 2.2 The manager shall have authority and have the duty:
- 2.2.1 To cause duties required of the town not committed to the care of any particular officer, to be duly performed and executed.
- 2.2.2 To perform all duties now conferred by law upon the Selectboard, except that the manager shall not:
- 2.2.2.1 prepare tax bills,
- 2.2.2.2 sign orders on any funds of the town,
- 2.2.2.3 call special or annual town meetings,
- 2.2.2.4 lay out, alter or discontinue highways,
- 2.2.2.5 establish and lay out public parks,
- 2.2.2.6 make assessments,
- 2.2.2.7 award damages,
- 2.2.2.8 make regulations under Title 23,
- 2.2.2.9 adopt ordinances under Title 24,
- 2.2.2.10 act as member of the board of civil authority,
- 2.2.2.11 act as a member of the liquor control commission, nor
- 2.2.2.12 make appointments to fill vacancies for elected or appointed boards or commissions that the Selectboard is now authorized by law to fill.
- 2.2.2.13 The manager shall, in all matters herein excepted, render the selectmen such assistance, as they shall require.
- 2.3 To perform all the duties now conferred by law upon the road commissioner of the town, including the signing of orders.
- 2.4 To be the general purchasing agent of the town and purchase all supplies for every department thereof.
- 2.5 To have charge and supervision of all public town buildings, and repairs thereon; and all building done by the town shall be done under the manager's charge and supervision.
- 2.6 To do all the accounting for all of the departments of the town.
- 2.7 To supervise and expend all special appropriations of the town, as if the same were a separate department of the town.
- 2.8 To have charge, control and supervision of the following matters:
- 2.8.1 The police department and shall appoint and may remove the officers and employees thereof and shall fix their salaries.
- 2.8.2 The fire department and shall appoint, fix the compensation of and may remove all officers and employees thereof.
- 2.8.3 The system of licenses, if any, not otherwise regulated by law.
- 2.8.4 The system of sewers and drainage, if any, except the making of assessments therefore.
- 2.8.5 The lighting of streets, highways and bridges.
- 2.8.6 The sprinkling of streets and highways and laying of dust, except the making of assessments therefore.

- 2.8.7 The maintenance of parks and playgrounds.
- 2.9 To collect all taxes due the town and to perform all the duties now conferred by law upon the collector of taxes and collector of delinquent taxes.
- 2.10 To be the Director of Emergency Management
- 2.11 Recruits, hires, evaluates, directs, and, if necessary, disciplines and fires town employees.
- 2.12 Staffs the Selectboard and its meetings and facilitates the development of and carries out their policy decisions.
- 2.13 Prepares a draft town budget for the Selectboard to review, change if it deems necessary and present to the voters for approval.
- 2.14 Assists the Selectboard in negotiations of collective bargaining contracts with bargaining units recognized by the Vermont Labor Relations Board. Shall act as the designated representative of the Selectboard in the negotiations and recommend Selectboard action on the contract proposal presented to them for approval.
- 2.15 Is the case manager for litigation except for litigation related to the performance or retention of the manager.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of municipal management and community problems and potential solutions.
- 3.2 Knowledge of municipal, state and federal programs and decision-making processes.
- 3.3 Knowledge of financial administration and the design of financial accounting and reporting system.
- 3.4 Knowledge of the theory and practice of public personnel administration.
- 3.5 Understanding of administrative organization, design, and evaluation.
- 3.6 Knowledge and skill in municipal processes and techniques.
- 3.7 Knowledge of collective bargaining procedures and practices.
- 3.8 Knowledge of road, drainage and bridge maintenance programs.
- 3.9 Commitment to town's purposes and objectives, as determined by the voters and its boards and commissions.
- 3.10 Ability to communicate effectively orally and in writing with the Board, town officers and employees, the media and the public.
- 3.11 Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff.
- 3.12 Ability to resolve conflict.
- 3.13 Ability to be creative and analytical.
- 3.14 Ability to direct, supervise and evaluate staff.
- 3.15 Ability to react quickly to changing situations that may be physically taxing.
- 3.16 Possession of public relations skills and publication knowledge.
- 3.17 Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- 3.18 Ability to listen to and accept criticism.
- 3.19 Knowledge of municipal management practices.

4. SUPERVISORY CONTROLS

- 4.1 None

5. GUIDELINES

- 5.1 Guidelines include federal and state laws, local policies, and relevant ordinances. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- 6.2 The purpose of this position is to direct the day-to-day operations of the Town of Norwich. Success in this position contributes to the success of those operations.

7. CONTACTS

- 7.1 Contacts are typically with department heads, elected and appointed officials, bargaining units, business owners, non-governmental organizations, taxpayers, representatives of state and local agencies, and

- members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping.
- 8.2 The work is typically performed in an office.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 This position has direct supervision over Assistant to the Town Manager (1), Assessor (1), Assessing Clerk (1), Fire Chief (1), Police Chief (1), Finance Director (1), Public Works Director (1), Planning and Zoning Director (1), and Recreation Director (1).

10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 10.2 Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.
- 10.4 Ability to be bonded.

**Grade and Step Plan
Town of Norwich**

FY17 Annual 1.45%																				
Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	22,253.14	22,698.20	23,152.16	23,615.21	24,087.51	24,569.26	25,060.64	25,561.86	26,073.09	26,594.56	27,126.45	27,668.98	28,222.36	28,786.80	29,362.54	29,949.79	30,548.79	31,159.76	31,782.96	32,418.62
2	23,379.70	23,847.29	24,324.24	24,810.73	25,306.94	25,813.08	26,329.34	26,855.93	27,393.05	27,940.91	28,499.72	29,069.72	29,651.11	30,244.14	30,849.02	31,466.00	32,095.32	32,737.22	33,391.97	34,059.81
3	24,563.30	25,054.56	25,555.65	26,066.77	26,588.10	27,119.87	27,662.26	28,215.51	28,779.82	29,355.41	29,942.52	30,541.37	31,152.20	31,775.24	32,410.75	33,058.96	33,720.14	34,394.55	35,082.44	35,784.09
4	25,806.81	26,322.95	26,849.41	27,386.40	27,934.13	28,492.81	29,062.66	29,643.92	30,236.80	30,841.53	31,458.36	32,087.53	32,729.28	33,383.87	34,051.54	34,732.57	35,427.23	36,135.77	36,858.49	37,595.66
5	27,113.28	27,655.55	28,208.66	28,772.83	29,348.29	29,935.26	30,533.96	31,144.64	31,767.53	32,402.89	33,050.94	33,711.96	34,386.20	35,073.92	35,775.40	36,490.91	37,220.73	37,965.14	38,724.45	39,498.94
6	28,485.89	29,055.61	29,636.72	30,229.46	30,834.05	31,450.73	32,079.74	32,721.34	33,375.77	34,043.28	34,724.15	35,418.63	36,127.00	36,849.54	37,586.53	38,338.26	39,105.03	39,887.13	40,684.87	41,498.57
7	29,927.99	30,526.55	31,137.08	31,759.83	32,395.02	33,042.92	33,703.78	34,377.86	35,065.41	35,766.72	36,482.06	37,211.70	37,955.93	38,715.05	39,489.35	40,279.14	41,084.72	41,906.42	42,744.54	43,599.43
8	31,443.10	32,071.96	32,713.40	33,367.67	34,035.02	34,715.72	35,410.04	36,118.24	36,840.60	37,577.41	38,328.96	39,095.54	39,877.45	40,675.00	41,488.50	42,318.27	43,164.64	44,027.93	44,908.49	45,806.66
9	33,034.90	33,695.60	34,369.51	35,056.91	35,758.04	36,473.20	37,202.67	37,946.72	38,705.66	39,479.77	40,269.36	41,074.75	41,896.25	42,734.17	43,588.86	44,460.63	45,349.84	46,256.84	47,181.98	48,125.62
10	34,707.30	35,401.44	36,109.47	36,831.66	37,568.29	38,319.66	39,086.05	39,867.77	40,665.13	41,478.43	42,308.00	43,154.16	44,017.24	44,897.59	45,795.54	46,711.45	47,645.68	48,598.59	49,570.57	50,561.98
11	36,464.35	37,193.64	37,937.51	38,696.26	39,470.19	40,259.59	41,064.78	41,886.08	42,723.80	43,578.28	44,449.84	45,338.84	46,245.62	47,170.53	48,113.94	49,076.22	50,057.74	51,058.90	52,080.08	53,121.68
12	38,310.36	39,076.57	39,858.10	40,655.26	41,468.37	42,297.73	43,143.69	44,006.56	44,886.69	45,784.43	46,700.12	47,634.12	48,586.80	49,558.54	50,549.71	51,560.70	52,591.92	53,643.75	54,716.63	55,810.96
13	40,249.82	41,054.82	41,875.92	42,713.43	43,567.70	44,439.06	45,327.84	46,234.40	47,159.08	48,102.26	49,064.31	50,045.60	51,046.51	52,067.44	53,108.79	54,170.96	55,254.38	56,359.47	57,486.66	58,636.39
14	42,287.47	43,133.22	43,995.88	44,875.80	45,773.32	46,688.78	47,622.56	48,575.01	49,546.51	50,537.44	51,548.19	52,579.15	53,630.74	54,703.35	55,797.42	56,913.37	58,051.64	59,212.67	60,396.92	61,604.86
15	44,428.27	45,316.84	46,223.18	47,147.64	48,090.59	49,052.40	50,033.45	51,034.12	52,054.80	53,095.90	54,157.82	55,240.97	56,345.79	57,472.71	58,622.16	59,794.61	60,990.50	62,210.31	63,454.52	64,723.61
16	46,677.46	47,611.00	48,563.22	49,534.49	50,525.18	51,535.68	52,566.40	53,617.72	54,690.08	55,783.88	56,899.56	58,037.55	59,198.30	60,382.27	61,589.91	62,821.71	64,078.14	65,359.71	66,666.90	68,000.24
17	49,040.50	50,021.31	51,021.74	52,042.17	53,083.02	54,144.68	55,227.57	56,332.12	57,458.76	58,607.94	59,780.10	60,975.70	62,195.21	63,439.12	64,707.90	66,002.06	67,322.10	68,668.54	70,041.91	71,442.75
18	51,523.18	52,553.64	53,604.71	54,676.81	55,770.34	56,885.75	58,023.47	59,183.93	60,367.61	61,574.97	62,806.47	64,062.59	65,343.85	66,650.72	67,983.74	69,343.41	70,730.28	72,144.89	73,587.78	75,059.54
19	54,131.54	55,214.17	56,318.45	57,444.82	58,593.72	59,765.59	60,960.90	62,180.12	63,423.72	64,692.20	65,986.04	67,305.76	68,651.88	70,024.92	71,425.41	72,853.92	74,311.00	75,797.22	77,313.17	78,859.43
20	56,871.95	58,009.39	59,169.57	60,352.97	61,560.02	62,791.22	64,047.05	65,327.99	66,634.55	67,967.24	69,326.59	70,713.12	72,127.38	73,569.93	75,041.33	76,542.15	78,073.00	79,634.46	81,227.14	82,851.69
21	62,775.99	64,031.51	65,312.14	66,618.38	67,950.75	69,309.76	70,695.96	72,109.88	73,552.08	75,023.12	76,523.58	78,054.05	79,615.13	81,207.43	82,831.58	84,488.21	86,177.98	87,901.54	89,659.57	91,452.76
22	69,292.94	70,678.80	72,092.38	73,534.23	75,004.91	76,505.01	78,035.11	79,595.81	81,187.73	82,811.48	84,467.71	86,157.07	87,880.21	89,637.81	91,430.57	93,259.18	95,124.36	97,026.85	98,967.39	100,946.74
23	76,486.45	78,016.17	79,576.50	81,168.03	82,791.39	84,447.22	86,136.16	87,858.88	89,616.06	91,408.38	93,236.55	95,101.28	97,003.31	98,943.37	100,922.24	102,940.69	104,999.50	107,099.49	109,241.48	111,426.31
24	84,426.72	86,115.26	87,837.56	89,594.32	91,386.20	93,213.93	95,078.20	96,979.77	98,919.36	100,897.75	102,915.71	104,974.02	107,073.50	109,214.97	111,399.27	113,627.26	115,899.80	118,217.80	120,582.15	122,993.80
25	93,191.31	95,055.13	96,956.24	98,895.36	100,873.27	102,890.73	104,948.55	107,047.52	109,188.47	111,372.24	113,599.68	115,871.68	118,189.11	120,552.89	122,963.95	125,423.23	127,931.69	130,490.33	133,100.13	135,762.14

**Grade and Step Plan
Town of Norwich**

FY17 Hourly - 1.45%																				
Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	10.70	10.91	11.13	11.35	11.58	11.81	12.05	12.29	12.54	12.79	13.04	13.30	13.57	13.84	14.12	14.40	14.69	14.98	15.28	15.59
2	11.24	11.47	11.69	11.93	12.17	12.41	12.66	12.91	13.17	13.43	13.70	13.98	14.26	14.54	14.83	15.13	15.43	15.74	16.05	16.37
3	11.81	12.05	12.29	12.53	12.78	13.04	13.30	13.57	13.84	14.11	14.40	14.68	14.98	15.28	15.58	15.89	16.21	16.54	16.87	17.20
4	12.41	12.66	12.91	13.17	13.43	13.70	13.97	14.25	14.54	14.83	15.12	15.43	15.74	16.05	16.37	16.70	17.03	17.37	17.72	18.07
5	13.04	13.30	13.56	13.83	14.11	14.39	14.68	14.97	15.27	15.58	15.89	16.21	16.53	16.86	17.20	17.54	17.89	18.25	18.62	18.99
6	13.70	13.97	14.25	14.53	14.82	15.12	15.42	15.73	16.05	16.37	16.69	17.03	17.37	17.72	18.07	18.43	18.80	19.18	19.56	19.95
7	14.39	14.68	14.97	15.27	15.57	15.89	16.20	16.53	16.86	17.20	17.54	17.89	18.25	18.61	18.99	19.36	19.75	20.15	20.55	20.96
8	15.12	15.42	15.73	16.04	16.36	16.69	17.02	17.36	17.71	18.07	18.43	18.80	19.17	19.56	19.95	20.35	20.75	21.17	21.59	22.02
9	15.88	16.20	16.52	16.85	17.19	17.54	17.89	18.24	18.61	18.98	19.36	19.75	20.14	20.55	20.96	21.38	21.80	22.24	22.68	23.14
10	16.69	17.02	17.36	17.71	18.06	18.42	18.79	19.17	19.55	19.94	20.34	20.75	21.16	21.59	22.02	22.46	22.91	23.36	23.83	24.31
11	17.53	17.88	18.24	18.60	18.98	19.36	19.74	20.14	20.54	20.95	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54
12	18.42	18.79	19.16	19.55	19.94	20.34	20.74	21.16	21.58	22.01	22.45	22.90	23.36	23.83	24.30	24.79	25.28	25.79	26.31	26.83
13	19.35	19.74	20.13	20.54	20.95	21.36	21.79	22.23	22.67	23.13	23.59	24.06	24.54	25.03	25.53	26.04	26.56	27.10	27.64	28.19
14	20.33	20.74	21.15	21.57	22.01	22.45	22.90	23.35	23.82	24.30	24.78	25.28	25.78	26.30	26.83	27.36	27.91	28.47	29.04	29.62
15	21.36	21.79	22.22	22.67	23.12	23.58	24.05	24.54	25.03	25.53	26.04	26.56	27.09	27.63	28.18	28.75	29.32	29.91	30.51	31.12
16	22.44	22.89	23.35	23.81	24.29	24.78	25.27	25.78	26.29	26.82	27.36	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	32.69
17	23.58	24.05	24.53	25.02	25.52	26.03	26.55	27.08	27.62	28.18	28.74	29.32	29.90	30.50	31.11	31.73	32.37	33.01	33.67	34.35
18	24.77	25.27	25.77	26.29	26.81	27.35	27.90	28.45	29.02	29.60	30.20	30.80	31.42	32.04	32.68	33.34	34.00	34.69	35.38	36.09
19	26.02	26.55	27.08	27.62	28.17	28.73	29.31	29.89	30.49	31.10	31.72	32.36	33.01	33.67	34.34	35.03	35.73	36.44	37.17	37.91
20	27.34	27.89	28.45	29.02	29.60	30.19	30.79	31.41	32.04	32.68	33.33	34.00	34.68	35.37	36.08	36.80	37.54	38.29	39.05	39.83
21	30.18	30.78	31.40	32.03	32.67	33.32	33.99	34.67	35.36	36.07	36.79	37.53	38.28	39.04	39.82	40.62	41.43	42.26	43.11	43.97
22	33.31	33.98	34.66	35.35	36.06	36.78	37.52	38.27	39.03	39.81	40.61	41.42	42.25	43.10	43.96	44.84	45.73	46.65	47.58	48.53
23	36.77	37.51	38.26	39.02	39.80	40.60	41.41	42.24	43.08	43.95	44.83	45.72	46.64	47.57	48.52	49.49	50.48	51.49	52.52	53.57
24	40.59	41.40	42.23	43.07	43.94	44.81	45.71	46.62	47.56	48.51	49.48	50.47	51.48	52.51	53.56	54.63	55.72	56.84	57.97	59.13
25	44.80	45.70	46.61	47.55	48.50	49.47	50.46	51.47	52.49	53.54	54.62	55.71	56.82	57.96	59.12	60.30	61.51	62.74	63.99	65.27

Nancy Kramer

From: Stuart Richards <srichards@globalrescue.com>
Sent: Monday, May 30, 2016 1:39 PM
To: Nancy Kramer
Cc: Nancy Kramer
Subject: FW: Taxpayer's Money Wasted

Nancy,

Please offer this letter to Selectboard members and let me know when they will be receiving it. Also if you could let me know your email address I would appreciate it.

Thanks,

Stuart

Dear Selectboard,

I hate to see money wasted and Norwich taxes go up for no reason and perhaps you do too. During Public comments at the May 11 Selectboard meeting I asked why Town Highway 88 (Old Bridge Road) aka "The Road to Nowhere" had been paved on the portion where there were no houses and the road dead ends. I also wanted to know what it cost and who was responsible for making the decision to pave a portion of a road that was not used by anyone, approximately +/- 500 feet. Phil Dechert, the Interim Town Manager was asked to get the answers.

At the May 25 Selectboard Meeting, I again asked the three questions: Whose decision was it to pave, how much did it cost and why was it paved given that no-one used this portion of the road? Since two weeks had elapsed since the questions were first asked I assumed that someone would be able to answer. I was wrong. Phil Dechert who said he didn't know where the road was said "he had heard that Town trucks used the +/- 500 feet to turn around." This answer makes no sense since the road makes a T at the point where it is discontinued and the left hand portion of the T which goes to a State boat launch affords an overabundance of room to turn trucks around. Dechert still didn't know nor did he take the trouble to find out how much the paving cost and who was responsible.

Out of curiosity I spoke to Stuart Close at Blaktop Paving and although he said I didn't have any standing as a Town official for him to respond specifically he could say the it would cost around \$10,000 to pave +/- 500 feet of road provided that additional base or sub base work was not needed. I guess Phil Dechert was "too busy" to pick up the phone to find out what should be in the Town's records.

I know that \$10,000, if that's what it is, is a very small part of Norwich's budget but I feel that answers as to why an unused road was paved should be forthcoming. I hate to think that I will need to file a freedom of information request to get the answers to my questions and that no one seems interested enough to answer these questions.

Stuart L. Richards

DRAFT Minutes of the Selectboard Meeting of Wednesday, May 25, 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 and Jonathan Bynum.

There were about 9 people in the audience.

Also participating: Kris Clement, Neil Fulton, Robert Johnson, Tom Kennedy, Stuart Richards, Doug Robinson, Fran Walz.

Cook opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). Layton wanted to include Selectboard discussion of Alternative Projects under item #3 b). The agenda with this inclusion was agreed to by consensus.

2. Public Comments.

1. Stuart Richards made remarks about his unsuccessful candidacy for Planning Commission at the prior meeting, and about the need for diverse viewpoints to be represented. Ashley responded.

2. Fran Walz gave a warning that the temporary wooden planks relating to the bridge work on Turnpike Road have a large exposed edge that might be hazardous to traffic.

3. Stuart Richards again asked why Town Road 88 (Old Bridge Road) was paved, who was responsible for the decision and what the cost was. Dechert replied.

4. Chief Doug Robinson reported a very active telephone scam from persons purporting to be from the IRS. He reminded all residents that the IRS will never contact you by telephone demanding money, and that such calls should be reported to the Norwich Police.

3. Interim Town Manager's Report (Discussion).

a. Illsley Road update—In reference to the snowmobile club's request to consider installing a culvert, Dechert reported that the State had already rejected the culvert plan. Discussions are ongoing with the other issues.

b. Alternative Projects—Route 132 Box Culvert Project—Dechert reported that the Town had been notified on 5/16/16 that VT Route 132, a Class 2 Town Road, was also a Federal Aid highway, and FEMA cannot fund Federal Aid highways, so this project was rejected for funding. Since the 3 projects were treated as a package, all 3 were therefore rejected. Dechert had asked whether the other 2 projects had been reviewed or not, but there was no response. Andy Hodgdon was in the process of putting together a proposal for a different bridge project on Turnpike Road as a possible alternative.

Cook expressed concern about the timeframe, and whether there would be time for the projects to be completed by November 1st given how slowly FEMA seems to move. Layton noted that the email from Mary Andes suggested that a vehicle purchase would likely be easier to get approved than a bridge project, which would require permitting. There was discussion of having a vehicle purchase, possibly a loader, be "Plan B" if necessary. Cook had asked the Secretary of State's Office whether the Warrant articles passed by the Town in March cover us in spite of the subsequent changes. She had been advised to consult the Town attorney. There was further discussion of this issue.

c. Solid Waste Fees—Dechert said that the increase in trash coupons to \$35 on July 1, 2016 should cover most of the increased recycling costs resulting from the new Casella contract. It was felt that since this increase was already incorporated into the budget for next year, no Selectboard action was necessary.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-26 for General Fund in the amount of \$39,668.09 and for DPW Bridge Fund in the amount of \$22,303.00 for the period from 5/12/16 to 5/25/16. **Motion passed.**

5. Interviews/Appointments—Committee to Identify Community Pool Options (Action Item). Richard Johnson was present and was interviewed. In Gered Dunne's absence, it was pointed out that he had recently been appointed to the Recreation Council. Flanders **moved** (2nd Ashley) to appoint Robert Johnson and Gered Dunne to the Committee to Identify Community Pool Options. **Motion passed.**

6. GUVSWD—Update from GUVSWD Representative & District Manager and Review of Charter (Discussion). Tom Kennedy (District Manager) and Neil Fulton (Norwich Representative) gave a history of GUVSWD and the two bonds used to pay for the bridge over Interstate 91. GUVSWD is in the process of selling off a portion of its property, and hopes to employ the proceeds in a favorable debt restructuring this summer. GUVSWD is exploring possible uses of the property that would generate revenue. One proposal, to construct a solar farm on the site, has been put on hold by the significant upgrade that would be needed to the local GMPC infrastructure. There was further discussion of the need for GUVSWD to make agendas and minutes available in a timely fashion and of Brion McMullen's status as alternate to the GUVSWD Board.

7. Town Manager Search Process—VLCT contract; salary range, job description and advertising (Discussion). Due to not having the VLCT contract in the packet, it was decided to put this item on the agenda for the next meeting.

8. Town Service Officer job description and policy (Discussion/Possible Action Item). Dechert had prepared a draft Town Service Officer proposal. There was discussion of the automatic extension provision, and whether a Selectboard member should be allowed to serve in the role. Flanders **moved** (2nd Goulet) to accept the Town Service Office job description and policy as presented in the document to the Selectboard from Phil Dechert, Interim Town Manager, dated 5-19-16. **Motion passed 4 to 1** (yes - Cook, Flanders, Goulet and Layton; no - Ashley).

9. Process for Additions to Agenda Items/Possible Rules of Conduct Policy Revision (Discussion/Possible Action Item). Flanders had distributed a revised version of the "Town of Norwich Selectboard--Rules of Conduct for Regular and Special Meetings." There was discussion of the process of adding items to the agenda subsequent to the prior Selectboard meeting, and of adding things to the Selectboard packet subsequent to its publication on the Friday before the Selectboard meeting. Flanders said that the proposal made clear that late packet material would be added to the *subsequent* packet for the public record, and was designed to make the role of the Administrative Assistant easier. Cook and Goulet felt that the existing policy was adequately clear. Ashley **withdrew** the motion on the table from the prior meeting (Flanders withdrew the 2nd). Afterwards, Ashley **moved** (2nd Flanders) to change the Rules of Conduct Policy by including draft language in section 4 of Flanders' document dated 5/25/16. **Motion failed 2 to 3** (yes – Ashley and Flanders; no - Cook, Goulet and Layton).

10. Correspondence (Discussion/Possible Action Item).

a) Correspondence from John Eller, dated 5-16-16. After discussion, the Zoning Administrator said he intended to issue a decision letter that could be appealed to the Development Review Board, if desired.

11. Selectboard

- a) Approval of the Minutes of the Special Selectboard Meetings of 5/4/16 and 5/19/16 and the Minutes of the Selectboard Meeting of 5/11/16 (Action Item). Flanders distributed some proposed changes to the minutes of 5/4/16, which he had previously sent to the Selectboard but which had not been included in the packet. After discussion, Flanders **moved** (2nd Ashley) to approve the minutes of the May 4, 2016 Selectboard meeting with inclusions in boldface noted in the email from Flanders and distributed at this meeting. **Motion passed 4 to 1** (yes - Ashley, Flanders, Goulet and Layton; no - Cook). Flanders **moved** (2nd Goulet) to approve the minutes of the May 11, 2016 and May 19, 2016 Selectboard meetings. **Motion passed.**
- b) Review of Next Agendas
 - i. Alternate Projects
 - ii. VLCT Town Manager Contract (contract, salary, advertising, job description) (Discussion/Possible Action Item)
 - iii. Interim TM Process (Executive Session May be Needed)
 - iv. Police Cruiser Proposal (Out for Bid Item)
- c) Interim Town Manager Hiring Process (Executive Session May be Required). Pursuant to Title 1 VSA §313(a)(3), Flanders **moved** (2nd Ashley) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager. **Motion passed.** The Selectboard entered into Executive Session at 8:56 pm.

At 10:27 pm, Flanders moved (2nd Ashley) 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 10:28 pm.

Approved by the Selectboard on_____.

By Jonathan Bynum

Linda Cook
Selectboard Chair

Next Regular Meeting – June 8, 2016 at 6:30 PM

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