

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, September 9, 2015 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 10 minutes
- 3) Town Manager's Report (Discussion) 10 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Committee on Town Communications (Discussion/Possible Action Item) 5 minutes
 - a) Application of Kris Clement
 - b) Need two more applicants; deadline passed
- 6) Vermont Technical College Presentation on Norwich Farms Plan by Christopher Dutton (Discussion) 10 minutes
- 7) Quality of Community Committee (Discussion/Possible Action Item) 10 minutes
 - a) Norwich Strategic Planning Input Report
- 8) Capital Facilities (Discussion Item/Possible Action Item) 20 minutes
 - a) Police and Fire – RFP for Architectural and Estimates of Probable Costs Services
- 9) FY17 Budget Guidance (Discussion/Possible Action Item) 10 minutes
- 10) FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item) 10 minutes
- 11) Norwich Representative to The White River Council on Aging (Bugbee Senior Center) (Discussion/Possible Action Item) 5 minutes
- 12) Correspondence (Discussion/Possible Action Item) 5 minutes
 - a) Email from Watt Alexander and Chris Katucki Re: Town Manager Contract
- 13) Selectboard
 - a) Town Manager Evaluation Process (Discussion/Possible Action Item) 10 minutes
 - b) Town Manager Contract (Discussion/Possible Action Item) 10 minutes
 - c) Approval of the Minutes of the 8/26/15 Selectboard Meeting (Action Item) 5 minutes
 - d) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes

Next Regular Meeting – September 23, 2015 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: NEIL FULTON
SUBJECT: AUGUST 2015 MONTHLY REPORT
DATE: SEPTEMBER 3, 2015

This is the Town Manager's Report for August 2015. Department specific monthly reports are attached.

General

- The Hazard Mitigation Plan has been approved by FEMA.
- groSolar has been chosen by the Greater Upper Valley Solid Waste Management District as the supplier for a 5 MW power purchase agreement solar project and a 500 KW net metered solar project in North Hartland.
- The Green Mountain Care Board has approved a 5.9% increase in Blue Cross/Blue Shield health insurance rates for 2016.

Projects

- Norwich Pool
 - The permit application and supporting documents have been submitted to ANR and ANR has identified the lead individuals for the permit application review.
- Safe Routes to School
 - The ROW section of AOT has requested some changes involving driveway easements. RSG is in the process of making the requested changes.
- Facilities
 - Beginning discussions with design/build firms to obtain budget estimates for improvements to the Public Works facilities.
 - Revising the draft RFP for obtaining prices for architectural/cost estimating services for improvements to police and fire facilities for review by the Selectboard.

Assessor

- The BCA heard and decided two appeals to the 2015 Grand List.
- The Assessor reviewed the 2015 sales study with the District Advisor of Property Valuation and Review. We expect the results of the study in December.
- Field inspections as part of the cyclical reappraisal process continued.

Finance Department

- Current year tax collections for August were \$8,531,651. This includes income sensitivity payments of \$1,087,401.

Monthly Town Manager's Report

Page 2 of 2

- Delinquent taxes at the end of August were \$114,440. This compares to \$105,956 at the same time last year.

Fire Department and Emergency Management

- Annual pump service tests were conducted for all pumping apparatus.
- The annual testing of dry hydrants is underway.

Planning and Zoning

- The Planning Commission did not meet in August.

Police Department

- Eight of the 136 calls for service were outside of the officer's normal work schedule.
- Anna Ingraham, a current police officer in Windsor, has been offered the position vacated by Officer Rataj who took a position as a Sargent in Windsor.

Public Works Department

- The first phase of the FY16 paving program was completed including cold planing and paving of a portion of Main Street.
- Budzyn Recycling picked up the following: 115 car tires, 26 light truck tires and 4 big truck tires.
- Interstate Refrigeration picked up the following: 5 refrigerators, 11 dehumidifiers and 9 air conditioners.
- Good Point Recycling picked up the following: 95 lbs. of non-covered electronic waste, and 2,518 lbs. of covered electronic waste.

Recreation

- The ever popular Circus Camp finished its final show on August 7.
- Almost forty campers signed up for the popular 'Challenger Soccer' Camp.
- Huntley Meadow was lined and striped for fall soccer.

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

Monthly Report – August 2015

- (1) The Office received the results of two appeals of 2015 Grand List values lodged by taxpayers with the Norwich Board of Civil Authority. The BCA reduced the Listers' assessed value in one case, and upheld it in the other.
- (2) The Assessor met with Nancy Merrill, the Town's District Advisor with Property Valuation & Review, on the 2015 sales study. This is a PV&R analysis of Norwich sales over a three-year period ending on 3/31/15. PV&R solicits the Town's help in ascertaining which sales may not have been reflective of fair market value. We expect to see the results of this study in December.
- (3) The Assessor's Office continued to collect data for the three-year cyclical inspection process. This process is designed to ensure quality and accurate data when valuing both residential and commercial property.

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

September 2, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for August

- Current year tax collections for August were \$8,531,651 which includes state payments for income sensitivity of \$ 1,087,401 with \$144,990 in outstanding or unpaid first installments.
- Delinquent tax collections for August were \$ 4,342.61 bringing delinquent taxes to \$ 114,440 for September 1, 2015. Last year at this time delinquent taxes were \$ 105,956. Interest collected was \$ 2,127 and penalty \$347.
- Time was spent in preparation of the audit which is scheduled for Sept. 9 & 10.



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: Neil Fulton, Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: August Monthly Report

Fire and FAST Department

Department members performed annual service testing on all apparatus and tested dry hydrants. We assisted DPW with culvert flushing. The fire alarm ordinance went into effect on August 10, 2015. We have notified alarm monitoring companies and posted information on our website.

Engine 1 ran poorly after the pump testing and the onboard diagnostics (OBD) computer indicated a bad fuel pump. It was

repaired by Freightliner of NH for about (\$5,200). Ladder 1 stalled and had to be towed to Sabil and Sons. The OBD computer indicated electrical problems. They found two bad batteries that were bulged from charging. The cost for this service (including a previous road service call) was about \$2,000.



Engine 1 testing a dry hydrant

Training

Fire and FAST Squad members attended a joint training session on vehicle extrication. This is to prepare for hands-on training with vehicles next month. Other fire training included Attic Fire tactics and procedures and equipment operation.

Incidents

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	0	7	5
Auto Fires	0	3	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	2	54	60
Vehicle Crashes	4	19	20
Hazardous Conditions no fire	3	18	11
Service Calls	2	11	13
Good Intent Calls	4	23	19
False Alarms	4	26	17
Other	0	0	0
Total	19	174	148

Emergency Management

The Federal Emergency Management Agency (FEMA) reviewed and approved our 2015 Local Hazard Mitigation Plan. This plan helps us prepare for future incidents and increases the amount of FEMA funding we are eligible for.

The postponed Emergency Management training session has been rescheduled for September 29, 2015.

TOWN OF NORWICH ZONING & PLANNING

September 2, 2015

August 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Planning Commission did not meet in August due to scheduling conflicts. The Commission will continue to work on an implementation plan for Route 5 South/River Road Planning Study and drafting Flood Hazard & River Corridor Regulations. Both of these projects are part of current update of zoning regulations.

2. DRB
 - A site visit and hearing for a replacement house on Kendall Station Road on the Connecticut River in the Flood Hazard District and the Shoreline Protection District was held on August 6. A Notice of Decision was issued on August 17, 2015 approving the project with conditions.

3. ZA – 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
 - Several meetings with consultants and Town Manager on preparation of application to ANR to replace Norwich Pool Dam.
 - Meeting with Vermont Planning Association representatives and several RPC Directors regarding H.367, a proposed bill to modify the adoption process for Town Plans.
 - Vacation - August 8 to September 1.

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

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

September 3, 2015

RE: August 2015 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of August 2015.

Norwich Officers responded to 136 incidents during the month of June, and of those calls eight (8) were outside the officers work schedule meaning officers responded eight (8) times to calls during off duty hours.

School is back in session and the police would like to remind drivers to be extra careful in and around school zones. Remember, Vermont is a "Hands Free" state which means you CAN NOT use any electronic device while driving. A cell phone must be securely mounted in the vehicle and not just thrown on the front seat or dash (SECURELY MOUNTED). ALL vehicles must stop when a school bus is displaying flashing lights and stop sign, if the lights are flashing it usually means that they are loading or unloading children. Please be careful and obey all traffic laws.

After an extensive background investigation the Norwich Police Department has offered the full time officers position left vacant by the departure of Officer Rataj, to Officer Anna Ingraham. Officer Ingraham comes fully certified by the Vermont Criminal Justice Training Council with more than three years of Vermont Law Enforcement Experience. Officer Ingraham is expected to start work for Norwich Police Department in mid September after a physical. Then after a few weeks of in-house training she will be patrolling the streets of Norwich.

Norwich Officers recovered a stolen vehicle out of Rutland and after an investigation arrested a 36 year old transient for the theft of the vehicle. Officer arrested a 41 year old Hartland man who was working in town, as a fugitive from justice for outstanding warrants out of New Hampshire. This same man was also charged with Shop Lifting in Norwich and was arraigned in Vermont Superior Court in White River Junction on those charges.

ACTIVITY

CALL TYPES	August 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	7	6
Vehicles Crashes	8	50	88
Intrusion Alarms	9	46	58
Frauds	3	23	32

- 1. Over Time Hours 53 hours
- 2. Sick Time Hours 6 hours
- 3. Vac/Hol/Per Time Hours 84 hours
- 4. Part Time Officer Hours 0 hours
- 5. Total #of calls responded to 136 calls
- 6. Training Hours 1 hours
- 7. Grant Funded Hours 15 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: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: August 29, 2015

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

Roadside Mowing:

- During August we continued with our regular roadside mowing.

Transfer Station:

- Budzyn Recycling picked up the following: 115 car tires
26 light truck tires
4 big truck tires
- Interstate Refrigeration picked up the following: 5 refrigerators
11 dehumidifiers
9 air conditioners
- Good Point Recycling picked up the following: 95 lbs. of non-covered electronic waste
2,518 lbs. of covered electronic waste

Paving Program:

- The first phase of the 2015/2016 paving program is close to completion. We are currently redoing the shoulders along these paving projects.

Crack Sealing:

- Nicom has scheduled our crack sealing for September.

Pending Projects:

- We will continue grading operations as needed.
- As time permits, we will work on culvert replacements and the related ditching.
- I continue to solicit salt prices in order to negotiate the best price for the coming winter season.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

August 2015 - Recreation Report

Recreation Program Update: Our Circus Camp finished up with another impressive final show on 8/7. Close to forty campers signed up for our August week of the popular 'Challenger Soccer' Camp. I continued to work on fall program details, meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedules. The latter half of the month was very busy with a number of our summer programs running through 8/20, while the fall ones required finalizing details. Fall Recreation programs were confirmed and set up for on-line registration. The fall brochure was completed and will go home with all the Marion Cross School students on their first day back, 9/2.

Facilities: Our wonderful Buildings & Grounds crew worked hard to prepare Huntley Meadow and the Green for fall soccer, putting lines down and setting up many sets of goals/nets for our seven Recreation teams. They also installed a fun new piece of playground equipment at Huntley Meadow. Arrangements were made with Hanover High School and Lightning Soccer, both of whom will be renting fields at Huntley Meadow.

Upcoming Event Planning:

Work was done planning our 31st Annual Labor Day Road Race, scheduled for Monday, September 7th. Sponsors and volunteers were confirmed and prizes needed for all the age categories were tallied and picked up. Further organizing, in cooperation with the police department will continue to ensure a successful day.

Meetings: I participated in our monthly Department Head, and Recreation Council meetings. I also held a Fall Soccer Coaches' Orientation and equipment distribution meeting on 8/31.

Miscellaneous: At Hank Tenney's retirement party on 8/30 (41 years! of service as the Hanover Parks & Recreation Director), I shared a few insights from the 22 years I have known him. We then presented him with a plaque from the Upper Valley Recreation Association to honor his accomplishments.

Respectfully submitted by,

Jill Kearney Niles – Norwich Recreation Director

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
AMPEISCH	08/31/15	A.M. PEISCH & COMPANY, LL FIN--AUDIT SERVICES 52900	01-5-200322.00 INDEPENDENT AUDIT	7000.00		
AQUATEC	08/14/15	AQUATEC BIOLOGICAL SCIENC REC--DAM CONSULTATION 7770	01-5-425347.00 FEMA-POOL GRANT	6462.25		
AQUATEC	08/14/15	AQUATEC BIOLOGICAL SCIENC REC--DAM CONSULTATION 7770	01-2-001160.00 ACCOUNTS PAY. YEAR END	5098.85		
BARTOL	08/18/15	CURT R BARTOL PHD PD--EVALUATION 8/18/15	01-5-500320.00 PROFESS SERVICE	15.00	2433	09/09/15
BB	07/24/15	BB CHAIN INC HWY--TRK #5 TIRE CHAINS BB51838	01-5-703403.00 PARTS & SUPPLIES	446.00	2434	09/09/15
BROCCO	08/22/15	COURTNEY BROCKETT B&G--MEDIAN GARDENING 655190	01-5-704301.00 FOLEY PARK & MEDIANS	140.00		
BSN	08/14/15	BSN SPORTS REC--ROLL-DRI UNIT 97124864	01-5-425211.00 EQUIPMENT	54.99		
CASELLA	08/01/15	CASELLA WASTE SERVICES SW--JUL 15 RECYCLING 0193958	01-5-705305.00 RECYCLING	2691.44		
CASELLA	08/01/15	CASELLA WASTE SERVICES SW--JUL 15 TRASH FEES 0193959	01-5-705303.00 MUNICIPAL SOLID WASTE	5096.37		
CHILDSUPP	08/31/15	OFFICE OF CHILD SUPPORT CHILD SUPP PPEND 8/29/15 PEND8-29-15	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	2431	09/02/15
COTT	08/27/15	COTT SYSTEMS INC TC--DIGITIZING RECORDS 105326	01-5-100610.00 OFFICE SUPPLIES	31.00		
CRICKET'S	07/16/15	CRICKET'S PAINT & AUTO PA B&G--STRIPER BATTERY 623402	01-5-704403.00 PARTS & SUPPLIES	25.49	2435	09/09/15
CRICKET'S	07/16/15	CRICKET'S PAINT & AUTO PA B&G--BATTERY RETURN 623403	01-5-704403.00 PARTS & SUPPLIES	-83.15	2435	09/09/15
CRICKET'S	07/22/15	CRICKET'S PAINT & AUTO PA HWY/B&G/SW--PLIERS SET X3 623965	01-5-703513.00 TOOLS	19.99	2435	09/09/15
CRICKET'S	07/22/15	CRICKET'S PAINT & AUTO PA HWY/B&G/SW--PLIERS SET X3 623965	01-5-704413.00 TOOLS	19.99	2435	09/09/15
CRICKET'S	07/22/15	CRICKET'S PAINT & AUTO PA HWY/B&G/SW--PLIERS SET X3 623965	01-5-705403.00 PARTS & SUPPLIES	19.99	2435	09/09/15
CRICKET'S	08/06/15	CRICKET'S PAINT & AUTO PA B&G--BIT REPLACEMENT 625332	01-5-704403.00 PARTS & SUPPLIES	12.52	2435	09/09/15
CRICKET'S	08/19/15	CRICKET'S PAINT & AUTO PA HWY--ANTI-FREEZE 626352	01-5-703403.00 PARTS & SUPPLIES	65.94	2435	09/09/15
CRICKET'S	08/26/15	CRICKET'S PAINT & AUTO PA HWY--GREASE GUN ENDS 626926	01-5-703403.00 PARTS & SUPPLIES	33.45	2435	09/09/15
D&W	07/08/15	DAN & WHIT'S GENERAL STOR TH--SUPPLIES 4440502	01-5-706113.00 REPAIRS & MAINTENANCE	8.08	2436	09/09/15
D&W	08/07/15	DAN & WHIT'S GENERAL STOR REC--CAMP FOOD 4476642	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	26.75	2436	09/09/15
D&W	08/10/15	DAN & WHIT'S GENERAL STOR FD--HARDWARE 4480341	01-5-555422.00 FIRE TOOLS & EQUIPMENT	1.90	2436	09/09/15
D&W	08/12/15	DAN & WHIT'S GENERAL STOR REC--COUNCIL MTG FOOD 4482602	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	14.17	2436	09/09/15
D&W	08/15/15	DAN & WHIT'S GENERAL STOR FD--FOOD 4485875	01-5-550301.00 SUPPLIES	32.12	2436	09/09/15
D&W	08/18/15	DAN & WHIT'S GENERAL STOR REC--SNACKS 4489021	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	21.07	2436	09/09/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
D&W	08/24/15	DAN & WHIT'S GENERAL STOR FD--HARDWARE 4496334	01-5-555528.00 FIRE TRK R & M	7.21	2436	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-005125.00 DENTAL INSURANCE	64.51	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-100125.00 DENTAL INSURANCE	129.02	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-200125.00 DENTAL INSURANCE	135.78	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-300125.00 DENTAL INSURANCE	42.77	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-350125.00 DENTAL INSURANCE	64.51	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-425125.00 DENTAL INSURANCE	34.27	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-500125.00 DELTA DENTAL	277.33	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-555126.00 DENTAL INSURANCE	34.27	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-704125.00 DENTAL INSURANCE	64.51	2437	09/09/15
DELTA DEN	08/25/15	DELTA DENTAL DELTA DENTAL SEP 2015 SEP 15	01-5-703125.00 DENTAL INSURANCE	311.60	2437	09/09/15
DIMMICK	07/23/15	DIMMICK WASTEWATER SERVIC SW--PORT-A-POT JUL 15 21496	01-5-705500.00 PURCHASED SERVICES	90.00	2438	09/09/15
DIMMICK	08/13/15	DIMMICK WASTEWATER SERVIC SW--PORT-A-POT AUG 15 21672	01-5-705500.00 PURCHASED SERVICES	90.00	2438	09/09/15
EMBLEM	08/25/15	EMBLEM ENTERPRISES, INC FD-PATCHES 624766	01-5-555633.00 UNIFORM	164.89	2439	09/09/15
EVANSMOTO	08/24/15	EVANS GROUP, INC. HWY--800.0 GALS DIESEL 567048	01-5-703405.00 PETROLEUM PRODUCTS	1379.11	-----	--/--/--
EYEMED	08/25/15	COMBINED INSURANCE CO OF VISION INSURANCE-SEPT2015 6488468	01-2-001126.00 VISION SERV PLAN-PAYROLL	158.80	2440	09/09/15
FERGUSON	08/18/15	FERGUSON WATERWORKS HWY--CULVERT 0387177	01-5-703209.00 CULVERTS & ROAD SUPPLIES	345.20	-----	--/--/--
FIRETECHS	08/16/15	FIRETECH SPRINKLER CORP TH--SPRINKLER INSPECTION 39058	01-5-706113.00 REPAIRS & MAINTENANCE	390.00	-----	--/--/--
FOGGS	08/05/15	FOGG'S HARDWARE AND BUILD HWY--BATTERIES 747848	01-5-703403.00 PARTS & SUPPLIES	11.98	2441	09/09/15
FOGGS	08/11/15	FOGG'S HARDWARE AND BUILD HWY--PAINTING SUPPLIES 748434	01-5-703403.00 PARTS & SUPPLIES	12.98	2441	09/09/15
FOGGS	08/11/15	FOGG'S HARDWARE AND BUILD PD--LOCK 748497	01-5-475430.00 REPAIRS & MAINT	29.99	2441	09/09/15
FOGGS	08/20/15	FOGG'S HARDWARE AND BUILD HWY--BATHROOM SUPPLIES 749383	01-5-703507.00 SUPPLIES	7.49	2441	09/09/15
FOGGS	08/21/15	FOGG'S HARDWARE AND BUILD HWY--HARDWARE 749520	01-5-703403.00 PARTS & SUPPLIES	50.99	2441	09/09/15
FOGGS	08/24/15	FOGG'S HARDWARE AND BUILD HWY--BOLTS, FLY PAPER 749653	01-5-703507.00 SUPPLIES	106.47	2441	09/09/15
FOGGS	08/25/15	FOGG'S HARDWARE AND BUILD FD--BOILER SUPPLIES 749813	01-5-550330.00 REPAIR & MAINTENANCE EXPN	114.69	2441	09/09/15

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FOGGS	FOGG'S HARDWARE AND BUILD	08/25/15	FD--RETURN CREDIT 749816	01-5-550330.00 REPAIR & MAINTENANCE EXPN	-17.99	2441	09/09/15
FOGGS	FOGG'S HARDWARE AND BUILD	08/25/15	FD--RETURN CREDIT 749833	01-5-550330.00 REPAIR & MAINTENANCE EXPN	-18.98	2441	09/09/15
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	08/20/15	FD--FIRE TRUCK REPAIR LR32115	01-5-555528.00 FIRE TRK R & M	5228.82	2442	09/09/15
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	08/20/15	HWY--TRK #10 REPAIR LR32121	01-5-703401.00 OUTSIDE REPAIRS	299.25	2442	09/09/15
GATEWAY	GATEWAY MOTORS INC	08/18/15	HWY--TRK #6 REPAIR 34236	01-5-703401.00 OUTSIDE REPAIRS	250.00	2443	09/09/15
GMPC	GREEN MOUNTAIN POWER CORP	08/18/15	HWY--STREETLIGHTS 05119AUG15	01-5-703307.00 STREETLIGHTS	43.69	2444	09/09/15
GMPC	GREEN MOUNTAIN POWER CORP	08/27/15	TOWER POWER JUL 15 350667AUG15	01-5-575233.00 TOWER POWER	59.48	2444	09/09/15
HANOVERTO	TOWN OF HANOVER	08/19/15	FD-AMBULANCE QUARTERLY 4250	01-5-555901.00 AMBULANCE CONTRACT	26765.50	2445	09/09/15
HARTFORD	TOWN OF HARTFORD	08/20/15	PD-BROADBAND JUL 2015 6810	01-5-500535.00 VIBRS	157.06	-----	---/--
JORDAN	JORDAN EQUIPMENT CO.	08/24/15	HWY--TRK#12 PLOW GUARD P12075	01-5-703403.00 PARTS & SUPPLIES	360.14	2446	09/09/15
NORSCHOOL	NORWICH SCHOOL DISTRICT	09/04/15	SCHOOL DISTRICT TAX 15-16 TAX	01-2-001123.00 SCHOOL DISTRICT TAX	1000000.00	2447	09/09/15
NORSOLAR	NORWICH SOLAR PROJECT I,	08/21/15	TH & HWY GARAGE-AUG 15 AUG 15	01-5-706101.00 ELECTRICITY	485.49	-----	---/--
NORSOLAR	NORWICH SOLAR PROJECT I,	08/21/15	TH & HWY GARAGE-AUG 15 AUG 15	01-5-703501.00 ELECTRICITY	39.98	-----	---/--
NOTT'SEXC	NOTT'S EXCAVATING, INC.	08/20/15	HWY--ROAD SWEEPING 3382	01-2-001160.00 ACCOUNTS PAY. YEAR END	1575.00	2448	09/09/15
PETESTIRE	PETE'S TIRE BARNS, INC	08/21/15	FD--TIRES 240947	01-5-555528.00 FIRE TRK R & M	1642.00	2449	09/09/15
PIKE	PIKE INDUSTRIES INC	08/14/15	HWY--20.57 TNS EROS STN 819847	01-5-703207.00 GRAVEL & STONE	215.99	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/14/15	HWY--52.93 TNS RAP 819850	01-5-703211.00 ASPHALT PRODUCTS	666.92	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/14/15	HWY--8.54 TNS CRSHD STN 819855	01-5-703207.00 GRAVEL & STONE	78.57	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/14/15	HWY--9.19 TNS RAP 819860	01-5-703211.00 ASPHALT PRODUCTS	115.79	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/18/15	HWY--36.05 TNS CRSHD STN 820246	01-5-703207.00 GRAVEL & STONE	331.65	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/18/15	HWY--23.51 TNS STN 820256	01-5-703207.00 GRAVEL & STONE	235.46	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/18/15	HWY--9.18 TNS CRSHD STN 820259	01-5-703207.00 GRAVEL & STONE	84.46	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/18/15	HWY--6.88 TNS EROS STN 820525	01-5-703207.00 GRAVEL & STONE	72.24	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/21/15	HWY--9.47 TN CRSHD STN 822196	01-5-703207.00 GRAVEL & STONE	87.12	-----	---/--
PIKE	PIKE INDUSTRIES INC	08/24/15	HWY--62.87 TNS RAP 822987	01-5-703211.00 ASPHALT PRODUCTS	792.16	-----	---/--

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PITNEYPST	08/28/15	PITNEY BOWES GADMIN--METER POSTAGE 8/28/15	01-5-275538.00 POSTAGE	1000.00	2450	09/09/15
RANDY	08/06/15	RANDY'S SUNOCO PD/HWY--VEHICLE WASHES 558	01-5-500742.00 CRUISER MAINT	22.00	2451	09/09/15
RANDY	08/06/15	RANDY'S SUNOCO PD/HWY--VEHICLE WASHES 558	01-5-703401.00 OUTSIDE REPAIRS	31.00	2451	09/09/15
SABIL	08/27/15	SABIL & SONS INC HWY--PAGER BATTERIES 25294	01-5-703507.00 SUPPLIES	9.90	2452	09/09/15
SABIL	08/24/15	SABIL & SONS INC FD--ENG#1 TOW & REPAIR 73334	01-5-555530.00 EQUIPMENT MAINTENANCE	2244.49	2452	09/09/15
SOLAFLECT	08/21/15	SOLAFLECT SOLAR PARK I, L PD,SW,PD,FD, TS-AUG 2015 AUG 2015	01-5-500542.00 SPEED SIGNS	132.58	-----	---/--
SOLAFLECT	08/21/15	SOLAFLECT SOLAR PARK I, L PD,SW,PD,FD, TS-AUG 2015 AUG 2015	01-5-706101.00 ELECTRICITY	82.86	-----	---/--
SOLAFLECT	08/21/15	SOLAFLECT SOLAR PARK I, L PD,SW,PD,FD, TS-AUG 2015 AUG 2015	01-5-705501.00 ELECTRICITY	127.06	-----	---/--
SOLAFLECT	08/21/15	SOLAFLECT SOLAR PARK I, L PD,SW,PD,FD, TS-AUG 2015 AUG 2015	01-5-475233.00 ELECTRICITY	328.66	-----	---/--
SOLAFLECT	08/21/15	SOLAFLECT SOLAR PARK I, L PD,SW,PD,FD, TS-AUG 2015 AUG 2015	01-5-550233.00 ELECTRICITY	176.97	-----	---/--
SOUTHWORT	08/13/15	SOUTHWORTH-MILTON, INC. HWY--GRADER STARTER REP SCINV084017	01-5-703401.00 OUTSIDE REPAIRS	2053.54	2453	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-005531.00 ADMIN TELEPHONE	8.61	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-100531.00 TELEPHONE	2.49	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-200531.00 TELEPHONE	2.14	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-275531.00 TELEPHONE	0.15	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-300531.00 TELEPHONE	7.05	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-350531.00 TELEPHONE	7.44	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-425127.00 TELEPHONE	2.74	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-500531.00 ADMIN TELEPHONE	13.42	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-550235.00 TELEPHONE & INTERNET	2.93	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-705505.00 TELEPHONE	0.17	2454	09/09/15
SOVERNET	08/15/15	SOVERNET, INC. JUL-AUG 15 LONG DISTANCE 3541011	01-5-703505.00 TELEPHONE	16.16	2454	09/09/15
STAPLELNK	08/08/15	STAPLES BUSINESS ADVANTAG TC/PD--SUPPLIES 8035471267	01-5-100610.00 OFFICE SUPPLIES	39.81	2455	09/09/15
STAPLELNK	08/08/15	STAPLES BUSINESS ADVANTAG TC/PD--SUPPLIES 8035471267	01-5-500610.00 OFFICE SUPPLIES	7.69	2455	09/09/15
STAPLELNK	08/22/15	STAPLES BUSINESS ADVANTAG FIN/PL--SUPPLIES 8035649801	01-5-200610.00 OFFICE SUPPLIES	36.70	2455	09/09/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
STAPLELNK	08/22/15	STAPLES BUSINESS ADVANTAG FIN/PL--SUPPLIES 8035649801	01-5-350610.00 OFFICE SUPPLIES	24.22	2455	09/09/15
STAPLES.	08/19/15	STAPLES CREDIT PLAN FD--SUPPLIES 2335304001	01-5-555630.00 OFFICE SUPPLIES	68.64	2456	09/09/15
STAPLES.	08/31/15	STAPLES CREDIT PLAN GADMIN--COPY PAPER 2833959001	01-5-275610.00 OFFICE SUPPLIES	13.98	2456	09/09/15
TDS LEASE	08/17/15	TDS LEASING INC PD--COOLER RENT 01052162	01-5-500610.00 OFFICE SUPPLIES	30.00	-----	--/--/--
TOTALTREE	08/18/15	TOTALLY TREES DPW--TREE REMOVAL 8/18/2015	01-5-703309.00 TREE CUTTING & REMOVAL	2160.00	-----	--/--/--
TOTALTREE	08/25/15	TOTALLY TREES DPW--TREE REMOVAL 8/25/15	01-5-703309.00 TREE CUTTING & REMOVAL	990.00	-----	--/--/--
TOWLE	07/06/15	TOWLE EXCAVATING INC HWY--150 CY GRAVEL 1946	01-5-703207.00 GRAVEL & STONE	2277.00	2457	09/09/15
TOWLE	07/07/15	TOWLE EXCAVATING INC HWY--150 CY GRAVEL 1947	01-5-703207.00 GRAVEL & STONE	2277.00	2457	09/09/15
TOWLE	07/08/15	TOWLE EXCAVATING INC HWY--150 CY GRAVEL 1948	01-5-703207.00 GRAVEL & STONE	2277.00	2457	09/09/15
TOWLE	07/17/15	TOWLE EXCAVATING INC HWY--120 CY GRAVEL 1950	01-5-703207.00 GRAVEL & STONE	2225.00	2457	09/09/15
TOWLE	07/23/15	TOWLE EXCAVATING INC HWY--120 CY GRAVEL 1956	01-5-703207.00 GRAVEL & STONE	1998.00	2457	09/09/15
TOWLE	07/29/15	TOWLE EXCAVATING INC HWY--120 CY GRAVEL 1961	01-5-703207.00 GRAVEL & STONE	1998.00	2457	09/09/15
UVTRAILS	09/01/15	UPPER VALLEY TRAILS ALLIA FY16 APPROPRIATION 9/1/15	01-5-800382.00 U.V. TRAILS ALLIANCE	1980.00	2458	09/09/15
VALLEYNEW	08/13/15	VALLEY NEWS FIN--CLASSIFIED 594346	01-5-200540.00 ADVERTISING	86.00	2459	09/09/15
VEMRSDC	08/29/15	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND8-29-15	01-2-001112.00 VMERS DEF CONTRB PAY	430.73	2432	09/02/15
VEMRSDC	08/29/15	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND8-29-15	01-5-005126.00 VT RETIREMENT	236.99	2432	09/02/15
VEMRSDC	08/29/15	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND8-29-15	01-5-555125.00 VT RETIREMENT	120.71	2432	09/02/15
VEMRSDC	08/29/15	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND8-29-15	01-5-200126.00 VT RETIREMENT	52.38	2432	09/02/15
VEMRSDC	08/29/15	VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND8-29-15	01-5-300126.00 VT RETIREMENT	31.42	2432	09/02/15
VERIZWIRE	08/04/15	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9750112819	01-5-005532.00 T MNGR CELL PHONE	56.26	-----	--/--/--
VERIZWIRE	08/04/15	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9750112819	01-5-703505.00 TELEPHONE	56.26	-----	--/--/--
VERIZWIRE	08/04/15	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9750112819	01-5-550235.00 TELEPHONE & INTERNET	66.28	-----	--/--/--
VERIZWIRE	08/04/15	VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9750112819	01-5-500531.00 ADMIN TELEPHONE	56.26	-----	--/--/--
VT-UST	08/12/15	STATE OF VERMONT EMNGMT--UST ASSESSMENT 8/12/15	01-5-575600.00 EMERG MAN ADMIN	50.00	2460	09/09/15
VT-UST	08/12/15	STATE OF VERMONT HWY--UST ASSESSMENT 8/12/15 #2	01-5-703405.00 PETROLEUM PRODUCTS	50.00	2460	09/09/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VTFORESTS	08/28/15	STATE OF VERMONT REC-ANR PERMIT FEE	01-5-425347.00	350.00	2418	08/28/15
		ANR PERMIT	FEMA-POOL GRANT			
VTTREASUR	09/02/15	VERMONT STATE TREASURER 5-8/15 ANIMAL LICENSES	01-2-001121.00	196.00	2461	09/09/15
		5-8/15 ANIMA	VT ANIMAL RETURN			
WAVECOMM	06/04/14	WAVECOMM PAGING DPW--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-66382	ADMINISTRATION			
WAVECOMM	08/04/14	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-68819	ADMINISTRATION			
WAVECOMM	11/04/14	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-70785	ADMINISTRATION			
WAVECOMM	11/04/14	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	118.50	2462	09/09/15
		1973-71589	ADMINISTRATION			
WAVECOMM	12/04/14	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	63.65	2462	09/09/15
		1973-72385	ADMINISTRATION			
WAVECOMM	02/04/15	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-73968	ADMINISTRATION			
WAVECOMM	04/04/15	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-75565	ADMINISTRATION			
WAVECOMM	05/04/15	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	118.50	2462	09/09/15
		1973-76389	ADMINISTRATION			
WAVECOMM	06/04/15	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-77200	ADMINISTRATION			
WAVECOMM	08/04/15	WAVECOMM PAGING HWY--PAGING SERVICE	01-5-703515.00	23.70	2462	09/09/15
		1973-78775	ADMINISTRATION			
WEMASON	08/17/15	W.B. MASON CO., INC. SW--INK CARTRIDGES	01-5-705515.00	68.68	-----	--/--/--
		I27748647	ADMINISTRATION			
ZEE	08/24/15	ZEE MEDICAL, INC. HWY--MEDICAL SUPPLIES	01-5-703515.00	246.00	-----	--/--/--
		0113668298	ADMINISTRATION			
ZOLL	08/13/15	ZOLL MEDICAL CORP. FD/TH--AED SUPPLIES	01-5-555424.00	245.02	2463	09/09/15
		2276551	EMS TOOLS/ EQUIP			
ZOLL	08/13/15	ZOLL MEDICAL CORP. FD/TH--AED SUPPLIES	01-5-706109.00	169.00	2463	09/09/15
		2276551	BUILDING SUPPLIES			

09/04/15

Town of Norwich Accounts Payable

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01:00 pm

Check Warrant Report # 16-7 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 08/27/15 To 09/09/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				1098877.24		

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 \$ *1,098,877.24
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Neil Fulton

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

All Invoices For Check Acct 01(General) 08/27/15 To 09/09/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COTT	08/27/15	TC--DIGITIZING RECORDS 105326	45-5-100341.00 RESTORATION EXPENSE	3964.00	-----	--/--/--
Report Total				3964.00	=====	

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 \$ *****3,964.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:

Neil Fulton

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:

Luis Clement

Address:

80 Waterman Hill, Norwich

Day phone:

649-2117

Evening phone:

Same

E-mail:

lclement6@gmail.com

Position Applied For:

Committee on Town Communications

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

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

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

Norwich Historical Society

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

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

Comments:

Signature



Date

8.19.15

Norwich Strategic Planning Input

Name of Organization – **Quality of Community Committee**

Committee Members – Stephen Flanders, Linda Cook, Lee Michaelides, Craig Layne, Laura Duncan, Susan Brink, Jeff Goodrich

Committee Charge - The role of the Committee is to make recommendations to the Selectboard regarding strategic planning options for an integrated system of recreational trails and bike lanes, Connecticut River frontage, open space and the conservation of natural and scenic resources.

Quality of community is much broader than the categories outlined here. The committee charge and this document reflects a potential framework for developing plans to implement only some aspects and components of the holistic quality of life in Norwich. We recommend future work be done to study the plans needed to incorporate other issues we identified and that are identified in the Town Plan and in other documents pertaining to our region and micropolitan area such as sustainability, housing, and social connectivity. These and other issues also impact the quality of life in Norwich, our community, and our region and should be examined.

Strategic Steps:

Situation assessment – Describe the status quo or future circumstance of concern for these community resources that merits planning for a more desirable outcome.

Goals – Describe a desired end state for these community resources that might be achieved through implementation of a strategic plan, **without worrying about how to achieve them** (emphasis added).

Follow-up – The selectboard may elect to pursue some of the following goals and assign the next steps to this or an appropriate committee requesting that they complete a SWOT (strengths, weaknesses, opportunities, threats) Analysis, Action Plan, and Protocol for Implementation.

Community Resources Considered:

Trails

Situation assessment:

- Norwich has an active volunteer trails organization that can maintain its current, unconnected trail system and make modest improvements to that system.
- Trail connectivity exists to some extent in the undeveloped areas of town and relatively undeveloped in the downtown.
- Norwich's trails have limited signage, requiring users to become familiar with them through trial and error.
- Norwich's trail system includes Class 4 roads, purpose-built trails for hikers, bikers and skiers, other forms of transportation and informal trails across private property.
- Norwich has a very limited set of trails that are designed to accommodate mountain bikes, cross-country skiers, other forms of recreation and sustainable transportation.
- The Town Plan¹ makes note of Norwich's trails and Class 4 roads, in addition to other recreational and transportation considerations relative to sustainable objectives.

Goals:

- A connected system of well-signed, all-season recreational trails and bicycle routes and paths throughout the town.
- A legal framework for all trails in town.
- An educational program about how to treat private and public property with respect.

Bicycle Routes

Situation assessment:

- Norwich's Town Plan¹ suggests that "Safe and convenient pedestrian and bicycle paths connecting Norwich village, Hanover, playing fields and recreation areas, and outlying population centers would provide for alternative modes of transportation." A stated goal is to "Provide and maintain an efficient and safe network of roads, sidewalks, bikeways and trails that incorporate rural aesthetics and encourage alternative modes of travel."

Goals:

- Enhance the safety of cyclists in the downtown area.
- Consider traffic-calming options.
- Identify and publicize bicycling routes to, from, and within the village.

Water Access

Situation assessment:

- Norwich has access to the Connecticut River at the state's Ompompanoosuc boat landing, River Road, Foley Park and various undeveloped points along the railroad.
- The Norwich pool was destroyed by Tropical Storm Irene and may be undergoing a permitting process for restoration.

Goals:

- Identify and develop an additional small boat launch on the Connecticut River close to the village.

Recreational Hubs

Situation assessment:

- The town has an active Recreation Council.
- The town pool site is an historic recreational asset.
- Outdoor playing fields exist at Huntley Meadow, Marion Cross School, Barrett Memorial Playground, and the Dresden complex. The Huntley Meadow complex and other recreational facilities fall within the new fluvial impact area under consideration with the State and Regional Planning Commission, which may result in the relocation or inhibit further development of these facilities.
- Indoor recreational facilities exist at Tracy Hall and Marion Cross School.
- There may be private property available to further recreational needs.

Goals:

- Explore options for public swimming, recreation, and other community needs.
- Assure that Huntley Meadows can be used safely during stormy weather.
- Explore the potential of open space areas in the village.
- Respect private and public property as part of the continuing education of town residents and visitors.

Forest Natural Heritage and Conservation

Situation assessment:

- Norwich has contiguous core forest areas in parts of town that radiate eastward from Sharon along the ridges between the main roads heading out of the village.
- Norwich has isolated forested areas in other parts of town, especially in the Connecticut River valley.
- Norwich's larger forested areas still support many of the fauna characterizing fully functional forest ecosystems in our region (e.g. bear, moose, bobcat, gray fox, coyote, fisher).
- Norwich's forested areas support some forms of passive and active recreation, some wildlife, and forestry on working landscapes that may benefit rural character.
- Norwich's Town Plan¹ reports, "The main threat to wildlife habitat is [forest] fragmentation.... In order to maintain habitat for animals that have large home ranges, such as bear, bobcat, fisher, and moose, and other animals that are sensitive to human disturbance... larger blocks of forest or grassland, or wetland habitat need to be conserved."
- Norwich has a conservation trust fund comprised of private donations to assist in conservation efforts.
- The Open Space Priorities Informal Plan² was "...prepared to guide the Conservation Commission and Norwich Special Places in protecting Norwich's significant open spaces in the belief that a rational open space system is fundamental to maintaining and enhancing the character of the town as it grows.... This informal plan complements the town plan and intends to accommodate plans for affordable housing and other growth. The Norwich Open Space Committee hopes town boards and committees will find this plan a catalyst to develop a more comprehensive open space plan with additional strategies for land protection, while guiding growth."

Goals:

- Create broad awareness and appreciation of the town's natural areas.
- Achieve connectivity among the town's core forests and isolated forests, as well as with those of neighboring towns in the context of local and regional sustainability.
- Share the Open Space Priorities Informal Plan with relevant Town boards and committees.
- Consider protecting and conserving natural assets in the context of local and regional sustainability.

¹ <http://norwich.vt.us/wp-content/uploads/2012/06/TownPlan2011.pdf>
<http://norwich.vt.us/wp-content/uploads/2012/06/TownPlanMaps2011.pdf>

² <http://norwich.vt.us/wp-content/uploads/2012/06/OPENSPLAN1.pdf>
<http://norwich.vt.us/wp-content/uploads/2012/06/OPENSPLAN2.pdf>

Request for Proposals (RFP)
Architectural and Estimates of Probable Costs Services
Fire and Police Facilities
Town of Norwich, Vermont

1. PURPOSE

- 1.1 The Town of Norwich (Town) is seeking proposals to provide architectural, engineering and estimates of probable costs services for upgrading the Fire Station and replacing the Police Station on the existing site.
- 1.2 The two buildings are:
 - 1.2.1 Fire Station located at 11 Firehouse Lane
 - 1.2.2 Police Station located at 10 Hazen Street
- 1.3 The program for the fire and police facilities is attached.
- 1.4 A 2004 survey of the site is attached.

2. SCHEMATIC DESIGN AND DEVELOPMENT OF ESTIMATES OF PROBABLE COSTS

- 2.1 At the completion of this project there should be a schematic site plan, floor plans and elevations with sufficient detail to accurately estimate probable costs of the facilities for the purpose of bonding the proposed improvements. The estimates of probable cost shall include the following, as a minimum, itemized where practical:
 - 2.2 Elements in support of the combined facilities**, including a police station and administrative offices for the fire department consistent with the attached program and upgrades to the existing fire station including:
 - 2.2.1 Owners costs
 - 2.2.2 Site preparation and landscaping
 - 2.2.3 Removing the existing police station and foundations
 - 2.2.4 Remove the existing septic for the fire and police stations.
 - 2.2.5 Remove two oil tanks
 - 2.2.6 Relocate emergency generator and underground propane tank
 - 2.2.7 Relocate the existing police storage shed
 - 2.2.8 Install fire sprinklers in the existing fire station and new police station.
 - 2.2.9 Fire Alarm system with control panel and dialer
 - 2.2.10 Replace the boiler for the fire station or incorporate in the heating system for the new police and fire administrative building
 - 2.2.11 Repave driveway and apron from Fire Station to Main Street
 - 2.2.12 New septic system
 - 2.2.13 Storm Drainage system
 - 2.2.14 Estimate of annual operation and maintenance costs of new and remodeled facilities

2.3 **Baseline energy option**, a building, including required upgrades to the Fire Station that meets the minimum requirements of the 2015 Vermont Commercial Building Energy Standards and common best practices including the following:

2.3.1 Propane heating including the fire station

2.3.2 Central air conditioning for the administrative building

2.3.3 High efficiency fluorescent lighting

2.3.4 Bituminous concrete (asphalt) paving with parking space striping and without curbs or wheel stops

2.3.5 Thirty-five foot radio tower attached to side of building with capacity for three 20' antennas mounted at top

2.3.6 Fire department floor drains to oil/water separator and 10,000 gallon pump out tank

2.3.7 Exterior security lighting

2.3.8 Alarm and security system

2.4 **Net-zero energy option**, a building, including required upgrades to the Fire Station, that meets the minimum requirements of the 2015 Vermont Commercial Building Energy Standards, common best practices and the new building net-zero ready including the items in the *baseline energy option*—providing capital and life-cycle cost differentials—with the following upgrades:

2.4.1 Air exchange heat pumps in place of propane heating

2.4.2 LED lighting in place of high efficiency fluorescent lighting

2.5 **Options list:** Provide itemized costs – *including capital and life-cycle cost differentials for energy conservation items* – of the following.

2.5.1 *Functionality:* Allowance for new furniture for new building

2.5.2 *Functionality:* Concrete walks to entrance doors in place of asphalt.

2.5.3 *Functionality:* Granite curbs

2.5.4 *Functionality:* Traffic control system that meets the requirements of the MUTCD at fire department entrance to Main Street

2.5.5 *Functionality:* Fire apparatus tank fill in fire station

2.5.6 *Energy conservation:* LED lighting in place of high efficiency fluorescent lighting

2.5.7 *Energy conservation:* Insulating the walls of the fire station to meet the minimum requirements of the 2015 Vermont Commercial Building Energy Standards

2.5.8 *Energy conservation:* Replacing fire station windows with double-pane windows to meet the minimum requirements of the 2015 Vermont Commercial Building Energy Standards

2.5.9 *Energy conservation:* Replace fire station overhead doors with insulated doors

2.5.10 *Security:* Key card entrance control system with the ability to be programmed for controlling access to the police and fire portions of the building and other secure areas

2.5.11 *Security:* Exterior security cameras

2.5.12 *Security*: Interior security cameras in interview rooms and lobby

2.6 It is anticipated that the following meetings will be necessary:

2.6.1 A least three meetings with the Town Manager and the Police and Fire Chiefs.

2.6.2 At least three meetings with the Selectboard.

2.6.3 At least one public forum

3. CODES AND STANDARDS

3.1 At a minimum the following codes, standards or regulations shall be used during these studies:

3.1.1 Applicable OSHA Regulations.

3.1.2 Vermont Fire & Building Safety Code.

3.1.3 2015 Vermont Commercial Building Energy Standards

3.1.4 NFPA 101.

3.1.5 NFPA 1.

3.1.6 Vermont Agency of Natural Resources Rules.

4. INSURANCE REQUIREMENTS

4.1 All contractors and subcontractors are required to maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

- a) General Liability \$1,000,000 per occurrence
- b) Property Damage \$1,000,000 per occurrence
- c) Personal Injury \$1,000,000 per occurrence
- d) Automotive Liability \$500,000 per occurrence
- e) Worker's Compensation (Statutory Requirement)

5. PRE-PROPOSAL MEETING

A mandatory pre-proposal conference will be held on _____ at 1000 hours at the Norwich Town Hall located at 300 Main Street, Norwich, VT. The conference is intended to clarify the proposal requirements and provide an opportunity for questions and answers. If necessary, an addendum to this Request for Proposals will issued following the pre-proposal conference. All questions related to this Request for Proposals and addenda, if needed, shall be in writing and addressed to the Town Manager.

6. PROPOSALS

6.1 All proposals shall include the following:

6.1.1 Project cost.

6.1.2 Additional costs if additional meetings or public forums are needed.

6.1.3 Project schedule.

- 6.1.4 Examples of similar projects.
- 6.1.5 Contact names and telephone numbers of previous clients.
- 6.1.6 Name and resume of Project Manager.
- 6.1.7 Resumes of all key personnel.
- 6.1.8 Familiarity with the referenced codes, standards or regulations and national standards for similar facilities.
- 6.2 The Town of Norwich has the right to reject any or all proposals if doing so is in the best interest of the Town.
- 6.3 All questions on this RFP should be directed to the Town Manager Neil Fulton at:
 - 6.3.1 Email: nfulton@norwich.vt.us.
 - 6.3.2 Phone 802-649-1419 X102.
- 6.4 Interested firms shall submit an original, 8 copies and an electronic version on a CD of their proposal no later than 1500 hours on _____ to:

Neil R. Fulton
Town Manager
Town of Norwich
300 Main Street
Post Office Box 376
Norwich, VT 05055

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

1. Complete strategic plan process.
2. Adopt a capital facility development plan.
3. Periodically meet with boards and commissions.
4. Meet with the School Board as appropriate.
5. Review updated personnel policies.
6. Review Selectboard policies.
7. Complete process for adopting a town code.
8. Review Town Manager evaluation process.

August 24, 2015

To the Norwich Selectboard:

Chris Katucki and I have spent some time these past couple weeks trying to get our arms around our current Town Manager's employment status. The issue is more complicated than we had understood, but we hope this memo can help clarify matters.

We have used as our starting point, the proposed contract submitted by Neil Fulton dated 7/8/15. While our analysis departs from his on several points, we recognize we may have missed some of the documents which would support his position and look forward to having an opportunity to see those gaps filled.

Current Contract Terms:

First of all, contrary to Valley News coverage, prior discussions of this matter at the Selectboard, on the listserv -- including my own posts -- it appears there is indeed what amounts to a written contract between the Town and Neil Fulton.

The contract is comprised of at least three specific documents which we've posted to the web for everyone's convenience:

1) Item 5 of the 9/19/11 Selectboard Minutes:

<http://dailyuv.net/navelobserver/2011/09/19/nrfinterimtm/>

2) Item 8 of the 4/11/12 Selectboard Minutes:

<http://dailyuv.net/navelobserver/2012/04/11/fultonappointment/>

3) Pete Webster's 9/18/08 Contract:

<http://dailyuv.net/navelobserver/2008/09/18/webster-town-manager-employment-agreement-18-september-2008/>

On September 19, 2011, the SB appointed Neil as interim TM with:

1) **"the same compensation and benefits as provided to the previous town manager"** — meaning SB appointed interim TM to be covered by same contract used for Pete Webster;

2) plus, **"5 weeks of vacation per year"**

3) plus, **"the same health insurance cost to be a cash benefit based on a two person plan and to provide a health savings account the same as other employees."**

From our reading, this means the SB effectively 1) amended Pete Webster's 9/18/08 contract to include 2) an extra week of vacation, and 3) a cash payment in lieu of health benefits.

Subsequently, on April 11, 2012, the SB removed Neil's interim status, appointing him Town Manager with the following additional changes to what had been approved on 9/19/11:

4) ***"to appoint Neil Fulton as Town Manager, effective immediately and at will,"*** (emphasis added)

5) plus, ***"the same compensation and benefits now provided as Interim Town Manager with a salary increase from \$77,250 to \$95,000 effective July 1, 2012"***

In sum, the SB offered, and Neil accepted, an amended version of Pete Webster's 2008 contract which included three specific bumps in compensation — more vacation, cash in lieu of health benefits, and a 23% raise in salary from Pete Webster's pay level. However, as quoted, the SB also effectively amended Webster's 2008 contract by specifying Neil's appointment "at will" rather than for a specific term.

These changes were properly noted in SB motions, duly voted upon, and recorded in SB minutes. They are legally binding on the Town and, at this point, on Neil as well so we believe they amount to a legal contract between the parties.

As stated, we haven't found any other relevant sections of SB minutes that would suggest additional terms agreed to by the SB since that time, but we may have overlooked something and certainly invite input to that end.

Possible Additional Contract Terms:

Neil Fulton's 7/8/15 proposed contract includes a number of additional changes from Pete Webster's contract which may, or may not, be supported by official acts of the SB.

Neil stated, at the last SB meeting, that his proposed contract reflected what he understands to be his current employment status with the Town. We were unable to find substantiation for some of the terms proposed in his draft, but want to caution that our review wasn't exhaustive and should be undertaken by town counsel before proceeding much further.

Obviously, any differences in opinion between the SB and TM on the specific terms of his employment need to be resolved to the mutual satisfaction of both parties.

We have highlighted significant differences between Pete Webster's contract and the contract language proposed by Neil Fulton in his July 8, 2015 draft for the SB here:

<http://dailyuv.net/navelobserver/wp-content/uploads/sites/21/2015/08/TM-Proposed-K-7-8-15.pdf>

Specifically, we note significant differences in sections 3, 6(a), 8, 10, 12(a), 16 and 19. We've summarized the documentary support for any changes we were able to track, but have included bullet pointed questions below for provisions which we were unable to substantiate.

Section 3 concerns "Performance and Salary"

The language Neil proposes here appears to reflect a decision to extend the BUC grade and step salary plan to the Town Manager position. We recall this debate, including annual merit increases, but didn't find the specific passage in our quick review of SB minutes.

- Did the Town also agree to make the annual step increase mandatory regardless of job evaluation as reflected in the final sentence of Section 3?

Section 6(a) concerns "Vacation"

The increase to five weeks from Webster's four weeks is documented in the 9/19/11 SB minutes.

- Did the Town also agree to pay any accrued vacation as a lump sum at the end of the Town Manager's employment?
- Doesn't this provision also allow Town Manager to receive accrued vacation as a cash payment even if it is Town Manager's choice to terminate the agreement?

Section 8 concerns "Automobile"

All but the final sentence tracks the language of Webster's 2008 contract.

- Did the Town also agree to annual adjustments of the \$3,600 vehicle allowance?

Section 10 concerns "Health and Other Insurance"

The cash payment in lieu of health benefits was agreed to in the 9/19/11 SB minutes. Reference to the BUC is beyond our review and presumably related to the grade and step decision noted in Section 3 above.

Section 12 concerns "Removal"

Neil's draft rewrites 12(a) to include the language "*only for cause as provided for in 24 V.S.A. §1233.*" We believe this is an erroneous legal interpretation of the Town's legal authority to remove him and a vital point for clarification by Town counsel.

We also highlighted 12(b) which includes a "golden handshake" requiring a payment equivalent to six months' compensation in the event of removal pursuant to Section 12. This language is also present in Webster's contract and so, in our view, already approved by the SB at the 9/19/11 SB meeting. We highlight here simply to remind SB members of its presence.

Section 16 concerns "Business Expense"

- Did the Town also agree to provide a smartphone on the terms included in the second half of this section?

Section 19 concerns "Indemnification"

- Did the Town also agree to an expansion of liability coverage from indemnification against judgment to defense against claims as added here?
- Is this consistent with the Town's own liability coverage or could this be an added cost to taxpayers?

As may be gathered, there appear to be a number of potential discrepancies regarding the applicable terms of employment now in place, some quite significant. Based on our review, we feel even more convinced this is a matter the SB must take up with counsel before any further contract discussion occurs with Fulton.

Executive Session:

We believe there are at least six specific questions SB should submit to counsel as part of that consultation and would welcome the opportunity to present those questions in Executive Session as we feel public disclosure would likely be prejudicial to the Town's interests in this matter.

Sincerely,

Watt Alexander and Chris Katucki

Performance Expectations and Review

Norwich Town Manager: Neil Fulton

Review Period: 1 October 2014 – 30 September 2015

Element	Supporting Goals (May include specific major initiatives. May include deadlines.)	Technical Ability	Communication Customer Care	Total Score
A. <i>Develops Budget</i>	<ol style="list-style-type: none"> 1. Assists Selectboard in development of budgetary guidelines. 2. The proposed budget meets guidelines as set by September 15. 3. Budgetary briefing provides clear justifications and options. 4. Assists SB in developing final budget for Town Meeting approval. 			
B. <i>Manages Expenditures and Income</i>	<ol style="list-style-type: none"> 1. Controls expenditures against budget. 2. Adapts to emergencies within the budget. 3. Applies appropriate controls to town financial obligations, consistent with SB financial policies. 4. Collects delinquent taxes. 			
C. <i>Manages Town Departments</i>	<ol style="list-style-type: none"> 1. Plans and approves departmental programs within budget. 2. Assures that departmental programs meet town expectations. 3. Assures that the town's fixed assets are maintained to expectations. 4. Assures that the town's capital assets are maintained to expectations. 			
D. <i>Manages Personnel Policies</i>	<ol style="list-style-type: none"> 1. Conducts documented interim and annual performance reviews of department heads. 2. Reviews and approves annual performance reviews, performed by department heads. 3. Promotes and supports policies that encourage staff development. 4. Assures compliance with personnel policies, EEO laws and other statutory requirements. 			

Performance Expectations and Review

Element	Supporting Goals (May include specific major initiatives. May include deadlines.)	Technical Ability	Communication Customer Care	Total Score
E. <i>Assists the Selectboard</i>	<ol style="list-style-type: none"> 1. Supports the Selectboard in policy development. 2. Effectively conveys SB policy to departments and departmental concerns to SB. 3. Effectively implements policies and decisions. 4. Assists the SB in developing a strategic plan. 5. Assists the SB in the development of a capital plan and budget. 6. Assists the SB other strategic initiatives. 7. Effectively assists SB decision-making and problem solving. 			
<i>Totals</i>	(Total five elements; divide "Total Score" column by two—should equal sum of others.)			
Score:	(Divide totals by five— Combined score is in "Total Score" column.)			

Performance Expectations and Review

Comments :
Commendations:
Recommendations:

Performance Expectations and Review

Discussion:	Initial:	Mid-Term:	Final:
Dates:	N/A	N/A	

Selectboard	Signatures	Concurrence
Linda Cook, Chair:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mary Layton, Vice-Chair:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Christopher Ashley:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stephen Flanders:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dan Goulet:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Neil Fulton, Town Manager:	Signature acknowledges receipt only.	
Position Description Requires Update:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Performance Expectations and Review

Scoring Level of Performance: “Meets” is based on the level at which a similarly compensated, manager of average competency would perform.

Term:	Excels¹	Exceeds¹	Meets²	Needs Improvement³	Fails⁴
Score:	5	4	3	2	1
A. <i>Develops Budget</i>	Proposes budget that is likely to improve town finances over several years, efficiently using capital planning and operating assets.	Proposes budget that is likely to improve town finances over the next fiscal year, efficiently using capital planning and operating assets.	Proposes budget that anticipates the town’s needs and that is likely to meet budgetary guidelines and maintain the UFB ⁵ and Capital Reserve Funds at target levels.	Proposes budget that fails to incorporate the resources for planned operations and projects and is likely to diminish the town’s finances in a few areas.	Proposes budget that contains mistakes, omissions, and incorrect calculations that are likely to substantially diminish the town’s finances.
B. <i>Manages Expenditures and Income</i>	Acquisition of grants or skillful management of capital assets substantially reduces tax burden or increases service level over several years.	Acquisition of grants or skillful management of capital assets substantially reduces tax burden or increases service level over fiscal year.	Adjusts spending among accounts and considers income and other factors to allow for the smooth operation of the town. Maintains the UFB and Capital Reserve Funds at target levels.	Actions require moderate reduction of the UFB and Capital Reserve Funds from target levels.	Actions require serious reduction of the UFB and Capital Reserve Funds from target levels.

¹ Requires explanation in **Commendations**.

² To the degree, which a similarly compensated manager of average competency would be able to do so.

³ Requires explanation in **Recommendations**.

⁴ Requires explanation in **Recommendations**. Basis for immediate performance improvement program.

⁵ Undesignated Fund Balance.

Performance Expectations and Review

Term:	Excels¹	Exceeds¹	Meets²	Needs Improvement³	Fails⁴
Score:	5	4	3	2	1
C. <i>Manages Town Departments</i>	Establishes enduring processes for planning and executing the roles of the town departments in a manner that far exceeds public expectations.	Establishes improved processes for planning and executing the roles of the town departments.	Planning and execution of the roles of the town departments is consistent with town expectations.	Planning and execution of the roles of the town departments overlooks foreseeable events.	Planning and execution of the roles of the town departments overlooks obvious and serious contingencies.
D. <i>Manages Personnel Policies</i>	Establishes enduring processes for staffing and developing the town departments in a manner that serves the public in an exemplary fashion.	Contract negotiations, staffing and staff development improves the effectiveness of the town departments over the year.	Contract negotiations, staffing and staff development are consistent with expectations.	Elements of contract negotiations, staffing and staff development overlook foreseeable events.	Elements of contract negotiations, staffing and staff development overlook obvious and serious unforeseen events.
E. <i>Assists the Selectboard</i>	Proposes strategies, policies and other initiatives that are likely to substantially improve the town's government services within budgetary constraints for several years.	Proposes strategies, policies and other initiatives that are likely to improve the town's government services within budgetary constraints over the fiscal year.	Proposes strategies, policies and other initiatives that are consistent with expectations. Provides timely and complete information on SB agenda items, including analysis on various options.	Requested information provided to the Selectboard omits some readily available, pertinent data.	Requested information provided to the Selectboard omits or misrepresents readily available, important data.

Performance Expectations and Review

Standards: Reflect how a similarly compensated, manager of average competency would perform.

Standard	Knowledge, Skill or Ability from Job Description
<p>Technical Ability: Addresses how well the TM conducts the basic duties of the position.</p>	<ul style="list-style-type: none"> 4.1. Thorough knowledge of municipal management and community problems and potential solutions. 4.2. Thorough knowledge of municipal, state and federal programs and decision-making processes. 4.3. Thorough knowledge of financial administration and the design of financial accounting and reporting system. 4.4. Thorough knowledge of the theory and practice of public personnel administration. 4.5. Thorough understanding of administrative organization, design, and evaluation. 4.6. Thorough knowledge of computers programs and systems, including word-processing, spreadsheets, databases, networks and email. 4.7. Knowledge and skill in municipal processes and techniques. 4.8. Knowledge of collective bargaining procedures and practices. 4.9. Knowledge of road, drainage and bridge maintenance programs. 4.19. Ability to organize and use time effectively, and handle several significant responsibilities simultaneously. 4.21. Knowledge of municipal management practices.
<p>Communication: Addresses how well the TM promotes teamwork and documents decisions.</p> <p>Customer Care: Addresses the needs of all those whom the TM's position affects.</p>	<ul style="list-style-type: none"> 4.10. Commitment to town's purposes and objectives, as determined by the voters and its boards and commissions. 4.11. Ability to communicate effectively orally and in writing with the Board, town officers and employees, the media and the public. 4.12. Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff. 4.13. Ability to resolve conflict. 4.14. Ability to be creative and analytical. 4.15. Ability to direct, supervise and evaluate staff. 4.16. Ability to react quickly to changing situations that may be physically taxing. 4.17. Possession of public relations skills and publication knowledge. 4.18. Ability to motivate selectboard, other town boards and commissions, community groups, legislators, etc. 4.20. Ability to listen to and accept criticism.

DRAFT Minutes of the Selectboard Meeting of Wednesday, August 26, 2015 at 6:30 PM

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

There were about 20 people in the audience.

Also participating: Watt Alexander, Paul Bozuwa, Kris Clement, Dottie Cloud, Martha Drake, Paula Harris, Andy Hodgdon, Steve Leinoff, Suzanne Lupien, Creigh Moffatt, Doug Robinson

Cook opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). There was a discussion of moving Ashley's email dated 8/19/15 to the Selectboard re sidewalks from #12 Correspondence to #11 FY 16 Selectboard Goals. This agenda change was agreed by consensus.

2. Public Comments. Watt Alexander spoke about an email he and Christopher Katucki had sent to the Selectboard re a potential Town Manager contract. This was to be on the next agenda. Suzanne Lupien spoke about some maintenance issues with the Waterman and New Boston Cemeteries, which Fulton said should be passed on to the Cemetery Commission.

3. Town Manager's Report (Discussion).

a. Town Manager said that the Permit Application for the Town Pool Dam was filed on August 24th. Temperature recordings of the stream have been taken in July and August and the information included in the application. The fish ladder was not included in the permit application because both ANR and our consultant felt that the benefits would be minimal.

b. The GUVSWD Board of Supervisors will meet about a proposed 5 MW photovoltaic array at the North Hartland site. The project could be completed by December 31, 2016 and has the potential to reduce our debt service payments to GUVSWD by about half depending on the interconnects costs.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Flanders **moved** (2nd Goulet) to approve Check Warrant Report #16-6 for General Fund in the amount of \$45,174.65 for the period from 8/20/15 to 8/26/15. **Motion Passed.**

5. Senior Action Council (Discussion/Possible Action Item). Paula Harris, Dottie Cloud and Martha Drake spoke on behalf of the Senior Action Council, which was established in the 1960s. In recent years, the Council has primarily been providing assistance with the Meals on Wheels program. The three current members have decided to retire and are working with the Bugbee Senior Center to continue the Meals on Wheels program. The Council has decided to donate its remaining money to the Bugbee Senior Center and the Vermont Sunshine Society. The Selectboard endorsed this decision and on behalf of the Town thanked these three volunteers for the many years of outstanding service they have provided to the community.

6. Interview/Appoint Richard Stucker to the Development Review Board. In Richard Stucker's absence, Fulton explained that Stucker has been an alternate on the Development Review Board for the past year and that he was applying for an open regular member position. Ashley **moved** (2nd Flanders) to appoint Richard L. Stucker as a regular member of the Development Review Board with a term expiring in 2017. **Motion passed.**

7. Right-of-way easement from Kendall Station Road to 102 Kendall Station Road (Action Item). Paul Bozuwa, landowner at 102 Kendall Station Road, spoke about his request to relocate a right-of-way provided in March 2015 by the Town to Sybil Smith and the Estate of Richard C. Hatch. The driveway to Bozuwa's property would be moved to the northwest corner of the lot so that it is away from the river and would provide a better approach to the property. Fulton indicated that the easement in the prior quitclaim deed would be extinguished. Cook noted with approval that the proposed quitclaim deed between the Town and landowner maintains the Town's right to make improvements to Kendall Station Road. Flanders **moved** (2nd Ashley) to authorize the Town Manager to sign a quitclaim deed to relocate a right-of-way easement of certain property near Kendall Station Road to 102 Kendall Station Road owned by P. Paul Bozuwa and Colleen Barr as stated in the deeds. **Motion passed.**

8. Police Department Body Cameras (Discussion Item). Doug Robinson, Chief of Police, spoke about wanting to use part of a \$5,000 grant the Police Department has received to purchase three chest-mounted cameras in the amount of \$3,635. The Vermont Legislature is working on legislation regarding body cameras. After discussion, the Board had concerns about privacy and data storage issues, and would like to wait until legislation is in place before purchasing body cameras for the Department.

9. Capital Facilities (Discussion Item/Possible Action Item)

- a) Public Works – RFI for Budgetary Estimate. There was extensive discussion of the documents presented to the Selectboard by Fulton, including size of new construction, the proposed non-potable well, underground storage tank, insulation, condensation, exhaust and sprinkler systems, and roof. Ashley **moved** (2nd Flanders) that the Town Manager give the document "Outline Specification for Public Works Buildings Budgetary Estimate, Town of Norwich, Vermont" to Spates, Trumbull-Nelson and All Seasons and possible other companies. After discussion, Goulet **moved** (2nd Flanders) to amend Ashley's motion to request that the Town Manager obtain budgetary estimates on: the 70' x 100' new building described in the draft outline specifications, a 40' x 100' new building with a layout similar to the building described in the draft outline specifications, the costs to replace the roof and correct the structural deficiencies in the existing building and the costs to add a 40' x 100' addition to the existing building. **Motion to amend passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook). Ashley's **motion passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).
- b) Police and Fire – RFP for Architectural and Estimates of Probable Costs Services. Goulet spoke about inspecting the new Town Hall and Police Station in Royalton currently under construction. There was discussion of having architects price out individual items to allow the Selectboard to pick and choose what goes into the building. Voters were interested in a net zero building. Flanders **moved** (2nd Ashley) to ask the Town Manager to revise the RFP for further review by the Selectboard to include estimates of costs for the following: a building that meets the Vermont Commercial Building Energy Standards and meets common best practices, a building that is net zero ready and meets common best practices, and the costs of security and site improvement options. **Motion Passed.**

10. FY17 Budget Guidance (Discussion/Possible Action Item). Flanders suggested a provision for replacement and recruitment of department heads. Goulet felt this was not needed. Fulton said that labor is 44% of the budget, and that he did not anticipate significant increases in materials costs. Flanders **moved** (2nd Ashley) that the Town Manager develop a budget that supports the current level of services. **Motion failed 2-3** (yes—Ashley, Flanders; no—Cook, Goulet, Layton). It was decided to put this on the agenda for the Selectboard meeting of 9/9/15.

11. FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item), Discussed:
- a) Ashley would like to discuss sidewalks including finances, maintenance, and relationship with the Prudential Committee.
 - b) Update personnel policy.
 - c) Strategic Planning including Quality of Community.
 - d) Selectboard policies indexed.

It was agreed to bring a broader list to the next meeting for further discussion.

12. Correspondence (Discussion/Possible Action Item) 5 minutes
- a) Email from Cheryl Lindberg on July 8, 2015 re: draft minutes of the 6-24-15 Selectboard Meeting on discussion details of the Finance and Budget Advisory Committees.
 - b) Emails from Linda Kozlowski on July 9, 2015 and Sue Greenwood on July 8, 2015 re: Milton Frye Nature Area Center on Invasive Plant Control
 - c) Email from D. Rodman Thomas on July 1, 2015 re Turnpike Road Speed limits
 - d) Email from Christopher Dutton on August 17, 2015 re Vermont Tech future presentation to Selectboard
 - e) Email from Christopher Ashley on August 19, 2015 re Sidewalks
 - f) Letter from the Citizens for Property Rights re GIS mapping

Creigh Moffatt spoke about Turnpike Road Speed limits. She said that Turnpike Road has had many problems with speeding, ruts, and the narrowing of the road to accommodate improved ditching. Cook and Ashley suggested a speed study. **Flanders moved** (2nd Goulet) to receive emails from Cheryl Lindberg re draft minutes of the 6-24-15 Selectboard meeting; Linda Kozlowski and Sue Greenwood re Milton Frye Nature Area Center on Invasive Plant Control; D. Rodman Thomas re Turnpike Road Speed limits; Christopher Dutton re Vermont Tech future presentation to Selectboard; Christopher Ashley re Sidewalks; and Letter from the Citizens for Property Rights re GIS mapping. **Motion passed.**

13. Selectboard
- a) Town Manager Evaluation Process (Discussion/Possible Action Item). Chipper explained his email concerning the TM evaluation that was adopted by the Selectboard in May of 2011. Cook would like to change how the TM is evaluated, and would like to discuss the other evaluations obtained from the VLCT given in a prior packet. Flanders felt it was too late in the process to change how the Board would evaluate the TM as the time for evaluations runs through September. Layton liked the current criteria. Flanders **moved** (2nd Ashley) for the Selectboard to complete the May 11, 2011 evaluation materials and incorporate both the department expectations and review by department heads. **Motion passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).
 - b) Town Manager Contract (Discussion/Possible Action Item). Given the late hour, it was decided that the Town Manager Contract be discussed at the next meeting on 9/9/15.
 - c) Approval of the Minutes of the 7/8/15 Selectboard Meeting and the Minutes of the 7/29/15 Special Selectboard Meeting (Action Item). Ashley **moved** (2nd Goulet) to approve the minutes of the July 8, 2015 Selectboard meeting and July 29, 2015 Special Selectboard Meeting. **Motion passed.**
 - d) Review of Next Agendas (Discussion/Possible Action Item)
 - i. Town Manager Contract
 - ii. FY16 Selectboard Goals and Calendar
 - iii. Vermont Tech presentation request by Christopher Dutton
 - iv. Budget Guidelines

- v. Pool Application
- vi. Evaluation Draft

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 10:04 pm.

Approved by the Selectboard on_____.

Jonathan Bynum

Linda Cook
Selectboard Chair

Next Regular Meeting – September 9, 2015 at 6:30 PM

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