

**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 14, 2016 at 6:30 PM**

(Times Are Approximate)

- 1) Continuation of Public Hearing on Changing the Boundaries of the Fire District by Removal of the Property Located at 74 Four Wheel Drive from the Norwich Fire District (Open and Close Public Hearing) 5 minutes
- 2) Approval of Agenda (Action Item) 2 minutes
- 3) Public Comments (Discussion) 10 minutes
  - a) American Legion update on new monument
- 4) Town Manager Search (Discussion/Action Item) 45 minutes
  - a) Interview Potential Committee Members and Appoint Committee

John Carroll	Anne Goodrich
Elizabeth McKinstry	Bonnie Munday
John Langhus	Ann Shriver Sargent
Michael Goodrich	Stephen Leinoff
  - b) Interview Questions (Executive Session may be needed)
  - c) Review Process (Abby Friedman, VLCT)
- 5) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 6) Interim Town Manager's Report (Discussion) 10 minutes
- 7) Public Safety Building (Discussion/Action Items) 45 minutes
  - a) Bonding and estimated costs
  - b) Public Hearing Schedule
  - c) Overview
- 8) FY18 Budget Guidelines from Selectboard Members (Discussion) 10 minutes
- 9) Traffic calming measures (Discussion/Possible Action Item) 15 minutes
- 10) Treasurer's Quarterly Investments Report (Discussion/Possible Action Item) 10 minutes
  - a) Discussion of new account
- 11) Selectboard Liaison to Committees (Discussion/Possible Action Item) 5 minutes
- 12) Norwich Representative to VLCT Town Fair (Discussion/Action Item) 5 minutes
- 13) Correspondence (Discussion) 5 minutes
  - a) Email from Claudette Brochu re: Budget talks
  - b) Letter from Upper Valley Land Trust re: Norwich Farmland Conservation – Statutory Notice
  - c) Email from Jim Gold re: Question to Selectboard about Pool Committee
- 14) Selectboard
  - a) Approval of the Minutes of the 7/11/16 and 8/24/16 Selectboard Meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
- 15) Potential Executive Session

**Next Regular Meeting – September 28, 2016 at 6:30 PM**

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

#1

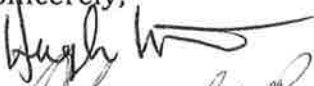

74 Four Wheel Drive  
Norwich, VT 05055  
September 9, 2016

Exhibit 4  
Hugh and Cheryl Rostad

To: Dave Ormiston  
Interim Town Manager

Per our telephone conversation, we have decided not to pursue our issues with the Fire District at the previously scheduled September 14<sup>th</sup> meeting. We will contact you when we are able to take them up in the future.

Sincerely,

  
  
Hugh & Cheryl Rostad

**Manager Assistant**

**From:** John Carroll <johncarroll.43@gmail.com> on behalf of John Carroll <jc@ompom.us>  
**Sent:** Saturday, September 03, 2016 8:13 AM  
**To:** Manager Assistant  
**Subject:** John Carroll application to serve on Advisory Town Manager Search Committee

***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: ***John Carroll***

Address: ***345 Campbell Flat Road, Norwich (P.O. Box 305)***

Day phone: ***649-1988***

Evening phone: ***649-1988***

E-mail: ***jc@ompom.us***

Position Applied For: ***Advisory Town Manager Search Committee***

1. If you are re-applying for the same board/commission, how many terms/years have you already served? ***Not applicable***
2. Would you be available for evening and/or morning meetings? Evening: ***Yes.*** Morning: ***Yes.***  
Are there other restrictions on your availability? ***No.*** If so, please describe:
3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

***Broad experience in the public sector, including policy and governance at the local and state levels. Also, broad experience in the private sector in senior leadership and management positions, including screening, interviewing, selecting, and coaching managers.***

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:
4. ***Currently: Development Review Board, Town of Norwich.***

***Formerly: Norwich School Board; Dresden School Board (Chair); Vermont State Senate (Senate Majority Leader, Chair of Appropriations, member, Co-Chair, Chair of numerous State committees).***

**5. Education and Current Employment**

Name of Company: ***Retired***

6. Pertinent Education and/or Experience: ***As described in response to questions 3 and 4, above.***
7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? ***No***

Signature *s/ John Carroll*

Date *3 September 2016*

*Please note that this application is considered a public document*

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

Name: Anne Goodrich

Address: 259 Beaver Meadow Road, Norwich, VT 05055

Day phone: (603) 448-2200

Evening phone: (802) 649-2624

E-mail: anne.goodrich@pathwaysconsult.com

Position Applied For: Town manager Search Committee

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

Terms:

Years:

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

Evening: (Yes ☒ No ☐ Morning: (Yes ☒ No ☐

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

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

As a co-owner of a local business that includes municipal clients and many municipal staff interactions, I am very familiar with the needs of operating a business, the general needs of municipal staff, and hiring personnel (e.g., from job/personnel searches through interviews, hiring, and staff management).

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:

I am currently working on the Norwich Pool Site Committee. I also work with the Friends of Norwich Public Library and serve as an ex-officio member of the Library's Board of Trustees.

5. Education and Current Employment

Name of Company: Pathways Consulting, LLC      Location: Lebanon, New Hampshire

Title: Co-owner

Describe your work: Although co-owning a local business means I must be flexible to address daily needs, my focus and strengths relate to human resources, marketing, and client relations. I am also currently serving as the Program Manager for Upper Valley Strong, which is a Community Organization Active in Disaster (COAD).

6. Pertinent Education and/or Experience:

My college degree was in the teaching field, with a minor in special education, both of which I have found are very useful in the realm of human relations and interaction across a broad spectrum of circumstances. I believe that my education and personality have been well suited to understand the needs of individuals and organizations to create positive, successful working environments.

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

Comments:

Norwich is a dynamic Town with highly educated people, many of whom are actively engaged in our community in a variety of ways. The Town Manager is a critical role in the function of our Town for staff and budget management, listening to and addressing the needs and concerns of citizens, and interacting with a multi-member Selectboard that will change as the voters desire. I believe that I can lend assistance with selecting a Town Manager candidate who cares about Norwich from every day citizens to members of the Selectboard, who is willing to listen and engage others in a collegial and thoughtful fashion, and who will actively engage the talents of others to address the many unforeseen situations that will face our Town and community.

Signature

*Anne M. Goodrich*

Date    August 31, 2016

#49

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: **Elizabeth J. McKinstry**

Address: **504 Chapel Hill Road**

Day & Evening phone: **802-649-0232**

E-mail: [mckinstryelizabeth@gmail.com](mailto:mckinstryelizabeth@gmail.com)

Position Applied For: **Town Manager Search Committee**

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

2. Would you be available for evening and/or morning meetings?  
Evening: **(Yes No)** Morning: **(Yes No)**.  
Are there other restrictions on your availability? If so, please describe: **None Currently**

3. Please list any experiences; skills and/or qualifications, which you feel, would especially suit you for this appointment: **Ability to understand the process and listen to all discerning opinions.**

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones: **NONE**

5. Education and Current Employment: **Retired**  
**BSN Nursing**  
**MA Psychology & Counseling**

Describe your work: **Retired employee of both DHMC & Dartmouth College. Over twenty-five years experience in nursing, clinical research and palliative care**

6. Pertinent Education and/or Experience:  
**Served on numerous committees and panels related to recruitment, quality improvement and research protocols.**

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: As a recent transplant to Norwich (6 years) I feel I have acquired a perceptive of the town's culture and priorities. I would like to contribute my time, experience and energy in meeting some of the town's current challenges/projects.

Signature

Date: 9/7/2016

#4a

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

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

Name: Bonnie Munday

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

Day phone: 802-649-1419 x103 Evening phone: 649-3255

E-mail: bonnie.munday@gmail.com

Position Applied For: Town Manager Search Committee

1. If you are re-applying for the same board/commission, how many terms/years have you already served? no

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:

M-F 8:30 - 4:30 & Holidays.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment. Town Clerk, Asst. Town Clerk 24 yrs combined. I am acquainted with many people in this town some for many years. I have also lived in Norwich from 1979 to 1982. Came back in 1986 & lived here since. I truly care about this town and now we work on a day to day basis.
4. Please including service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Cemetery Commission - current

(over)



5. Education and Current Employment

Name of Company: Town Norwich

Location: Norwich

Title: Town Clerk

Describe your work: Land Records, Vital Records, Elections, Dog Licensing, Liquor Licensing . . .

6. Pertinent Education and/or Experience: I feel that after living here as long as I have I have an interest in trying to move forward & hopefully help find someone who may someday also share this interest. Someone who will work well & respect people the way they would like to be respected.
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: No.

Comments:

Signature Bernie J Munday

Date 9/7/14

#4a

## Manager Assistant

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**From:** John Langhus <johnlanghus@gmail.com>  
**Sent:** Tuesday, September 06, 2016 8:14 PM  
**To:** Manager Assistant  
**Subject:** Re: Advisory Town Manager Search Committee Application

Thank you for your email. Unfortunately, I am gone from the 11th-15th for a conference. I am sorry that I cannot attend the interviews.

John Langhus  
(802) 369-4415 (cell)

On Tue, Sep 6, 2016 at 2:55 PM, Manager Assistant <[manager-assistant@norwich.vt.us](mailto:manager-assistant@norwich.vt.us)> wrote:

John,

We have received your application to the Advisory Town Manager Search Committee.

At the Selectboard's regular meeting on September 14, 2016 at 6:30 pm, they would like to interview potential members and appoint the Committee. Therefore, if you still have an interest in becoming a member, you should attend. Please let us know if you have a prior commitment. They will try to have the interview near the beginning of the meeting.

Thank you for your interest in being on the Committee.

**Pam Mullen, for the**

Assistant to the Town Manager

Town of Norwich

[\(802\) 649-1419 ext. 101](tel:(802)649-1419)

P.O. Box 376

Norwich, VT 05055

*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: John L Langhus

Address: 517 Union Village Rd., Norwich, VT 05055

Day phone: 802-369-4415

Evening phone:

E-mail: johnlanghus@gmail.com

Position Applied For: Town <sup>Manager</sup> Search Committee

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

Terms:

Years:

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

Evening: (Yes ☒ No ☐ Morning: (Yes ☒ No ☐

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

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

I am a local resident. I am also a local business owner, owning Morano Gelato in Hanover. I also work for Norwich Technologies, a Norwich small Business.

I am an attorney by training with significant Board/oversight experience.

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

5. Education and Current Employment

Name of Company: Norwich Technologies

Location: WRJ, VT

Title: Vice President and General Counsel

Describe your work:

I lead development and legal for a rapidly growing solar energy technology developer and installer.

6. Pertinent Education and/or Experience:

CV available on request

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

Comments:

Signature

*John 234*

Date

*8/25/10*

4a

**Town of Norwich**  
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(802) 649-1419 Ext. 101 or 102

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

Name: Ann Shriver Sargent

Address: 397 Campbell Flat

Day phone: 802-779-4763

Evening phone: 802-649-3127

E-mail: asargentdesign@gmail.com

Position Applied For: Town Manager Search

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.

Previous board work and particularly board work with the Calvin Collidge Presidential

Presidential Foundation

General business skills as an owner/employer for 30 years

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 finance committee member

5. Education and Current Employment

Name of Company: Sargent Design Company & Location: Norwich

Title: President

Describe your work:

Sargent Design delivers full service interior and architectural design services to the residents

6. Pertinent Education and/or Experience:

BA Boston University, Ex Ed Tuck School of Business Program

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

Comments:

Signature

ann shriver satgent

Date

Sept 8 2016

4u

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

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

Name: MICHAEL GOODRICH

Address: 474 MAIN ST.

Day phone: 802-649-5540

Evening phone: SAME

E-mail: michael.p.goodrich@comcast.net

Position Applied For: TOWN MANAGER SEARCH COMMITTEE

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

Terms: 0

Years: 0

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

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

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

NO

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

LIFE LONG NORWICH RESIDENT, BUSINESS OWNER

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

JUSTICE OF THE PEACE - NOT CURRENT

(over)

5. Education and Current Employment

Name of Company: MICHAEL GODTRICH CUSTOM BUILDER LLC Location: 474 MAIN ST.

Title: OWNER

Describe your work:

I BUILD NEW HOUSES AND I REMODEL OTHERS.

6. Pertinent Education and/or Experience:

BA UVM.

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: NO.

Comments:

Signature

Michael Godtrich

Date

9/8/16



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

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

Name: Stephen Leinoff

Address: Norwich Fire Department PO Box 376 Norwich VT 05055

Day phone: 802.649.1133 x3

Evening phone: 802.295.2241

E-mail: sleinoff@norwich.vt.us

Position Applied For: Town Manager Search Committee

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

Terms: n/a

Years:

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

Evening: (Yes ☒ No ☐ Morning: (Yes ☒ No ☐

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

I have recurring appointments on Monday nights. Limited availability on

Thursday nights over the next few months

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

I have served as a Department Head in Norwich for over eight years.

I have worked for municipalities for nearly 40 years with over 30 years as an

upper level manager.

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:

Hartford Municipal Safety Committee not current member.

5. Education and Current Employment

Name of Company: Town of Norwich

Location: Norwich VT

Title: Fire Chief

Describe your work:

Department head supervising about 25 paid on call firefighter/ EMTs

6. Pertinent Education and/or Experience:

Certified as Executive Fire Officer by the National Fire Academy

Bachelor of Arts Degree

Numerous fire service, management, and risk management classes.

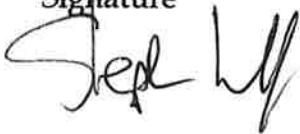
7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes ☐ No) ☒ No). If yes, please explain:

Comments:

I would like to serve as the Department Head representative on this committee.

Thank you for considering my application.

Signature



Date

August 31, 2016

## **TOWN MANAGER SEARCH COMMITTEE**

### **Town Volunteers Needed**

The Selectboard is seeking one Department Head, one business owner in Norwich and five residents to serve on an advisory Town Manager Search Committee.

Anyone interested in serving on this Committee is encouraged to fill out a Town of Norwich application available online at <http://norwich.vt.us/wp-content/uploads/2012/06/NorwichApplicationForm2.pdf> or at the Town Manager's Office and submit it via:

- Email: [Selectboard@norwich.vt.us](mailto:Selectboard@norwich.vt.us),
- U.S. mail: Town of Norwich, Selectboard, P.O. Box 376, Norwich, VT 05055
- Fax: 802-649-0123 or
- drop it off at the Town Manager's Office.

Applications are due by 4 pm September 8, 2016. The Selectboard will conduct interviews and make appointments at its September 14<sup>th</sup> Selectboard meeting.

### **Charge for the Advisory Town Manager Search Committee**

The advisory Town Manager Search Committee is charged with assisting the Selectboard's search for a new Town Manager. The Committee will:

- Review all applications for Town Manager received by the Vermont League of Cities and Towns.
- Recommend 8 - 10 candidates (with 2 – 3 alternates) for first round interviews.
- Help conduct first round interviews.
- Recommend 3 – 6 candidates to the Selectboard for 2<sup>nd</sup> round interviews.
- Be available to attend Committee meetings and candidate interviews.
- Maintain confidentiality throughout the process.
- Meet with Selectboard for discussion as appropriate.

Committee members will be appointed by the Selectboard at its meeting on September 14, 2016. The Committee is a public body under 1 V.S.A. Section 310. Meetings and interviews will be conducted in Executive Session to consider the appointment of a public employee per 1 V.S.A. Section 313(a)(3).

Approved by the Selectboard August 24, 2016.

09/09/16

Town of Norwich Accounts Payable

#5

Page 1 of 4

09:52 am

Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	06/24/16	HWY--PART RETURN 084617618101	01-5-703403.00 PARTS & SUPPLIES	-42.11	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	07/01/16	HWY--TRK#6 BLADES, ADDTIV 084618308077	01-5-703403.00 PARTS & SUPPLIES	52.15	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	07/09/16	HWY--STOCK GAUGES, TAPE 084619108453	01-5-703403.00 PARTS & SUPPLIES	164.52	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	07/12/16	HWY--SCALER PARTS 084619408629	01-5-703403.00 PARTS & SUPPLIES	109.97	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	07/27/16	HWY--55 GALS 15W40 084620909229	01-5-703405.00 PETROLEUM PRODUCTS	489.00	-----	--/--/--
AT&T	AT&T MOBILITY	08/23/16	FD-DPW-CELL PHONES AUG-JUL 16	01-5-550235.00 TELEPHONE & INTERNET	30.92	3696	09/14/16
AT&T	AT&T MOBILITY	08/23/16	FD-DPW-CELL PHONES AUG-JUL 16	01-5-703505.00 TELEPHONE	52.64	3696	09/14/16
BROWN	CHARLIE BROWN'S	08/24/16	B&G--BUSHING, HEADS 37344	01-5-704403.00 PARTS & SUPPLIES	76.46	3698	09/14/16
BROWN	CHARLIE BROWN'S	08/26/16	HWY--SHARPENING 37371	01-5-703401.00 OUTSIDE REPAIRS	9.00	3698	09/14/16
BSN	BSN SPORTS	08/17/16	REC--WHISTLES, MED SUPPS 98145742	01-5-425206.00 COACHING MATERIALS	167.05	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	09/09/16	CHILDSUPPORT PPEND9-10-16 PPEND9-10-16	01-2-001115.00 CHILD SUPPORT PAYABLE	359.66	3699	09/14/16
D&W	DAN & WHIT'S GENERAL STOR	08/02/16	REC--MEETING SNACKS 4839064	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	19.01	3700	09/14/16
D&W	DAN & WHIT'S GENERAL STOR	08/18/16	REC--TREATS 4856391	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	16.97	3700	09/14/16
D&W	DAN & WHIT'S GENERAL STOR	08/22/16	PD-SUPPLIES 4860597	01-5-500306.00 CRUISER MAINT	4.99	3700	09/14/16
D&W	DAN & WHIT'S GENERAL STOR	08/23/16	TH--KITCHEN CLEANERS 4861767	01-5-706109.00 BUILDING SUPPLIES	2.94	3700	09/14/16
D&W	DAN & WHIT'S GENERAL STOR	08/25/16	CEMCOMM--GAS 4863771	01-5-675430.00 REPAIRS & MAINT.	12.00	3700	09/14/16
DESMEULES	DESMEULES OLMSTEAD & OSTL	09/01/16	TAD--WORKERS' COMP ISSUES 60474	01-5-005300.00 PROFESS SERV	742.50	3701	09/14/16
ECONO	ECONO SIGNS, LLC	08/22/16	HWY--CHARGE STN SIGNS 10-931533	01-5-703217.00 SIGNS	82.22	3702	09/14/16
EVANSMOTO	EVANS GROUP, INC.	08/22/16	HWY--592.2 GALS BIODIESEL 592578	01-5-703405.00 PETROLEUM PRODUCTS	1057.73	-----	--/--/--
EYEMED	COMBINED INSURANCE CO OF	09/08/16	EYE INSURANCE SEP 2016 3319605	01-2-001126.00 VISION SERV PLAN-PAYROLL	152.79	3703	09/14/16
FIFIELD	FIFIELD ELEC.FIRE SYSTEMS	08/27/16	TH--ALARM SERVICE 1817	01-5-706113.00 REPAIRS & MAINTENANCE	85.00	3704	09/14/16
FIRESTORE	THE FIRE STORE	08/24/16	FD--GEAR BAGS X2 E1497162	01-5-555422.00 FIRE TOOLS & EQUIPMENT	83.97	-----	--/--/--
FOGGS	FOGG'S HARDWARE AND BUILD	08/02/16	HWY--MAILBOX REPAIRS 777398	01-5-703209.00 CULVERTS & ROAD SUPPLIES	2.96	3705	09/14/16
FOGGS	FOGG'S HARDWARE AND BUILD	08/02/16	PD--GLUE, TIES 777431	01-5-500306.00 CRUISER MAINT	10.06	3705	09/14/16
FOGGS	FOGG'S HARDWARE AND BUILD	08/12/16	ENCOM--LED BULBS 778425	01-5-005701.10 ENERGY COMMITTEE GRANT	46.80	3705	09/14/16

09/09/16

Town of Norwich Accounts Payable

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09:52 am

Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FOGGS	FOGG'S HARDWARE AND BUILD	09/06/16	ENCOM--LED BULBS 778426	01-5-005701.10 ENERGY COMMITTEE GRANT	46.80	3705	09/14/16
FOGGS	FOGG'S HARDWARE AND BUILD	08/12/16	ENCOM--LED BULBS 778427	01-5-005701.10 ENERGY COMMITTEE GRANT	46.80	3705	09/14/16
FOGGS	FOGG'S HARDWARE AND BUILD	08/12/16	ENCOM--LED BULBS 778428	01-5-005701.10 ENERGY COMMITTEE GRANT	46.80	3705	09/14/16
FOGGS	FOGG'S HARDWARE AND BUILD	08/31/16	REC-HUNTLEY REPAIR PARTS 780082	01-5-425330.00 REPAIRS & MAINT	15.84	3705	09/14/16
GEORGE	MICHELE GEORGE	09/01/16	REC--YOGA INSTRUCTION 9/1/16	01-5-425200.00 INSTRUCTOR FEE	945.00	-----	--/--/--
GLANFR	FRED GLANZBERG	09/08/16	CONCOM--MFNA SPRAYING 9/7/16	01-5-650635.00 MILT FRYE NATURE AREA	400.00	3707	09/14/16
GMPC	GREEN MOUNTAIN POWER CORP	08/30/16	DPW--STREETLIGHTS 24926AUG16	01-5-703307.00 STREETLIGHTS	887.65	3708	09/14/16
GMPC	GREEN MOUNTAIN POWER CORP	08/29/16	EMER--TOWER POWER AUG16 350667AUG16	01-5-575233.00 TOWER POWER	61.91	3708	09/14/16
GNOMON	GNOMON COPY	08/25/16	PLAN-AWARD PRINTING 434180	01-5-350408.00 HISTORIC PRES COMM.	27.40	3709	09/14/16
GOODWIN	AIMEE J GOODWIN	09/08/16	REC-FALL BOOT CAMP 9/8/2016	01-5-425200.00 INSTRUCTOR FEE	1260.00	3710	09/14/16
GURMAN	GLENN GURMAN	09/08/16	REC-PA KUA CHANG KUNG FU 9/8/2016	01-5-425200.00 INSTRUCTOR FEE	672.00	3711	09/14/16
HARTFORD	TOWN OF HARTFORD	07/15/16	PD-BROADBAND JUNE 2016 7570	01-5-500535.00 VIBRS	157.95	-----	--/--/--
HARTFORD	TOWN OF HARTFORD	09/02/16	PD-BROADBAND JULY 2016 7748	01-5-500535.00 VIBRS	157.95	-----	--/--/--
HERMITWOO	HERMIT WOODS TRAILBUILDER	08/30/16	CEMCOM--WALL REPAIR 10079	01-5-675500.00 PURCHASED SERVICE	6980.00	3712	09/14/16
HOMEDPOT	HOME DEPOT CREDIT SERVICE	08/26/16	REC--SPLIT RAILS, TAPE 0017269	01-5-425330.00 REPAIRS & MAINT	79.82	3713	09/14/16
INNOVATIV	INNOVATIVE MUNICIPAL PROD	08/23/16	HWY--4495 GAL DUST CNTRL INV34170	01-5-703205.00 DUST CONTROL	3596.00	-----	--/--/--
INTERTIRE	INTERSTATE TIRE, LLC	08/29/16	B&G--MOWER TIRES 100697	01-5-704403.00 PARTS & SUPPLIES	78.00	3714	09/14/16
INTERTIRE	INTERSTATE TIRE, LLC	08/29/16	B&G--MOWER TIRE REPAIR 100708	01-5-704401.00 OUTSIDE REPAIRS	20.00	3714	09/14/16
LEMASURIE	JANE LEMASURIER	09/07/16	REC--YOUTH MNTN BIKING 9/7/16	01-5-425200.00 INSTRUCTOR FEE	924.00	3715	09/14/16
MIS1	VERMONT HUMANE FEDERATION	09/07/16	PD--ANIMAL CRUELTY CLASS 8/29/16	01-5-500538.00 TRAINING	30.00	3716	09/14/16
NEMUNCONS	NEW ENGLAND MUNICIPAL CON	09/01/16	ASSESSOR--AUG 2016 2016-77	01-5-300300.00 PROFESS SERVICES	5500.00	3717	09/14/16
NORNURSE	NORTHERN NURSERIES	08/25/16	REC--HUNTLEY FERTILIZER 062200009839	01-5-425322.00 REC FIELD CARE	1277.77	3718	09/14/16
PLACE	PLACE SENSE	09/06/16	PLAN-CONSULTANT MIXED USE 553	01-5-350320.00 PLANNING SERVICES	557.40	3719	09/14/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	08/27/16	TC/STMG/FIN--SUPPLIES 8040686553	01-5-200610.00 OFFICE SUPPLIES	36.70	3720	09/14/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	08/27/16	TC/STMG/FIN--SUPPLIES 8040686553	01-5-100610.00 OFFICE SUPPLIES	39.03	3720	09/14/16

09/09/16

Town of Norwich Accounts Payable

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09:52 am

Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
STAPLELNK STAPLES BUSINESS ADVANTAG	08/27/16	TC/STMG/FIN--SUPPLIES 8040686553	01-5-010610.00 OFFICE SUPPLIES	36.03	3720	09/14/16
STAPLES. STAPLES CREDIT PLAN	08/24/16	PD--INK CARTRIDGES 1635791521	01-5-500501.00 ADMINISTRATION	32.49	3721	09/14/16
STREETER BRUCE STREETER	08/25/16	CONCOM-GILE MTN TRAIL WOR 346653	01-5-650727.00 WOMENS CLUB GRANT	2000.00	3722	09/14/16
TASCO TASCO SECURITY INC	08/16/16	PD-ALARM SYSTEM REPAIR 107654	01-5-475303.00 ALARM MONITORING	142.50	-----	--/--/--
TDS LEASE TDS LEASING INC	08/14/16	PD--Q'LY COOLER RENTAL 01057269	01-5-500501.00 ADMINISTRATION	90.00	-----	--/--/--
TOTALTREE TOTALLY TREES	08/30/16	HWY--TREE REMOVAL 8/30/2016	01-5-703309.00 TREE CUTTING & REMOVAL	1620.00	-----	--/--/--
TRACTSUPP TRACTOR SUPPLY CREDIT PLA	08/29/16	B&G--DRILL SET 50394	01-5-704413.00 TOOLS	150.96	3723	09/14/16
UNIFIRST UNIFIRST CORPORATION	08/08/16	DPW-UNIFORMS & SUPPLIES 035 4043555	01-5-703311.00 UNIFORMS	160.92	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/08/16	DPW-UNIFORMS & SUPPLIES 035 4043555	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/08/16	DPW-UNIFORMS & SUPPLIES 035 4043555	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/08/16	DPW-UNIFORMS & SUPPLIES 035 4043555	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/15/16	DPW-UNIFORMS & SUPPLIES 035 4045802	01-5-703311.00 UNIFORMS	161.27	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/15/16	DPW-UNIFORMS & SUPPLIES 035 4045802	01-5-703507.00 SUPPLIES	2.01	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/15/16	DPW-UNIFORMS & SUPPLIES 035 4045802	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/15/16	DPW-UNIFORMS & SUPPLIES 035 4045802	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/22/16	DPW-UNIFORMS & SUPPLIES 035 4048027	01-5-703311.00 UNIFORMS	161.27	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/22/16	DPW-UNIFORMS & SUPPLIES 035 4048027	01-5-703507.00 SUPPLIES	2.01	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/22/16	DPW-UNIFORMS & SUPPLIES 035 4048027	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/22/16	DPW-UNIFORMS & SUPPLIES 035 4048027	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/29/16	DPW-UNIFORMS & SUPPLIES 035 4050311	01-5-703311.00 UNIFORMS	161.47	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/29/16	DPW-UNIFORMS & SUPPLIES 035 4050311	01-5-703507.00 SUPPLIES	11.38	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/29/16	DPW-UNIFORMS & SUPPLIES 035 4050311	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	08/29/16	DPW-UNIFORMS & SUPPLIES 035 4050311	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	09/05/16	DPW-UNIFORMS & SUPPLIES 035 4052535	01-5-703311.00 UNIFORMS	161.60	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	09/05/16	DPW-UNIFORMS & SUPPLIES 035 4052535	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--

09/09/16

09:52 am

## Town of Norwich Accounts Payable

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Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	09/05/16	DPW-UNIFORMS & SUPPLIES 035 4052535	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	09/05/16	DPW-UNIFORMS & SUPPLIES 035 4052535	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
VALLEYNEW	08/03/16	DRB--CLASSIFIED 01253583	01-5-350540.00 ADVERTISING	44.93	3724	09/14/16
VALLEYNEW	09/08/16	PD-SEALED BID AD 01254768	01-5-500501.00 ADMINISTRATION	40.89	3724	09/14/16
VALLEYNEW	08/11/16	FIN--CLASSIFIED 618545	01-5-200540.00 ADVERTISING	86.00	3724	09/14/16
VLCTERB	09/08/16	QTR4 2016 UNEMPLOYMENT 20330-Q4	01-5-800517.00 UNEMP INS RATE ASSMT	1195.00	3725	09/14/16
VT-UST	08/18/16	HWY--UST ASSESSMENT 8/18/16	01-5-703405.00 PETROLEUM PRODUCTS	50.00	3726	09/14/16
VT-UST	08/18/16	EMNGMT--UST ASSESSMENT 8/18/16 #2	01-5-575600.00 EMERG MAN ADMIN	50.00	3726	09/14/16
VT-CRIMINA	09/01/16	PD-ANIMAL CRUELTY TRAIN 160911997	01-5-500538.00 TRAINING	53.00	-----	--/--/--
VT-TREASUR	09/07/16	MAY-AUG16 ANIMAL LICs MAY-AUG16	01-2-001121.00 VT ANIMAL RETURN	230.00	3727	09/14/16

Report Total

34495.28


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 \$ \*\*\*\*34,495.28

Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
 Roberta Robinson

TOWN MANAGER:

  
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

 Linda Cook  
 Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/09/16

09:52 am

## Town of Norwich Accounts Payable

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Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (CONSERVATION COMM FUND)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16


Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GLANFR FRED GLANZBERG	09/06/16	CONCOM--MFNA PLAN 9/6/16	04-5-650702.00 MFNA EXPENSE	600.00	3707	09/14/16
GLANFR FRED GLANZBERG	09/08/16	CONCOM--MFNA SPRAYING 9/7/16	04-5-650702.00 MFNA EXPENSE	400.00	3707	09/14/16
STREETER BRUCE STREETER	08/25/16	CONCOM-GILE MTN TRAIL WOR 346653	04-5-650640.00 GILE MTN. EXPENSE	1780.00	3722	09/14/16
Report Total				2780.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*2,780.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
 Roberta Robinson

TOWN MANAGER:

  
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook  
Chair

Stephen Flanders

Dan Goulet

Mary Layton



09/09/16

09:52 am

## Town of Norwich Accounts Payable

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Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (POLICE CRUISER)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16


Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GATEWAY	09/06/16	PD--2017 FORD SUV 9/6/16	11-5-500322.00 POLICE CRUISER	28725.00	3706	09/14/16
Report Total				28725.00		

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 \$ \*\*\*\*28,725.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
 Roberta Robinson

TOWN MANAGER:

  
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook  
Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/09/16

## Town of Norwich Accounts Payable

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09:52 am

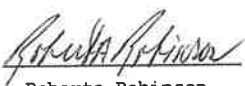
Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (LAND MANAGEMENT COUNCIL F)  
 All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16

RRobinson


Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GLANFR FRED GLANZBERG	09/06/16	LNDMGMT--PHRAGMITE SPRAY 9/6/16 #2	24-5-580150.00 LAND MGMT COUNCIL	400.50	3707	09/14/16
Report Total				400.50		

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 \$ \*\*\*\*\*400.50  
 Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
 Roberta Robinson

TOWN MANAGER:

  
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

---

 Christopher Ashley

---

 Linda Cook  
 Chair

---

 Stephen Flanders

---

 Dan Goulet

---

 Mary Layton

09/09/16

## Town of Norwich Accounts Payable

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Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (LONG TERM FACILITY STUDY)

RRobinson

All Invoices For Check Acct 01 (General) 08/30/16 To 09/14/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WHITEJAY JAY WHITE, ARCHITECT, PLC	09/08/16	PD-FD FACILITIES 3	28-5-001300.00 FACILITY STUDY	6384.55	3728	09/14/16


Report Total

6384.55


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 \$ \*\*\*\*\*6,384.55

Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
 Roberta Robinson

TOWN MANAGER:

  
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook  
Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/09/16

09:52 am

## Town of Norwich Accounts Payable

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Check Warrant Report # 17-6 Current Prior Next FY Invoices For Fund (DPW-PAVING FUND)

RRobinson

All Invoices For Check Acct 01(General) 08/30/16 To 09/14/16


Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BLAKTOP	08/05/16	BLAKTOP INC HWY--PAVING 21602	42-5-700565.00 PAVING	97024.59	3697	09/14/16
BLAKTOP	08/02/16	BLAKTOP INC HWY--PAVING 21603	42-5-700565.00 PAVING	253955.41	3697	09/14/16
Report Total				350980.00		

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 \$ \*\*\*350,980.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
 Roberta Robinson

TOWN MANAGER:

  
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook  
Chair

Stephen Flanders

Dan Goulet

Mary Layton

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: DAVE ORMISTON  
SUBJECT: AUGUST, 2016 MONTHLY REPORT  
DATE: SEPTEMBER 9, 2016

---

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

**General**

- Nancy Kramer's Replacement – A second round of interviews were conducted with two of the original 4 candidates that were initially brought in. An offer was made on Friday, September 2<sup>nd</sup> and subsequently accepted on September 6<sup>th</sup>. The new Assistant to the Town Manager is scheduled to start on Monday, September 12<sup>th</sup>. In the absence of an assistant, Pam Mullen has been filling in and has done an excellent job.
- Bridge 42 – Bridge construction was finished prior to Labor Day with an exception of the final paving. Final paving is scheduled for early September.
- Fema Alternative Projects – I communicated with Mary Andes from the Vermont Department of Public Safety regarding our FEMA Alternative Projects. Mary had received an inquiry from FEMA seeking clarification on the Norwich Pool Dam "Restoration". I sent a response to Mary and Fred Vanderschmidt from FEMA Region I clarifying that Norwich was simply meeting the statutory requirements of FEMA's Alternate project regulations, Policy DAP No. 9525.13, Alternate Project § VII (M)(2008), "In accordance with applicable standards of safety, a facility that is not repaired, replaced, or sold must be rendered safe and secure or demolished." This correspondence was written under the guidance of Mary Andes herself.
- Hopson Road – Public input was sought and good feedback was received regarding the issue of speed tables and other traffic calming techniques. A strong effort was made to personally respond to every correspondence that came into me directly. This led to my decision to install speed tables on Hopson Road at our August 24<sup>th</sup> selectboard meeting.

**Assessor**

- The Assessor finished work on the 2016 Equalization Study. This is an analysis by the Division of Property Valuation & Review of Norwich sales for the three-year period ending on 3/31/16. The Assessor is scheduled to meet with our District Advisor on the subject early next month.

**Finance Office**

- Current year tax collections for August were \$8,976,447 which includes state payments for income sensitivity of \$ 1,277,925 with \$133,567 outstanding or unpaid on the first installment.

**Fire Department**

- We are continuing preparations for live fire training at an acquired structure on Upper Loveland Rd. We secured all the necessary permits and will conduct the training on September 10th starting at 7:00 AM. We anticipate completing the training around noon. We have begun notifying affected agencies and residents in the area

**Police Department**

- The police department would like to remind everyone that School's back in Session – Stay Alert! Safe driving tips for back to school. After a summer of driving without parents or school bus drop-offs/pick-ups or hoards of kids walking to and from school, drivers can often forget the challenges of driving in school zones. So now is the time to adjust your driving habits to ensure you aren't involved in a potentially fatal crash with a child.

**Public Works**

- 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. Hook Construction is now in the process of building a detour at this location. Bragg Hill will remain open for the duration of the project

**Recreation**

- Our second Circus Camp was full with sixty campers, and finished up with another impressive final show on 8/5. Challenger Soccer, Media Arts Explorations, Storrs Pond Afternoon Adventures and multiple weeks of our Sports Program. Fencing and three Adult programs also continued: Sunrise Yoga, Fitness Boot Camp and Pa Kua Chang Kung Fu.

**Zoning & Planning**

- The Continued developing mixed-use Site Plan Review and Planned Unit Development criteria, and affordable housing density bonuses for the Route 5 South & River Road Study areas.

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

TOWN OF NORWICH  
FINANCE OFFICE  
PO BOX 376  
NORWICH, VERMONT 05055-0376  
rrobinson@norwich.vt.us  
802-649-1419 ext 105

September 7, 2016

TO: Dave Ormiston, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for August

- Current year tax collections for August were \$8,976,447 which includes state payments for income sensitivity of \$ 1,277,925 with \$133,567 outstanding or unpaid on the first installment.
- Delinquent tax collections for August were \$ 3,766 bringing delinquent taxes to \$ 129,556 for September 1, 2016. Last year at this time delinquent taxes were \$ 114,440. Interest collected was \$ 2,696 and penalty \$301.
- Time was spent preparing and then sending the financial information electronically to the outside auditors.



# 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](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

To: Dave Ormiston, Interim Town Manager  
 From: Stephen Leinoff, Chief  
 Subject: Fire Department and Emergency Management Monthly Reports  
 Date: September 1, 2016

## Fire and FAST Department

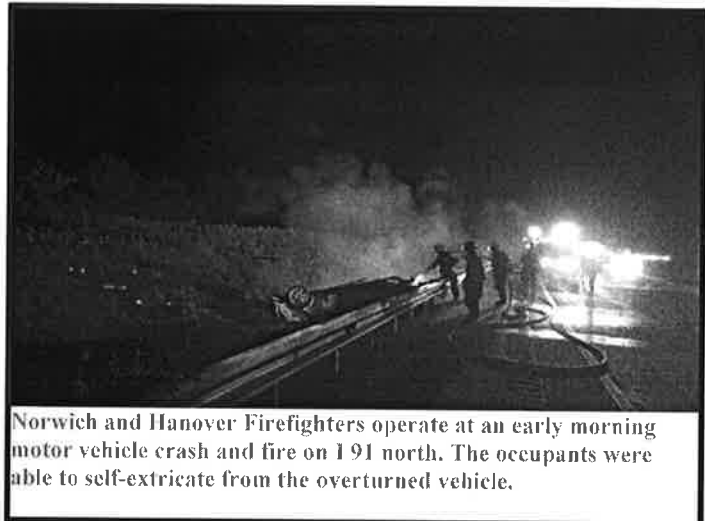
We are continuing preparations for live fire training at an acquired structure on Upper Loveland RD. We secured all the necessary permits and will conduct the training on September 10<sup>th</sup> starting at 7:00 AM. We anticipate completing the training around noon. We have begun notifying affected agencies and residents in the area.

We are working with the VT Rural Fire Protection Task Force for the installation of a dry hydrant on Pattrell RD. The Task Force grant funds 75 percent of the cost.

Our funding request to the Assistance to Firefighters Grant (AFG) was denied. We applied for funds to replace old personal protective equipment. Applications for next year's AFG program open in October. We will try revising our request and reapply.

## Training

The FAST Squad trained with Hanover Fire Department on low-angle rescue techniques. Fire training included practical operations of hose lines, and rural water supply. Two new members



Norwich and Hanover Firefighters operate at an early morning motor vehicle crash and fire on 191 north. The occupants were able to self-extricate from the overturned vehicle.

Call Types	Month	Year to Date	Prior Year to Date
<b>Structure Fires</b>	0	7	7
<b>Auto Fires</b>	1	2	3
<b>Wildland Fire</b>	0	5	8
<b>Other Fires</b>	0	0	0
<b>Medical</b>	6	48	54
<b>Vehicle Crashes</b>	4	16	19
<b>Hazardous Conditions no fire</b>	2	25	18
<b>Service Calls</b>	4	23	11
<b>Good Intent Calls</b>	3	14	23
<b>False Alarms</b>	4	22	26
<b>Other</b>	0	0	0
<b>Total</b>	<b>24</b>	<b>171</b>	<b>174</b>



began attending Firefighter 1 certification training. One new member could not attend due to scheduling conflicts. Our other new member has family and work commitments that prevent him from being an active member. We have placed him on inactive status for one year which is when he anticipates he can fully commit to attending training and participating in department activities.

### ***Emergency Management***

We have entered community right to know data sheets into our Active 911 dispatching app. This enables us to view hazardous materials information for sites in Norwich on smart phones and iPads.



# 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

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

September 2, 2016

RE: August 2016 Monthly Report

Dave;

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

Norwich Officers responded to 115 incidents during the month of August, and of those calls three (3) were outside the officers work schedule meaning officers responded three times (3) to calls during off duty hours.

The police department would like to remind everyone that **School's back in Session – Stay Alert!** Safe driving tips for back to school. After a summer of driving without parents or school bus drop-offs/pick-ups or hoards of kids walking to and from school, drivers can often forget the challenges of driving in school zones. So now is the time to adjust your driving habits to ensure you aren't involved in a potentially fatal crash with a child. Here are just a few tips for driving in a school zone (especially during drop-off and dismissal times).

1. Slow down. The simplest thing any driver can do when there are new driving hazards is slow down.
2. Allow More Time. As a new school year begins allow yourself more time to get where you are going until you can figure out the effects of increased traffic.
3. Stay Alert! Make a mental note of any new bus stops or students walking to and from school. This way you won't be surprised and will be prepared if you need to stop.
4. Learn the Rules. Schools usually have places for parents to drop off and pick up children. If you are driving your child to school learn where these areas are and follow the procedures. If you need to go into the school ask where you can park your vehicle so traffic can continue to move smoothly. Never block pick and drop off areas.
5. Stop for School Buses. **When the red lights are flashing stop.** It is against the law to pass a school bus when the lights are on.

6. Yield to Pedestrians. Remember to yield to children/parents in crosswalks. When a pedestrian is in a crosswalk they have the right-of-way.
7. Talk with Teen Drivers. Remind your teen drivers about the importance of being extra careful in and around school zones.
8. Follow the Speed Limit. Most schools have reduced speed zones around them. Following the speed limit reduces the chances of you being in a crash and improves the chances for survival if a crash does occur. **Remember, Slow Down. Stay Alert.**

### ACTIVITY

CALL TYPES	August 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	1	9
Vehicles Crashes	10	43	71
Intrusion Alarms	6	73	75
Frauds	4	19	30
One arrest for Domestic Assault	Ongoing investigation for Contributing to the delinquency of a Minor	One arrest for Careless and Negligent Operation	

- |                                 |           |
|---------------------------------|-----------|
| 1. Over Time Hours              | 20 hours  |
| 2. Sick Time Hours              | 43 hours  |
| 3. Vac/Hol/Per Time Hours       | 136 hours |
| 4. Part Time Officer Hours      | 31 hours  |
| 5. Total #of calls responded to | 115 calls |
| 6. Training Hours               | 8 hours   |
| 7. Grant Funded Hours           | 2 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](mailto:Ahodgdon@norwich.vt.us)

To: David Ormiston, Interim Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: September 4, 2016

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

Grant Projects:

- The only work left for the completion of the Bridge #42 project is the top coat of paving. This is scheduled to be done during the week of September 5<sup>th</sup>.
- 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. Hook Construction is now in the process of building a detour at this location. Bragg Hill will remain open for the duration of the project.

FEMA Alternate Projects:

- Since the Route 132 box culvert project was rejected, I submitted an alternate request for use of the funds for a piece of equipment-a bucket loader. This went out to bid. The bids are in and I made my recommendation. We are still waiting for a decision/approval from FEMA.

Culvert Replacements:

- We continue with our culvert replacement plan.

Transfer Station:

- Aug. 2: Good Point Recycling picked up 6,000 lbs. of mixed electronics.
- Aug. 5: Clean Harbors Environmental Service, Inc., picked up 3200 lbs. of paint for recycling.
- Aug. 9: Good Point Recycling picked up 6,000 lbs. of mixed electronics.
- We will soon be starting a C&D program at the Transfer Station.

Roadside Mowing:

- We continue mowing roadside and are approximately 75% finished.

Pending Projects:

- The installation of the EV charging station in Dan & Whit's parking lot.

- Salt bids for the upcoming winter season.
- The start of a C&D program at the Transfer Station.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 5

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## August 2016 - Recreation Report

**Recreation Program Update:** Our second Circus Camp was full with sixty campers, and finished up with another impressive final show on 8/5. It was fun to have David accompany me to see what the camp was about and watch a little of the dress rehearsal. Other camps running in August were: Challenger Soccer, Media Arts Explorations, Storrs Pond Afternoon Adventures and multiple weeks of our Sports Program. Fencing and three Adult programs also continued: Sunrise Yoga, Fitness Boot Camp and Pa Kua Chang Kung Fu. Fall program details were finalized after meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedules. Fall Recreation programs were confirmed and set up on-line. The fall brochure was completed and was posted on-line as well as going home with all the Marion Cross School students on their first day back, 8/31.

**Facilities:** Our fabulous Buildings & Grounds crew worked hard to prepare Huntley Meadow and the Green for fall soccer, fertilizing, putting lines down and setting up many sets of goals/nets for our seven Recreation teams. Arrangements were made with Hanover High School and Lightning Soccer, both of whom are renting fields again this autumn at Huntley Meadow.

### **Upcoming Event Planning:**

Work was done planning our 32nd Annual Labor Day Road Race, scheduled for Monday, September 5th. Sponsors and volunteers were confirmed and prizes were tallied and picked up, as needed. Further organizing, in cooperation with the police department continued to ensure a successful day. Thank-you to Ben for transporting the plastic barricades over from the PD, which we use at the finish.

**Meetings:** I participated in our monthly Department Head, and Recreation Council meetings. Youth soccer games were scheduled at the Upper Valley Recreation Association meeting on 8/24. I also held a Fall Soccer Coaches' Orientation and equipment distribution meeting on 8/29 and am excited about our line-up of volunteer coaches.

**Miscellaneous:** Stephen Flanders' suggestion of discounted 'Storrs Pond' tickets for Norwich residents proved to be an excellent one. Community members came in to buy 263 tickets over the summer. Many thanks to Bonnie & Judy for taking the time to sell them, above and beyond all of their regular duties. Residents really appreciated the offering.

Respectfully submitted by,

Jill Kearney Niles – Norwich Recreation Director

# **TOWN OF NORWICH ZONING & PLANNING**

September 7, 2016

## **August 2016 Monthly Report – Director of Planning & Zoning**

### **1. Planning Commission**

- Continued developing mixed-use Site Plan Review and Planned Unit Development criteria, and affordable housing density bonuses for the Route 5 South & River Road Study areas.
- Prepared proposed revisions to zoning district boundaries in Route 5 South & River Road Study areas.

### **2. DRB**

- Site visit and hearing for a two-lot subdivision on Elm Street. Issued Notice of Decision approving application with conditions.
- Reviewed boundary line adjustment on Town Farm 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. Other**

One and a half week vacation

Phil Dechert

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD, TOWN OF NORWICH  
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER  
SUBJECT: PUBLIC SAFETY BUILDING COST DIFFERENTIAL AND  
PROPOSED ALTERNATIVES  
DATE: 9/8/2016

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During the selectboard meeting of August 24th, 2016 we voted on a bonding amount of \$1,410,000 for the proposed public safety building. Since the meeting on the 24<sup>th</sup> a more formal review of the costs shows that the amount should have been \$1,483,802. The difference is \$73,802.

There are several ways that we can address the shortfall.

1. Utilize the unassigned fund balance to off-set the project costs. The fund balance projections that we put together in July were estimates. As we've moved forward with our end of the year accounting we are showing that we ended FY16 with a larger fund balance than we originally projected. Current estimates show that the shortfall could be covered while still maintaining the 16% unassigned fund balance that we strive for. If this money is utilized we would not be raising it through taxes to pay back the principal and interest. This would also provide a great deal of flexibility since it is unknown whether we will actually need to utilize the contingency. Voter approval should be solicited at town meeting in March.
2. Borrow from the unassigned fund balance. Same benefits as above but the town would need to budget repayment amounts in subsequent years to repay itself. However, the fund balance would be returned to its original level after the predetermined payback period. Again, voter approval should be solicited.
3. Use an accumulation of funds that are either lying dormant or would apply to this project. Use the Tower Bond Unspent Funds (\$31,458.18) and apply to the FY17 bond payment pertaining to this project. This should be done regardless. This would free up \$31,458.18 in the current year budget. There is also \$28,217.67 in the Communications Study Fund to study the sighting of the tower that was installed. The project is now complete. Finally, there is \$16,831.02 in the Fire Station Fund with \$4,000 to be added in FY17 that would seem logical to apply to this use. The total of those three combined would equal \$76,506.87.



4. A capital lease could be used for the furniture and the remaining amounts could be inserted into the FY18 budget.
5. Put it as an article during town meeting in March to borrow the amount.
6. Put it on the ballot for November 8th along with the original article for the project. However, due to the way we have already progressed with this by presenting it alongside the general election items on the ballot this could create confusion for the absentee voter. Making sure they get both of the public safety building bonding questions at the same time and both are requested by the absentee voter could be problematic.

Recommendation: My recommendation is to use one of the first three alternatives presented. Based on our numbers (at year end) that show an amount that would cover the shortfall and still preserve the 16% fund balance, my ultimate preference is alternative #1.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Ormiston".

David Ormiston  
Interim Town Manager

/ndk

UPDATED COST LIST - 9/14/2016

**SUMMARY OF ESTIMATED PROBABLE COST FOR DESIGN OPTIONS BEING CONSIDERED  
TOWN OF NORWICH FIRE AND POLICE FACILITY  
FIREHOUSE LANE, NORWICH, VERMONT  
SUMMARY PREPARED BY Jay White, Architect from estimates provided by consultants  
August 16, 2015**

Item Description			COST PER ITEM
<b>BASE BUILDING (2015 VERMONT COMMERCIAL BUILDING ENERGY STANDARDS) DESIGN OPTION</b>			
SITE WORK (Same for Base Design or Net Zero Option)	From Pathways Spread Sheet without contingency or reservoir	343,773	
	add 15% contingency		51,566
BASE DESIGN BUILDING COST	From Upland Spread Sheet without contingency	776,470	
	add 15% contingency		116,471
		\$1,120,243	
<b>BASIC DESIGN OPTION, BUILDING AND SITE WORK ONLY</b>			<b>1,288,279</b>
A/E fees	6% of construction costs (w/o contingency)		67,215
Permit fees (omit \$5000 if parking has standard pavement and 30 parking spaces)	From Pathways Spread Sheet		20,000
<b>Total BASE BUILDING DESIGN OPTION including Building Site, AE cost, and 41 parking spaces</b>			<b>1,375,494</b>

**NET ZERO DESIGN OPTION will add these additional items**

**Item # from Upland Cost Estimate**

7-20-10	Slab insulation from R10 to R20			13,120
7-20-20	Rigid installation			960
7-21-10	Roof upgrade from R49 to R60, and walls from R23 to R40			25,000
7-25-20	Added Category: Air Sealing and Testing			3,500
7-46-63	Wrap apparatus building with foam panels			16,800
7-46-65	Add more apparatus roof insulation	Not recommended as the roof is fairly new and recently insulated to current 2015 code.		
8-30-15	Replace Apparatus Garage Doors with new insulated doors with vision panels in two of the panels			7,500
8-54-21	Marvin Window Upgrade	Not recommended due to cost, heavier window lift and more likely seal failure with triple glazing.		
23-72-10	12 Zone Heat Pump			13,000
23-72-20	Structural Modifications to trusses			1,200
23-72-30	Thermal Envelope at HRU's enclosure			3,000
26-00-00	Added Electrical for Low ambient air source heat pump			3,000
26-00-95	Generator Upgrade	Not recommended, due to cost. Keep some oil heat in building for emergency and cold temp use.		
		Total RECOMMENDED NET ZERO OPTION UPGRADES		
			add 15% contingency requested by Selectboard	13,062
	A/E fees associated with additional Net Zero Upgrade costs	6% of recommended net zero option upgrades		
				5,225
		Total NET ZERO DESIGN OPTION including Building, Recommended Net Zero Options, Site, and AE cost		
				1,480,861

**OPTIONS LIST THAT THE SELECTBOARD ASKED US TO CONSIDER IN THE RFP**

RFP				Cost to add:	
2.5.1	Allowance for new furniture	From Exterus Business Furniture		Recommended	37,497
2.5.2	Concrete walks to entrance door instead of asphalt	648 sf at \$3.00 more per sf than asphalt		Not recommended	2,000
2.5.3	Granite curbs	No curbs are recommended in order to get more even site drainage		Not recommended	0
2.5.4	Traffic Control System at Main Street	LED yellow flashers on signs instead of traffic light, From TAPCO		Recommended	9,500
2.5.6	Fire apparatus tank fill in Fire Station				5,000
2.5.6	LED lighting in place of high energy efficient fluorescent lighting	We are using LED in both design options due to their much lower cost in recent years and in order to meet 2015 code requirements on watts/sf we are allowed.		Recommended, as no additional cost	0
2.5.7	Insulating walls of Fire Apparatus Building	Listed in NET ZERO option above, so not carried here again.			see net zero adds
2.5.8	Replace Fire Apparatus windows with new windows	Request from Fire Chief is to cover windows and add glass in new garage doors			see net zero adds
2.5.9	Replace Fire Apparatus doors with new doors	Listed in NET ZERO option above, so not carried here again.			see net zero adds
2.5.10	Key care entrance control	Both design options use keypad deadbolts instead of keys of key cards		Not recommended	0
2.5.11	Exterior Security Cameras	Work is similar so estimate is same as for Royalton Municipal Building		Recommended	9,500
2.5.12	Interior Security Camera in interview and Lobby	Work is similar so estimate is same as for Royalton Municipal Building		Recommended	4,000
ded by A	Telephone connections in building	Work is similar so estimate is same as for Royalton Municipal Building		Recommended	8,000
ded by A	Wireless communications and computer connections in building	Work is similar so estimate is same as for Royalton Municipal Building		Recommended	9,000
TOTAL OF RECOMMENDED OPTIONS					84,497
add 15% contingency requested by Selectboard					12,675
add 6 % A/E associated with Options List					5,070

**PROJECT COSTS WITH RECOMMENDED OPTIONS AND NET ZERO UPGRADES 1,583,102**

**SITE COST REDUCTION IF WE REDUCE PARKING PROGRAM FROM 41 SPACES TO 31 SPACES**

Be able to use normal paving instead of pervious paving			
From Pathways email to Jay of August 17, 2016	\$114,562 for pervious paving minus \$87,210 for normal paving equal savings of		-27,595
Cost/sf calculated from Pathways unit prices	Reduce amount of paving by 825 sy at savings of \$80/sy equals additional saving of		-66,000
Savings from Pathways as to ANR Permitting cost	Remove need for Agency of Natural Resource Permitting		-5,000
<b>TOTAL SAVED BY REDUCING PARKING BY 11 SPACES</b>			<b>-98,595</b>
Reduce 15% Contingency due to Reduced Parking Costs			-14,789
Reduce 6% A/E fee due to Reduced Parking Cost			-5,916

**PROJECT COSTS WITH RECOMMENDED OPTIONS AND NET ZERO UPGRADES REDUCED BY PARKING COSTS 1,463,802.25**

**ARCHITECT'S RECOMMENDED PROJECT: PROJECT COSTS WITH RECOMMENDED NET ZERO AND OPTIONS WITH 30 PARKING SPACES 1,463,802**

Add \$20,000 for temporary police rent 20,000  
**Project cost as approved by Selectboard 1,483,802**

SCHEMATIC ENGINEER'S OPINION OF PROBABLE COST (OPTION 1 NO RESERVOIR COURSE) FOR TOWN OF NORWICH FIRE AND POLICE FACILITY FIREHOUSE LANE, NORWICH, VERMONT PREPARED BY PATHWAYS CONSULTING, LLC (Project No. 12703) August 8, 2016					
SITE WORK					
Item Number	Item Description	Quantity	Unit	Unit Cost	Total Cost
1.00	GENERAL SITE WORK				
1.01	Saw Cut Existing Pavement (Roadway)	200	LF	\$3.00	\$600.00
1.02	Common Excavation Site to Subgrade (Inclusive of Removal of Pavement)	1,700	CY	\$12.00	\$20,400.00
1.03	Site Fine Grading	1	LS	\$6,000.00	\$6,000.00
1.04	Clearing and Grubbing	1	LS	\$5,000.00	\$5,000.00
1.05	Gravel (Assume 12" Below Walkways)	45	CY	\$27.00	\$1,215.00
1.06	Crushed Gravel (Assume 6" in Walkways)	23	CY	\$30.00	\$690.00
1.07	Bituminous Concrete Pavement Walkway (Assume 3" Thickness)	25	TN	\$120.00	\$3,000.00
1.08	Porous Asphalt Pavement (Assume 4" Thickness)	2,160	SY	\$32.00	\$69,120.00
1.09	Choker Course Porous Pavement Section 4" of 3/4" Washed Crushed Stone	250	CY	\$42.00	\$10,500.00
1.10	Filter Course Porous Pavement Section 12" of Gravel	760	CY	\$27.00	\$20,520.00
1.11	Filter Blanket Porous Pavement Section 3" of 3/8" Pea Gravel	190	CY	\$60.00	\$11,400.00
1.12	Mirafl 500X Filter Fabric Porous Pavement Section	2,300	SY	\$1.50	\$3,450.00
1.13	Screened Loam (Assume 4")	230	CY	\$40.00	\$9,200.00
1.14	Hydroseeding	2,000	SY	\$3.50	\$7,000.00
1.15	Parking Lot Stripping	960	LF	\$1.50	\$1,440.00
1.16	Handicap Parking Symbols	2	EA	\$150.00	\$300.00
1.17	Handicap Parking Signs	2	EA	\$150.00	\$300.00
GENERAL SITE WORK TOTAL					\$170,135.00
2.00	SITE WATER				
2.01	6" Ductile Iron Water Main	45	LF	\$80.00	\$3,600.00
2.02	4" Ductile Iron Water Main	515	LF	\$60.00	\$30,900.00
2.03	3/4" Copper Service Pipe	60	LF	\$80.00	\$4,800.00
2.04	Ductile Iron MJ Fittings	400	LBS	\$4.00	\$1,600.00
2.05	Hydrant Assembly	1	EA	\$3,500.00	\$3,500.00
2.06	8"x6" Tapping Sleeve and Valve	1	EA	\$3,500.00	\$3,500.00
2.07	4" Ductile Iron Gate Valve	1	EA	\$1,300.00	\$1,300.00
2.08	3/4" Corporation	3	EA	\$300.00	\$900.00
2.09	3/4" Curb Stop	3	EA	\$300.00	\$900.00
2.10	Main Street Trench Patch (Assume 10' Wide) Gravels and Asphalt	60	SY	\$35.00	\$2,100.00
2.11	Main Street Traffic Control (Flaggers, Signage etc.)	1	AL	\$2,000.00	\$2,000.00
SITE WATER TOTAL					\$55,100.00
3.00	SITE SEWER				
3.01	4" SDR35 PVC Sewer Line	25	LF	\$50.00	\$1,250.00
3.02	2" PVC Forcemain	140	LF	\$45.00	\$6,300.00
3.03	(2) 4"x46" Sewer Trench with 4" Perforated PVC Pipe and 12" of Stone	92	LF	\$75.00	\$6,900.00
3.04	1,250 Gallon Septic Tank	1	LS	\$7,500.00	\$7,500.00
3.05	1,000 Gallon Pump Station	1	LS	\$9,000.00	\$9,000.00
3.06	Oil Gas Grit Separator Storage Tank for Floor Drain Connection	1	LS	\$5,500.00	\$5,500.00
SITE SEWER TOTAL					\$36,450.00
4.00	SITE DRAINAGE				
4.01	Drywells	5	EA	\$5,500.00	\$27,500.00
SITE DRAINAGE TOTAL					\$27,500.00
5.00	EROSION AND SEDIMENT CONTROLS				
5.01	Silt Fence	500	LF	\$3.50	\$1,750.00
5.02	Infiltration Basin Inlet Protection	5	EA	\$300.00	\$1,500.00
5.03	Stabilized Construction Entrance	1	LS	\$1,500.00	\$1,500.00
5.04	Miscellaneous Erosion Control (Daily Dust Control, etc.)	1	AL	\$2,000.00	\$2,000.00
EROSION AND SEDIMENT CONTROL TOTAL					\$6,750.00
6.00	FIREHOUSE LANE REPAVING				
6.01	Removal of Existing Pavement	670	SY	\$3.50	\$2,345.00
6.02	Hardpak Shim: Assume 3" Thickness	65	CY	\$40.00	\$2,600.00
6.03	Fine Grading	1	LS	\$2,500.00	\$2,500.00
6.04	Bituminous Concrete Pavement 3" Thickness	120	TN	\$90.00	\$10,800.00
FIREHOUSE LANE REPAVING TOTAL					\$18,245.00
7.00	MOBILIZATION/DEMOLITION AND MISCELLANEOUS WORK AND CLEANUP				
7.01	Mobilization & Demobilization (Assume 7.5% of the work)	1	LS	\$22,195.13	\$22,195.13
7.02	Miscellaneous Work and Cleanup (Assume 2.5% of the work)	1	LS	\$7,398.38	\$7,398.38
MOBILIZATION/DEMOLITION AND MISCELLANEOUS WORK AND CLEANUP TOTAL					\$29,593.50

ENGINEER'S SCHEMATIC OPINION OF PROBABLE CONSTRUCTION PROJECT COST  
20% CONSTRUCTION COST CONTINGENCY  
TOTAL ENGINEER'S SCHEMATIC OPINION OF PROBABLE COST

\$343,773.50  
\$68,754.70  
\$412,528.20

NOTE: This Schematic Engineer's Opinion of Probable Cost (EOPC) was established from the Town of Norwich Fire and Police Facility Schematic Site Plan, dated August 2016, completed by Pathways Consulting (Pathways). In providing this EOPC, the Client understands that Pathways has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that this EOPC was developed on the basis of our experience with other projects of similarity. Pathways makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from this EOPC. Upon completion of the preliminary design phase of the project, Pathways will revise this EOPC to revised and/or modified design conditions and updated construction costs. (Option 1 does not include the Reservoir Course in the Porous Pavement Section, assuming native material is acceptable). This EOPC reflects site work up to 5' from buildings and does not include demolition of existing buildings or relocation of the existing AST tank.

OPTION \*1 - without Reservoir  
used by Jay while but not in original Packet.

SCHEMATIC ENGINEER'S OPINION OF PROBABLE COST (OPTION 2 WITH RESERVOIR COURSE) FOR TOWN OF NORWICH FIRE AND POLICE FACILITY FIREHOUSE LANE, NORWICH, VERMONT PREPARED BY PATHWAYS CONSULTING, LLC (Project No. 12703) August 8, 2016 SITE WORK					
Item Number	Item Description	Quantity	Unit	Unit Cost	Total Cost
<b>1.00</b>	<b>GENERAL SITE WORK</b>				
1.01	Saw Cut Existing Pavement (Roadway)	200	LF	\$3.00	\$600.00
1.02	Common Excavation Site to Subgrade (Inclusive of Removal of Pavement)	2,700	CY	\$12.00	\$32,400.00
1.03	Site Fine Grading	1	LS	\$6,000.00	\$6,000.00
1.04	Clearing and Grubbing	1	LS	\$5,000.00	\$5,000.00
1.05	Gravel (Assume 12" Below Walkways)	45	CY	\$27.00	\$1,215.00
1.06	Crushed Gravel (Assume 6" in Walkways)	23	CY	\$30.00	\$690.00
1.07	Bituminous Concrete Pavement Walkway (Assume 3" Thickness)	25	TN	\$120.00	\$3,000.00
1.08	Porous Asphalt Pavement (Assume 4" Thickness)	2,160	SY	\$32.00	\$69,120.00
1.09	Choker Course Porous Pavement Section 4" of 3/4" Washed Crushed Stone	250	CY	\$42.00	\$10,500.00
1.10	Filter Course Porous Pavement Section 12" of Gravel	760	CY	\$27.00	\$20,520.00
1.11	Filter Blanket Porous Pavement Section 3" of 3/8" Pea Gravel	190	CY	\$60.00	\$11,400.00
1.12	Reservoir Course (Option 2) Porous Pavement Section 16" of Crushed Stone AASHTO No. 3	1,010	CY	\$40.00	\$40,400.00
1.13	Mirafl 500X Filter Fabric Porous Pavement Section	2,300	SY	\$1.50	\$3,450.00
1.14	Screened Loam (Assume 4")	230	CY	\$40.00	\$9,200.00
1.15	Hydroseeding	2,000	SY	\$3.50	\$7,000.00
1.16	Parking Lot Stripping	960	LF	\$1.50	\$1,440.00
1.17	Handicap Parking Symbols	2	EA	\$150.00	\$300.00
1.18	Handicap Parking Signs	2	EA	\$150.00	\$300.00
<b>GENERAL SITE WORK TOTAL</b>					<b>\$222,535.00</b>
<b>2.00</b>	<b>SITE WATER</b>				
2.01	6" Ductile Iron Water Main	45	LF	\$80.00	\$3,600.00
2.02	4" Ductile Iron Water Main	515	LF	\$60.00	\$30,900.00
2.03	3/4" Copper Service Pipe	60	LF	\$80.00	\$4,800.00
2.04	Ductile Iron MJ Fittings	400	LBS	\$4.00	\$1,600.00
2.05	Hydrant Assembly	1	EA	\$3,500.00	\$3,500.00
2.06	8"x6" Tapping Sleeve and Valve	1	EA	\$3,500.00	\$3,500.00
2.07	4" Ductile Iron Gate Valve	1	EA	\$1,300.00	\$1,300.00
2.08	3/4" Corporation	3	EA	\$300.00	\$900.00
2.09	3/4" Curb Stop	3	EA	\$300.00	\$900.00
2.10	Main Street Trench Patch (Assume 10' Wide) Gravels and Asphalt	60	SY	\$35.00	\$2,100.00
2.11	Main Street Traffic Control (Flaggers, Signage etc.)	1	AL	\$2,000.00	\$2,000.00
<b>SITE WATER TOTAL</b>					<b>\$55,100.00</b>
<b>3.00</b>	<b>SITE SEWER</b>				
3.01	4" SDR35 PVC Sewer Line	25	LF	\$50.00	\$1,250.00
3.02	2" PVC Forcemain	140	LF	\$45.00	\$6,300.00
3.03	(2) 4"x46" Sewer Trench with 4" Perforated PVC Pipe and 12" of Stone	92	LF	\$75.00	\$6,900.00
3.04	1,250 Gallon Septic Tank	1	LS	\$7,500.00	\$7,500.00
3.05	1,000 Gallon Pump Station	1	LS	\$9,000.00	\$9,000.00
3.06	Oil Gas Grit Separator Storage Tank for Floor Drain Connection	1	LS	\$5,500.00	\$5,500.00
<b>SITE SEWER TOTAL</b>					<b>\$36,450.00</b>
<b>4.00</b>	<b>SITE DRAINAGE</b>				
4.01	Drywells	5	EA	\$5,500.00	\$27,500.00
<b>SITE DRAINAGE TOTAL</b>					<b>\$27,500.00</b>
<b>5.00</b>	<b>EROSION AND SEDIMENT CONTROLS</b>				
5.01	Silt Fence	500	LF	\$3.50	\$1,750.00
5.02	Infiltration Basin Inlet Protection	5	EA	\$300.00	\$1,500.00
5.03	Stabilized Construction Entrance	1	LS	\$1,500.00	\$1,500.00
5.04	Miscellaneous Erosion Control (Daily Dust Control, etc.)	1	AL	\$2,000.00	\$2,000.00
<b>EROSION AND SEDIMENT CONTROL TOTAL</b>					<b>\$6,750.00</b>
<b>6.00</b>	<b>FIREHOUSE LANE REPAVING</b>				
6.01	Removal of Existing Pavement	670	SY	\$3.50	\$2,345.00
6.02	Hardpak Shim: Assume 3" Thickness	65	CY	\$40.00	\$2,600.00
6.03	Fine Grading	1	LS	\$2,500.00	\$2,500.00
6.04	Bituminous Concrete Pavement 3" Thickness	120	TN	\$90.00	\$10,800.00
<b>FIREHOUSE LANE REPAVING TOTAL</b>					<b>\$18,245.00</b>
<b>7.00</b>	<b>MOBILIZATION/DEMOLIBILIZATION AND MISCELLANEOUS WORK AND CLEANUP</b>				
7.01	Mobilization & Demobilization (Assume 7.5% of the work)	1	LS	\$26,125.13	\$26,125.13
7.02	Miscellaneous Work and Cleanup (Assume 2.5% of the work)	1	LS	\$8,708.38	\$8,708.38
<b>MOBILIZATION/DEMOLIBILIZATION AND MISCELLANEOUS WORK AND CLEANUP TOTAL</b>					<b>\$34,833.50</b>

ENGINEER'S SCHEMATIC OPINION OF PROBABLE CONSTRUCTION PROJECT COST	\$401,413.50
20% CONSTRUCTION COST CONTINGENCY	\$80,282.70
TOTAL ENGINEER'S SCHEMATIC OPINION OF PROBABLE COST	\$481,696.20

NOTE: This Schematic Engineer's Opinion of Probable Cost (EOPC) was established from the Town of Norwich Fire and Police Facility Schematic Site Plan, dated August 2016, completed by Pathways Consulting (Pathways). In providing this EOPC, the Client understands that Pathways has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that this EOPC was developed on the basis of our experience with other projects of similarity. Pathways makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from this EOPC. Upon completion of the preliminary design phase of the project, Pathways will revise this EOPC to revised and/or modified design conditions and updated construction costs. (Option 2 includes the Reservoir Course in the Porous Pavement Section depicted on the drawings). This EOPC reflects site work up to 5' from buildings and does not include demolition of existing buildings or relocation of the existing AST tank.

Option #2 = with Reservoir  
Not used by Jay while - BUT in the original packet

## Debt Schedule Calculation--DRAFT, pending updated VMBB figures

Total Bonded: 1,410,000

Bond  
Term 30 Years  
NIC 3.100%

Linear Increase in Grand List: 0.01

FY	Tracy Hall	Grader	Tower Lease-Purchase	Tower Bond	Payment on Current Bonds	Tax Rate Impact	Payment on Bond Amount	Tax Rate Impact Of New Bond	Current and New Total Outstanding Principal	Total Tax Rate Impact of Old and New	Tax Rate Increase of New Bond over FY2017 (\$0.0186)	Per 100,000	Per 400,000	P&I for \$3M	P&I Scaled to Bonded Amount	Grand List
2014	49,297	19,042	30,071	2,190	100,600	0.0145	-	-	100,600	0.0145	-	-	-	-	-	6,915,390
2015	46,436	19,042	29,429	33,904	128,812	0.0186	-	-	128,812	0.0186	-	-	-	-	-	6,930,861
2016	-	19,042	33,632	33,632	86,307	0.0124	-	-	86,307	0.0124	-	-	-	-	-	6,952,620
2017	-	-	33,256	33,256	66,511	0.0090	-	-	66,511	0.0090	-	-	-	-	-	7,396,417
2018	-	-	32,775	32,775	65,549	0.0088	32,452	0.0043	98,002	0.0131	0.0041	4.13	16.51	69,047	32,452	7,470,381
2019	-	-	32,189	32,189	32,189	0.0043	85,666	0.0114	117,855	0.0156	0.0066	6.63	26.52	182,267	85,666	7,544,345
2020	-	-	31,505	31,505	31,505	0.0041	85,070	0.0112	116,575	0.0153	0.0063	6.31	25.24	181,001	85,070	7,618,310
2021	-	-	30,738	30,738	30,738	0.0040	84,393	0.0110	115,131	0.0150	0.0060	5.97	23.90	179,560	84,393	7,692,274
2022	-	-	29,894	29,894	29,894	0.0038	83,633	0.0108	113,527	0.0146	0.0056	5.63	22.50	177,944	83,633	7,766,238
2023	-	-	28,976	28,976	28,976	0.0037	82,793	0.0106	111,769	0.0143	0.0053	5.26	21.05	176,156	82,793	7,840,202
2024	-	-	28,000	28,000	28,000	0.0035	81,876	0.0103	109,876	0.0139	0.0049	4.89	19.56	174,205	81,876	7,914,166
2025	-	-	-	-	-	-	80,886	0.0101	80,886	0.0101	0.0011	1.13	4.53	172,099	80,886	7,988,130
2026	-	-	-	-	-	-	79,823	0.0099	79,823	0.0099	0.0009	0.91	3.63	169,836	79,823	8,062,095
2027	-	-	-	-	-	-	78,686	0.0097	78,686	0.0097	0.0007	0.68	2.72	167,418	78,686	8,136,059
2028	-	-	-	-	-	-	77,482	0.0094	77,482	0.0094	0.0004	0.45	1.78	164,856	77,482	8,210,023
2029	-	-	-	-	-	-	76,228	0.0092	76,228	0.0092	0.0002	0.21	0.84	162,187	76,228	8,283,987
2030	-	-	-	-	-	-	74,935	0.0090	74,935	0.0090	0.0000	-0.03	-0.11	159,437	74,935	8,357,951
2031	-	-	-	-	-	-	73,604	0.0087	73,604	0.0087	-0.0003	-0.26	-1.05	156,604	73,604	8,431,915
2032	-	-	-	-	-	-	72,234	0.0085	72,234	0.0085	-0.0005	-0.50	-2.00	153,689	72,234	8,505,880
2033	-	-	-	-	-	-	70,829	0.0083	70,829	0.0083	-0.0007	-0.74	-2.95	150,699	70,829	8,579,844
2034	-	-	-	-	-	-	69,397	0.0080	69,397	0.0080	-0.0010	-0.97	-3.89	147,652	69,397	8,653,808
2035	-	-	-	-	-	-	67,944	0.0078	67,944	0.0078	-0.0012	-1.21	-4.83	144,561	67,944	8,727,772
2036	-	-	-	-	-	-	66,470	0.0076	66,470	0.0076	-0.0014	-1.44	-5.76	141,426	66,470	8,801,736
2037	-	-	-	-	-	-	64,976	0.0073	64,976	0.0073	-0.0017	-1.67	-6.69	138,248	64,976	8,875,700
2038	-	-	-	-	-	-	63,463	0.0071	63,463	0.0071	-0.0019	-1.90	-7.60	135,029	63,463	8,949,665
2039	-	-	-	-	-	-	61,937	0.0069	61,937	0.0069	-0.0021	-2.13	-8.51	131,780	61,937	9,023,629
2040	-	-	-	-	-	-	60,400	0.0066	60,400	0.0066	-0.0024	-2.35	-9.41	128,510	60,400	9,097,593
2041	-	-	-	-	-	-	58,852	0.0064	58,852	0.0064	-0.0026	-2.58	-10.30	125,217	58,852	9,171,557
2042	-	-	-	-	-	-	57,294	0.0062	57,294	0.0062	-0.0028	-2.80	-11.18	121,903	57,294	9,245,521
2043	-	-	-	-	-	-	55,727	0.0060	55,727	0.0060	-0.0030	-3.01	-12.05	118,568	55,727	9,319,485
2044	-	-	-	-	-	-	54,153	0.0058	54,153	0.0058	-0.0032	-3.23	-12.91	115,218	54,153	9,393,450
2045	-	-	-	-	-	-	52,572	0.0056	52,572	0.0056	-0.0034	-3.44	-13.76	111,856	52,572	9,467,414
2046	-	-	-	-	-	-	50,987	0.0053	50,987	0.0053	-0.0036	-3.65	-14.59	108,482	50,987	9,541,378
2047	-	-	-	-	-	-	49,395	0.0051	49,395	0.0051	-0.0039	-3.86	-15.42	105,096	49,395	9,615,342
2048	-	-	-	-	-	-	47,799	0.0049	47,799	0.0049	-0.0041	-4.06	-16.24	101,700	47,799	9,689,306
Average	-	-	-	-	-	-	68,984	-	75,027	0.00893	(0.00006)	-	-	-	68,984	-
2,170,941	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Average 10 yrs:	-	-	-	-	-	-	-	0.0042	-	-	0.0035	-	-	-	-	-
Total for 30 yrs:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total \$/100K	-	-	-	-	-	-	-	248.89	-	-	-	-	-	-	-	-
16 years	-	-	-	-	-	-	-	166.95	-	-	-	-	-	-	-	-
Average 10 diff:	-	-	-	-	-	-	-	0.0144	-	-	-	-	-	-	-	-
Average 2017-27:	-	-	-	-	-	-	-	0.0035	-	-	-	-	-	-	-	-
Ave. diff. 2017-27:	-	-	-	-	-	-	-	0.0151	-	-	-	-	-	-	-	-

Face value to NPV of interest paid 0.05%

Mortgage Annual	Total
3.1%	\$150,381.05
Monthly	\$ 14,322.46
	\$ 5,156,085.60

Net Present Value of Payments	
Discount Rate	2.94%
Bonded Amount	1,410,000
Net Present Value of Payments	1,410,342
Today's value of future interest payments	342

Single-payment model: FY 2017

0.1869
0.6391
29%





#7c

# 8



## Section 11. Model Balanced Budget Policy

A balanced budget is necessary for proper financial management in local government. Overestimation of municipal revenues, deferral of maintenance, replacement of capital assets, and inadequate funding of municipal obligations can necessitate borrowing or increases in tax rates, both of which can limit a municipality's ability to provide future services.

**Budget Creation and Administration.** By tradition, the selectboard prepares the budget for voter approval at the annual town meeting; by law, it sets the tax rate necessary to raise the specific amounts voted. The selectboard manages the town budget through the course of the fiscal year under its authority to sign orders for payment of town funds. To approve orders, the board must meet and, by a majority of the total number of members of the board, vote to authorize the treasurer to disburse money. The selectboard may vote to authorize one or more members to examine and approve the payment of certain town expenses.

Unanticipated expenditures and revenue shortfalls caused by unforeseen circumstance can require a transfer of money between line items or even deficit spending. The model policy provides that the municipal budget will be administered to provide services in a manner consistent with the voters' expectations in light of actual circumstances and managed to avoid deficit spending and short-term borrowing.

**Line Item Transfers.** The model policy also provides that all transfers between budget line items will require a majority vote of the selectboard. Highway fund transfers must be made consistent with the requirements of 19 V.S.A. § 312, which provides that funds raised from highway taxes will not be used for any purpose other than that for which the tax was voted.

**Budget Closing Plan.** At the close of the fiscal year, the treasurer will present a budget closing plan to the selectboard, making recommendations for transfers between line items and recommendations for the application of any budget surplus. Approval of the plan will require a majority vote of the selectboard. Any annual budget deficit will be addressed in accordance with 24 V.S.A. § 1523(a).

## **BALANCED BUDGET POLICY**

**Town of \_\_\_\_\_**

**PURPOSE.** The selectboard of the Town of \_\_\_\_\_ believes that sound financial management requires that the annual Town budget be developed and administered in such a way that annual revenue from property taxes and other sources equals annual expenses. Adoption and administration of balanced budgets will help maintain the stability of the Town tax rate and reduce the need for borrowing.

**BUDGET DEVELOPMENT AND APPROVAL.** Each year, the selectboard will develop and present to the voters an operating budget that balances annual revenues and annual expenditures for all funds. The selectboard will avoid proposing annual budgets that overestimate revenues, defer maintenance or replacement of essential capital assets, roll over short-term debt, or inadequately fund Town obligations. Upon voter approval of the town budget, and after the grand list has been lodged in the office of the town clerk, the selectboard will set the tax rate necessary to raise the specific amounts voted, in accordance with 17 V.S.A. § 2664.

**BUDGET ADMINISTRATION.** The selectboard administers the town budget through its authority to sign orders for payment of town funds. 24 V.S.A. §§ 1576, 1621 and 1622. To approve orders, the selectboard must, by a majority of the total number of members of the board, vote to authorize the treasurer to disburse money. In order to carry out this responsibility effectively, the selectboard must have timely and accurate information about the status of the town's finances. To this end, the selectboard and treasurer have adopted a financial reporting policy under which the treasurer prepares monthly financial reports for the selectboard's budget management purposes.

The selectboard recognizes that unanticipated expenditures and revenue shortfalls caused by circumstances not foreseen at the time a budget is approved by the voters may require transfer of money between line items or even deficit spending. The selectboard will endeavor to administer the Town budget to provide services in a manner consistent with the voters' expectations in light of actual circumstances that arise during the fiscal year, and will manage the budget to avoid, to the extent reasonably possible, deficit spending or the need to borrow money to pay current operating expenses.

**LINE ITEM TRANSFERS.** During the fiscal year, all transfers between budget line items will require a majority vote of the selectboard. The vote will state the line items that are subject to transfer, the reason for the transfer, and the reason funds are available for transfer. Transfers will be made consistent with any applicable statute or legal obligations that may encumber or restrict the use of certain funds, including 19 V.S.A. § 312. At the close of the fiscal year, the treasurer will present a budget closing plan to the selectboard, making recommendations for transfers between line items, and recommending the application of any budget surplus. Approval of the budget closing plan will require a majority vote of the selectboard. Any annual budget deficit will be addressed in accordance with 24 V.S.A. § 1523(a).



The foregoing Policy is hereby adopted by the selectboard and treasurer of the Town of \_\_\_\_\_, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

\_\_\_\_\_  
Chairperson  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
Treasurer

#8

Submitted at the Request  
of Stephen Flinders 9-8-16Town of Norwich  
Budget Analysis of 16-17 Budget

Total Budget Excluding Outside Appropriations

\$ 4,327,993

WAGES & BENEFITS	MATERIALS & EQUIPMENT	PURCHASE OF SERVICES
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TOTAL SELECTED CATEGORIES
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\$ 1,999,571 \$ 615,150 \$ 1,057,678

\$ 3,672,399

46.20%

14.21%

24.44%

84.85%

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**MEMORANDUM**

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**TO:** NORWICH SELECTBOARD  
**FROM:** STEPHEN N. FLANDERS  
**SUBJECT:** SETTING BUDGETARY GUIDELINES—II  
**DATE:** SEPTEMBER 9, 2016  
**CC:** TOWN MANAGER

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1. *Budgetary guidelines* – At its August 24<sup>th</sup> some selectboard members showed interest in achieving a budget with no increase or with cuts. I suggested that even no increase implies budget cuts, because of the growth in payroll costs associated with the step-and-track system and associated benefits. Furthermore, other non-labor costs rise from year to year. I further suggested that *it's the board's responsibility to decide what services will be cut* in the face of strong voter support of past budgets.
2. *Why the board and not the department heads?* – An alternate model proposed was to have department heads propose cuts. That would be viable, if there were “nice-to-have” items in the budget or there were identifiable inefficiencies. However, over the years, selectboards have looked at budgets closely without finding such items. What's left are services that the town voted for, but would be diminished with budget reductions—it would be for the board to answer for these reductions.
3. *Tax impact of budget changes* – I estimate that a decrease (or increase) of \$100K on this year's budget would change a property tax bill by a bit more than \$13 per \$100K of valuation.
4. *Built-in cost increases* – Wages and benefits constitute almost 50% of the town budget. A primary driver of costs in the labor budget is the step and track system, which has a built-in compounded increase of 2%, prior to any Cost of Living Adjustment (COLA). The COLA is based on a three-year running average of the Consumer Price Index (U) for Boston, which CPI-U rose 1.5 percent over the past year. Additional compensation cost increases are for benefits, especially insurance. Health insurance costs may increase by 10% annually.

Because of union contracts, the only way to reduce compensation in the bargaining unit is to completely eliminate a position and its duties. Outside the bargaining unit, the option exists to reduce time that a position works or to backfill an open position at a lower grade.

Another category of town expense is the purchase of goods (about 14% of the budget) and services (about 24% of the budget). It would be unwise to budget for an insufficient amount of sand or salt to address winter and spring maintenance.

A third category of town expense is reserve funds that put away money to take care of town capital assets, thereby avoiding financing future purchases with bonds or loans. Lowering funding for reserve funds would mean that the town was positioning itself to not be able to replace equipment, as it wears out or allowing asphalt paving to deteriorate beyond the point of economical repair.

5. *Budgetary headroom* – While some people focus on the differences between budgets, the more meaningful discussion is on the resulting difference in taxes that a property must pay as a result of a budgetary change. A rule of thumb here is that new construction increases the value of the grand list by 1% per year, allowing the town budget to grow by that amount without a change in the tax paid by a given property.

Another point to remember on budgetary headroom is that budgets should include sufficient funds to cover likely contingencies, such as a bad winter or spring for road maintenance.

6. *Budget execution* – In covering budgetary contingencies, the selectboard relies on the town manager to only spend what's reasonable and appropriate, thereby leaving an undesignated fund balance that will allow offsetting taxes and carrying over a 16% balance, when the tax rate is set in July.
7. *Recommendation* – Consequently, I recommend that the selectboard opt for the town manager to present a budget that maintains the current level of service.
8. *Possible motion* – “I move that the town manager present a budget to the selectboard that maintains the current level of service.”

#10

**TOWN OF NORWICH  
QUARTERLY INVESTMENT REPORT  
6/30/2016**

	<u>Rate/APY</u>	<u>06/30/16 Bank Balance</u>	<u>Quarterly Interest</u>
<b>Ledyard National Bank:</b>			
Business Checking (3 accounts) - FDIC Insured up to \$250,000		\$ 154,981.35	**
ICS: General Fund		1,354,201.53	
Designated Funds		1,665,731.03	
Total ICS Balance ~ 6/30/2016	0.25%	<u>\$ 3,019,932.56</u>	<u>\$ 2,150.53</u>
Total Cash on Deposit ~ 6/30/2016		<u>\$ 3,174,913.91</u>	<u>\$ 2,150.53</u>
Less: Outstanding Checks		(139,897.91)	
Plus: Deposit-in-transit		13,269.00	
Anticipated Balance Sheet ~ 6/30/2016		<u>\$ 3,048,285.00</u>	
Less: Transfer to ICS in transit at 6/30/2016		531.67	
Less: Bank service charge		-	
Plus: Unreconciled difference		(348.34)	
Cash on Balance Sheet ~ 6/30/2016		<u>\$ 3,048,468.33</u>	

\*\* Secured by an Irrevocable Stand-by Letter of Credit \$2.5 million

Treasury Bill rates:

26 week - 0.34%

1 year - 0.55%

Wall Street Journal Prime = 3.50%

*Cheryl A. Lindberg, Treas*  
Cheryl A. Lindberg, Treasurer

10a

**Request for Proposals (RFP)**  
**Banking and Cash Management Services**  
**Town of Norwich, Vermont**

**1. PURPOSE**

1.1 The Town of Norwich (Town) invites banking institutions that provide full business banking services, to submit proposals for the Town's banking and financial management needs for a three year period.

**2. NORWICH FINANCIAL INFORMATION**

2.1 The following information is a brief explanation of the town operations:

- Fiscal Year- July 1 to June 30<sup>th</sup>
- 2012-2013 Final Municipal Budget \$ 4,308,685 School Taxes \$ 11,887,643
- Taxes are payable in two installments, mid-August & mid-February
- 2012-2013 # of A/P Checks written-1238, ACH Vendor Payments, 383.
- 2012-2013 Payroll was \$1,232,804. with 277 paper checks and 655 ACH deposits
- All of the town's payroll taxes are paid by EFTPS

2.2 Further information can be requested of Roberta Robinson, Finance Director via e-mail at rrobinson@norwich.vt.us. In an effort to provide a fair process and complete information, all written questions and written answers will be provided to all bidders.

**3. INSTRUCTIONS FOR COMPLETING PROPOSALS**

**3.1 Banking Services Cost Determination**

3.1.1 An itemized table, (Attachment A) located at the end of this document, is to be used in itemizing costs.

**3.2 Miscellaneous Banking Services**

3.2.1 Each bank is to use costs for an estimated annual number of items to arrive at an annual estimated cost of services. All listed services may not be required, and the Town reserves the right to seek competitive bids on some items. (i.e. checks, deposit tickets and/or supplies). Additional miscellaneous items may be added to the table (Attachment A) or attached on a separate sheet. The bank may detail its proposal for certain other cash management services, keeping in mind that the Town reserves the right to conduct its own cash management activities through competitive proposals.

**3.3 Earnings Rate/Collateralization of Funds**

3.3.1 The earnings rate should be for a specified percentage or tied to a market interest rate subject to independent verification (i.e. 90-day Treasury bill rate). If the percentage will change during the three year period detail the changes.

3.3.2 The Bank should detail in its proposal how all funds are collateralized for the Town which exceeds the F.D.I.C. insurance limit of \$250,000.

3.3.3 Collateralization using obligations fully guaranteed by the full faith and credit of the State of Vermont, and/or the United States Government will be required on certificates of deposit and repurchase agreements or an Irrevocable Stand-by Letter of Credit issued by the Federal Home Loan Bank issued in the Town's name. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates

of deposit or the repurchase agreement secured by the collateral. Collateral shall be held by an independent party, in the Town's name, with whom the Town has a current custodial agreement that has been approved by the Selectboard. Evidence of ownership must be supplied to, and retained by, the Town.

3.3.4 The bank should also indicate the cost of providing collateral either as a direct fee or a change in the interest rate paid.

### 3.4 Account Structure

3.4.1 The Town currently maintains a collateralized sweep account with a checking account. The payroll account, recreation account (for credit card transactions originated on a recreation sign up website), Fish & Game account (for direct debit of license fees) are all non-interest bearing accounts on the same statement. All designated reserve funds are also included in this sweep account arrangement.

3.4.2 The Town invites other account structuring options that may simplify and improve the management of our financial resources.

3.4.3 On-line banking and ACH origination are also utilized. Deposits are made daily as well as ACH deposits coming in from various outside government agencies. All bank fees are charged directly to the checking account on a monthly basis if the transactions exceed a certain threshold. If the banks' programs differ from this arrangement or these services are not available, please provide details.

3.4.4 The bank shall fully explain its policy in crediting deposits made from various sources and locations, inclusive of the time at which funds will be made available, and the time by which deposits must be made for "same-day" credit.

### 3.5 Reports/Statements

3.5.1 The bank must provide samples of the monthly statements for accounts similar to what is proposed.

3.5.2 Two years of annual reports.

3.5.3 In addition, a copy of the most recent Call Report shall be included as well as the bank's most recent credit rating.

3.5.4 Provide a copy of the most recent independent audit report.

3.5.5 Include a summary of any significant changes in management and/or ownership during the past five years and a statement regarding any foreseen acquisitions or mergers.

3.5.6 Include a description of your financial institution's experience, expertise and qualifications regarding municipal banking, investing and financing services. This could also include information and credentials for key personnel to whom the accounts would be assigned

### 3.6 Business Hours/Night Deposits

3.6.1 The bank shall provide a schedule of business hours for any branch or location that the Town would be conducting daily business with the bank location; and the availability of a night depository; and policies. Please also include information on Merchant Remote Capture and associated costs.

### 3.7 References

3.7.1 The bank must provide three municipal references, including municipality name, and contact person. These references should be for customers of at least two years with similar banking and cash management services.

### 3.8 Additional Banking/Financial Services

3.8.1 The bank may supply information regarding any additional services not specifically requested (i.e. Financial Advisory Services, Borrowing Services, and Term Investment Services, New Banking Services).

## 4. GENERAL INFORMATION

### 4.1 Form of Proposal

4.1.1 Proposals must use Attachment A as a basis (available electronically upon request) and may provide supplementary material as deemed necessary. All information requested must be provided and two copies submitted (not necessary for supporting reports). The Town reserves the right to reject incomplete and any or all proposals.

### 4.2 Exceptions to Specifications

4.2.1 Any deviation to these requirements shall be identified and explained in detail in the proposal.

### 4.3 Notice of Evaluation

4.3.1 All proposals submitted in accordance with the above will be evaluated by the Town Manager, and the finance staff. It is anticipated that an award will be made in June 2014.

### 4.4 Basis for Determination of Award

4.4.1 The award will be granted to the financial institution that provides the best combination of potential earnings for each cash management service, minimal estimated annual charges, adequate collateralization of the Town funds in excess of FDIC insurance, coupled with convenient daily banking services.

### 4.5 Length of Agreement

4.5.1 The agreement would be for a minimum term of three years beginning approximately July 1, 2014 and ending June 30, 2017.

### 4.6 Termination

4.6.1 The Town may terminate the agreement, at its sole discretion, for failure to perform with 90 days' notice to the financial institution. If the Town and selected financial institution are unable to reach an agreement within 30 days of the notice of the award to the financial institution negotiations on the agreement will be terminated.

4.7 The Town has the right to reject any or all proposals if doing so is in the best interest of the Town.

4.8 All questions on this RFP should be directed to the Finance Director Roberta Robinson at:

4.8.1 Email: [robinson@norwich.vt.us](mailto:robinson@norwich.vt.us).



4.8.2 Phone 802-649-1419 x105.

4.9 Proposals should be submitted in a sealed envelope and clearly marked on the envelope Request for Proposal for Banking and Cash Management Services for the Town.

4.10 An original, 2 copies and an electronic version on a CD of the proposal shall be submitted no later than 1200 hours on Wednesday, May 21, 2014 to:

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

**ATTACHMENT A**  
**Proposed Fee Structure**  
**For the**  
**Town of Norwich**

Provide proposed fee structure for the services identified in this attachment and any other fees that may be proposed. Please indicate any services for which you may require direct payment (hard dollars). It will be assumed that all services may be paid for through service charge credit and/or a compensating balance unless indicated otherwise in the bank's response. Please provide a proforma account analysis including each description of service item below. (Provide more detailed cost data under each description if needed.)

Service	Estimated Annual Volume Based on FY12-13	Unit Price	Projected Annual Cost
General Account Services:			
Monthly Account Maintenance	12		
Debits/Credits			
Other Account Maintenance			
Deposit Services:			
Deposits Made	252		
Items Deposited	6377		
Other Deposit Services			
Return Item Deposited			
Disbursement Services:			
Checks Paid (paper)	1515		
Other Disbursement Services			
Automated Investment Services:			
Sweep Monthly Maintenance			
Per Item Maintenance			
Sweep Transaction Fees			
Other Investment Services			
Zero Balance Monthly Maintenance			
ACH Services:			
ACH Debit/Credit Originations	1040 payments		
ACH Network Fees			
ACH Maintenance			
ACH File Transmission			
ACH Return Items			

Service	Estimated Annual Volume Based on FY12-13	Unit Price	Projected Annual Cost
Other ACH Services			
Wire Transfer Services			
Outgoing Wire Transfers			
Incoming Wire Transfers			
Other Wire Transfer Services			
Collection Services			
Lockbox Services			
Cash Concentration			
Remote Deposit Capture			
Other Cost:			
Check Imaging Services			
Monthly Maintenance			
Per Item			
Payment of Federal Taxes			
Other:			
TOTAL <b><u>ESTIMATED</u></b> PROJECTED ANNUAL BANKING			

## 1. PURPOSE.

1.1 In accordance with 24 VSA §1571(b), monies received by the Treasurer on behalf of the Town of Norwich (Town) may be invested and reinvested by the Treasurer with the approval of the Legislative Body (Selectboard).

1.2 The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, reporting requirements, and safekeeping and custodial procedures necessary for the proper management and investment of the funds of the Town.

1.3 This policy does not apply to bond fund investments made in accordance with applicable bond debenture requirements.

## 2. OBJECTIVES.

2.1 The primary objectives of the Town's investment policy shall be security of principal, liquidity as needed to meet projected expenditures, and return on investment, in that order of priority.

2.1.1 **Security.** Security of principal shall be the foremost objective of Town funds. Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the Town's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Town's investment portfolio.

2.1.2 **Liquidity.** The Town's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. The portfolio will consist primarily of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds to ensure liquidity for short-term funds.

2.1.3 **Return on Investment.** The investment portfolio will be designed to attain a market rate of return throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the security and liquidity objectives described above. The core of investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

## 3. POOLING.

3.1 Except where prohibited by law, cash and reserve balances from all funds may be consolidated to maximize investment earnings and to increase efficiencies with regard to

investment pricing, safekeeping, and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

#### **4. DIVERSIFICATION OF THE INVESTMENT PORTFOLIO**

4.1 The Treasurer shall maintain sufficient diversification of investments such that the ability of the Town of Norwich to continue to do business on an ongoing basis will not be impaired because of a liquidity crisis occurring in any one type of investment with which the Town of Norwich has invested. Diversification includes investing in securities with varying maturities and matching maturity of investments to needed cash flow. U.S. Treasury obligations that carry the full faith and credit guarantee of the United States government meet the requirements of this section.

#### **5. STANDARD OF CARE.**

5.1 The standard of care to be used by the Treasurer and Selectboard shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### **6. CONFLICTS OF INTEREST.**

6.1 The Selectboard and the Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the Town's investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Town conducts business, and further disclose any personal financial or investment positions that could be related to the performance of the Town's investments. Selectboard members and the Treasurer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

#### **7. AUTHORIZED INVESTMENTS AND INSTITUTIONS.**

7.1 Public deposits shall only be made in qualified public depositories as established by Vermont or New Hampshire law. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the Town must supply the following as appropriate:

7.1.1 Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;

7.1.2 Proof of National Association of Securities Dealers (NASD) certification;

7.1.3 Proof of state registration;

7.1.4 Certification of having read and understood and agreeing to comply with the Town's

investment policy; and

7.1.5 Evidence of adequate insurance coverage.

7.2 The following investments will be permitted under this policy:

7.2.1 U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government;

7.2.2 U.S. government agency and instrumentality obligations including Government Sponsored Enterprises securities that carry the full faith and credit guarantee of the United States government, such as Ginnie Mae.

7.2.3 Certificates of deposit and other evidences of deposit at financial institutions that are insured by the FDIC;

7.2.4 Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;

## **8. COLLATERALIZATION.**

8.1 Collateralization using obligations fully guaranteed by the full faith and credit of the State of Vermont, and/or the United States Government will be required on certificates of deposit and repurchase agreements or an Irrevocable Stand-by Letter of Credit issued by the Federal Home Loan Bank issued in the Town's name. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral shall be held by an independent party, in the Town's name, with whom the Town has a current custodial agreement that has been approved by the Selectboard. Evidence of ownership must be supplied to, and retained by, the Town.

## **9. SAFEKEEPING AND CUSTODY.**

9.1 All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the Treasurer as evidenced by safekeeping receipts in the Town's name.

9.2 The safekeeping institution shall annually provide a copy of its most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

## **10. REPORTING.**

10.1 The Treasurer shall file a quarterly investment report with the Selectboard that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter as required by 24 VSA §1571(c). The report will include the average yield of investments as compared to applicable benchmarks. This report will be prepared in a manner which will allow the Selectboard to ascertain whether investment activities during the reporting period have

conformed to the investment policy. The report shall be provided to the Selectboard within 30 days of the end of a Fiscal Year quarter.

ADOPTED by the Norwich Selectboard on \_\_\_\_\_

\_\_\_\_\_  
Selectboard Chair

Effective Date: \_\_\_\_\_



Plan well. Live well.

May 20, 2014

Town of Norwich, Vermont  
PO Box 376  
Norwich, VT 05055

RE: Town of Norwich Banking & Financial Management Needs

Dear Mr. Fulton,

Thank you for allowing Ledyard National Bank the opportunity to review the Town of Norwich's local banking needs and provide you with a proposal. We are proud to be a part of the Norwich community and would be honored to work more closely with the Town to assist with your banking needs.

We are proposing the use of an Insured Cash Sweep (ICS) Account to provide full FDIC insurance on balances in excess of \$250,000. A full presentation concerning this unique product is also enclosed for your reference.

After reviewing your current accounts, we believe we can provide a unique approach to meet your need to balance safety, return and access to your funds by offering you the following accounts/services:

**Insured Cash Sweep (ICS) Account –**

- .25% Rate of Return (Rate Tied to Top Tier Money Market Rate)
- Full FDIC Insurance
- Unlimited Deposits / Withdraw Funds up to Six Times per Month
- No Monthly Fee
- Online Access
- See Attached Full Presentation

**Cash Management –**

- Cash Disbursement & Cash Collection
- Bill Payment
- E-Statements
- Remote Deposit Capture
- Zero Balance Account Options

**Getting Started (additional incentives)**

- Night Bags Provided Free of Charge
- \$110 Toward Credit Toward First Check Order



Service	Estimated Annual Volume Based on FY 12 - 13	Unit Price	Projected Annual Cost
General Account Services:			
Monthly Acct. Maintenance	12	\$5.00 x 4 accounts	\$240.00
Debit/Credits			
Other Account Maintenance			
*Deposit Services:			
Deposits Made	252	.50	\$126.00
Items Deposited	6377	.10	\$637.70
Other Deposit Services			
Return Item Deposited			
Disbursement Services:			
Checks Paid (paper)	1515	.20	\$303.00
Remote Deposit Capture (Optional)		\$50.00	\$600.00
<b>FEES (POTENTIALLY OFFSET BY EARNINGS CREDIT)*</b>			<b>\$1906.70</b>
*For example, if there is a \$250,000.00 balance in the account at all times, the credit to offset fees would be: \$1,750.00 per year. Net total annual fees would equal \$156.70.			
<b>ESTIMATED ACCOUNT FEES</b>			<b>\$156.70</b>
<b>**ICS Money Market Account</b>			
Sweep Monthly Maintenance	12	\$35.00	\$420.00
ACH Services:	12	\$20.00	\$240.00
ACH Debit/Credit Originations	1040	.10	\$104.00
ACH Network Fees			
ACH File Transmission			
ACH Return Items			
<b>TOTAL ESTIMATED FEES</b>			<b>\$920.70</b>

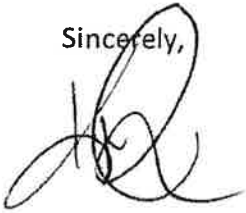
\*The above calculations will be off-set by an earning credit of .70% to reduce fees and assume the utilization of 4 Business Banking Checking Accounts. Earnings credit rate subject to change.

\*\*The ICS account will provide a rate of return of .25% and .25% APY. The ICS rate will fluctuate with the top-tier Ledyard Business Step-Up Money Market Account rate.

Hopefully you are able to see that we sincerely want your business and believe the products and services outlined above can meet the Town of Norwich's banking needs. We would very much like the opportunity to discuss this proposal further in person next week to answer any questions or concerns you may have.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin De Rosa', with a stylized, looping flourish at the end.

Kevin De Rosa  
AVP, Banking Office Manager  
Norwich, VT



*Serving and  
Strengthening  
Vermont Local  
Governments*

#12

RECEIVED

AUG 15 2016

TOWN MANAGER'S OFFICE

**To: Vermont Selectboards and City Councils**

**From: Jared Cadwell, President, VLCT Board of Directors**

**Re: Voting Delegates at the VLCT Annual Business Meeting**

**Date: August 10, 2016**

As part of Town Fair, the Vermont League of Cities and Towns will hold its annual business meeting at the Champlain Valley Exposition, Expo North **starting at approximately 2:00 p.m.** on Wednesday, October 5, 2016.

To ensure that all VLCT member cities and towns are properly represented and able to participate in the adoption of the 2017 VLCT Municipal Policy (our legislative platform) and the election of League officers, we are asking you – as your municipality's legislative body – to designate **one** official from your town as a **Voting Delegate** for the meeting. This designation will ensure that each town is heard from and gets one vote.

Please inform us of your designation by Friday, September 23. If necessary, designations may be made on the day of the Annual Meeting at the registration table, where designated delegates can pick up their credentials card. The table is located in the Expo North A building at the Champlain Valley Expo.

**Only designated delegates will be allowed to vote at the annual meeting.**

The attached document is *not* a Town Fair registration form. If you want to participate in either day's activities (workshops, trade show, lunch, and awards ceremony), please complete and return a Town Fair registration form with your payment, or register online at <http://www.vlct.org/eventscalendar>. If you plan to attend *only* the Annual Meeting, please check the appropriate box on the attached voting delegate form.

Enclosure

*Sponsor of:*

VLCT Employment  
Resource and Benefits  
Trust, Inc.

VLCT Municipal  
Assistance Center

VLCT Property and  
Casualty Intermunicipal  
Fund, Inc.

**VLCT ANNUAL BUSINESS MEETING**  
**2:00 p.m. - 4:00 p.m.**

**Wednesday, October 5, 2016**

**Champlain Valley Exposition Centre**  
**Expo North, Room A**

**DELEGATE DESIGNATION FORM**

**We, the Selectboard/City Council of \_\_\_\_\_,**  
**designate the following individual as the voting delegate for our city/**  
**town at the 2016 Annual Business Meeting:**

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Position**

**We understand that the above individual will represent the city/town**  
**as a voting member of the VLCT membership.**

**Signed,**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Date**

**Please complete and return by Friday, September 23rd, to VLCT, 89 Main Street, Suite 4, Montpelier, Vermont 05602. If you prefer, you may fax it to us at (802) 229-2211 or bring it with you to TOWN FAIR.**

**Please note that this is not a Town Fair registration form. Visit our website, [www.vlct.org/eventscalendar/](http://www.vlct.org/eventscalendar/), to register on-line.**

**If you plan to attend only the VLCT Annual Meeting (and Wednesday evening Reception in the Exhibit Hal) please check below. There is no charge to attend either Wednesday activity.**

☐ **I will *only* be attending the Annual Meeting.**

#13a

## Manager Assistant

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**From:** claudette brochu <cbrochu30@gmail.com>  
**Sent:** Friday, August 26, 2016 9:39 PM  
**To:** Manager Assistant  
**Subject:** Budget talks

As the Select-board begins the arduous process of crafting a budget, I would urge you all to exercise restraint and present at least a level funded budget. I would also urge the board to re-examine the step process used to determine pay increases with the ultimate goal of eliminating this step program. The Condrey report points out vividly that Norwich public employees are paid very well and more than most other town employees in similar towns. I do not believe that a few years without a pay increase will force town employees to seek alternate employment. After all, most have seen huge increases in the past years that have well exceeded the level of inflation.

Considering the need for a new public service building and the resultant bond needed to fund the construction, any additional increase in the taxes may push out those who are struggling to stay in town. It seems quite oxymoronic to me to be talking about affordable housing projects in town while each year we see increases in our tax rate forcing out the people the town is saying it wants to attract!

Thank you Linda for having the guts to talk about a 5% reduction! And to Dan and Mary for advocating level funding. I too believe there are definitely areas in the budget that can be cut without decreasing the level of SAFETY, although not necessarily the level of service.

Thank you for your work.

Claudette Brochu

714 Upper Turnpike Rd

#136

July 29, 2016

Norwich Selectboard  
Tracy Hall  
PO Box 376  
Norwich, VT 05055



Re: Norwich Farmland Conservation - Statutory Notice

Dear Members of the Norwich Selectboard:


Vermont law requires that "prior to the acquisition of any right or interest in real property by a state agency, the state agency shall submit a report thereon to the legislative body of the municipality concerned, setting forth the location of the real property, the characteristics of the right or interest to be acquired, and the consideration to be given there for." At the direction of the Vermont Housing & Conservation Board, the Upper Valley Land Trust (UFLT) submits this letter to the Norwich Selectboard to meet this requirement.

Pursuant to 10 V.S.A. § 6302, the Vermont Housing & Conservation Board (VHCB), an instrumentality of the State of Vermont, will acquire an interest in real property within the Town of Norwich.

The property is a 60 acre parcel located on Goodrich Four Corners Road and Town Farm Road and is presently owned by Nancy LaRowe. Ms. LaRowe will sell development rights on the property for the appraised fair market value of these rights (\$250,000), and UFLT and VHCB will purchase these rights in the form of a Conservation Easement, known as a "Grant of Development Rights, Conservation Restrictions and Option to Purchase at Agricultural Value" using grant funding from VHCB, the Norwich Conservation Commission's dedicated Conservation Fund and funds raised within the community. The rights and restrictions are permanent and shall run with the land and ensure the land remain available for agriculture forever.

Partial funding for this project is coming from the Vermont Housing & Conservation Board, but it is through the generosity of the community that this project is possible. We appreciate the town's support. Like you, we know the conservation of this land will be a lasting asset to the Town of Norwich.

Sincerely,

  
Peg Merrens  
Vice President, Conservation



#### BOARD OF TRUSTEES

John Archer  
Jeff Bernstein  
Tom Ciardelli  
John Gerstmayr  
Reggie Greene  
June Hemberger  
Chris Nesbitt  
Susan Renaud  
Manning Rountree  
Elisabeth Russell  
Nick Russell  
Bob Wetzel  
Willis Wood  
Chuck Wooster  
Jim Zien

#### PRESIDENT

Jeanie McIntyre



19 Buck Road  
Hanover, NH 03755  
603.643.6626  
[www.UFLT.org](http://www.UFLT.org)

Printed on  
recycled paper



#13c

**David Ormiston**

---

**From:** Jim Gold <jimcgold@gmail.com>  
**Sent:** Tuesday, September 06, 2016 6:14 PM  
**To:** David Ormiston; Stephen Flanders; Linda Cook; Christopher Ashley; Mary Layton; Dan Goulet; Manager Assistant  
**Subject:** Question for Selectboard Members

I am asking this question as a resident of Norwich, not as a member of the Pool options committee. Unfortunately we will be out of town at the Sept 14th Selectboard mtg. Would you please read this question and let me know how each Selectboard member responds? Thanks

- What is the purpose of asking town residents to put in many hours on a committee to discuss pool options when residents have yet to weigh in ( aka vote ) on whether or not the town should financially be involved in creating and maintaining such a facility?

Thank you  
Jim Gold

DRAFT Minutes of the Selectboard Meeting of Wednesday, August 24, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders (via phone); Dan Goulet; Mary Layton, Vice-Chair; Dave Ormiston, Interim Town Manager; Jonathan Bynum, Clerk/Scribe to the Town Manager.

There were about 15 people in the audience.

Also participating: Claudette Brochu, Dan Dupras (Engineering Services of Vermont, LLC), Jeff Goodrich (Pathways Consulting), Steve Leinoff, Cheryl Lindberg, Suzanne Lupien, Bonnie Munday, Lynn Patyk, Patrick Redden (Upland Construction), Stuart Richards, Doug Robinson, Fran Walz, Jay White (Project Architect)

Cook opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). After discussion of 11(b), the Selectboard approved the agenda by consensus.
2. Public Comments (Discussion). Lynn Patyk elaborated on the petition signed by 17 residents of Hopson Road requesting that the Town take traffic calming measures. Suzanne Lupien spoke to the Hopson Road issue. Fran Walz requested lining on the new Turnpike Road paving. Cheryl Lindberg wished to transfer Town funds to achieve a higher interest rate. This issue is already on the next agenda.
3. Public Input on FY18 Budget (Discussion). Claudette Brochu and Cheryl Lindberg gave suggestions.
4. Interim Town Manager's Report (Discussion). Ormiston updated the Board about the search for a new Town Manager Assistant and Bridge 42. He then gave an overview of the thought process and plan to install 3 speed tables on Hopson Road in response to the residents' petition. There is no definitive schedule for the installation as of yet.
5. Finance – Board to Sign Accounts Payable Warrants. There were no new warrants to sign. Previously signed warrants were included in the packet.
6. Fire Department Request to expend up to \$1,077.40 for 3 lengths of new suction hose-- withdrawal from designated fund for equipment (Action Item). After explanation from Chief Leinoff and brief discussion, Ashley **moved** (2<sup>nd</sup> Layton) to approve the Fire Department's Request to spend up to \$1,077.40 from the Fire Equipment Designated Fund to purchase 3 lengths of new suction hose. **Motion Passed.**
7. Town Manager's Request to expend up to \$1,174.00 for a new Lenovo E560 laptop computer from the general administration fund (Action Item). After explanation from Ormiston of the uses for this laptop and brief discussion, Ashley **moved** (2<sup>nd</sup> Layton) to approve the Town Manager's request to expend up to \$1,174.00 for a new Lenovo E560 laptop computer from the appropriate designated fund, Ormiston to inform the Board which fund to be paid out of before funds are expended. **Motion Passed.**
8. Appoint Thad Goodwin as Tree Warden (Discussion/Action Item). After brief discussion, Goulet **moved** (2<sup>nd</sup> Ashley) to reappoint Thad Goodwin as Tree Warden. **Motion passed.**



9. Error & Omission—Andrew Pache Confirmation for Veterans' Exemption (Discussion/Action Item). After explanation from Lindberg, Ashley **moved** (2<sup>nd</sup> Goulet) to approve the Norwich Board of Listers' Error & Omission change confirming eligibility for the Veterans' Exemption of Andrew Pache and allow the \$40,000 Veterans' exemption to be applied to the Paches' tax bill at 296 Dutton Hill Road, so reducing the taxable assessed value by \$40,000. **Motion passed.**

10. Public Safety Facilities Drawings (Discussion/Action Item)

a) Finalize Cost Estimates

b) Finalize Options

Jay White, Project Architect, and Dan Dupras of Engineering Services of Vermont, LLC were present and gave an outline of the documents White submitted to the Selectboard on August 19, 2016. After the presentation, there were questions and discussion on the cost-benefit of reducing the parking capacity from 41 to 30, the cost-benefit of the net-zero options, the potential cost of removing the underground oil tank, the need for 600 Amp service, the potential for future expansion of square footage and building systems, the design of the sprinkler system, and whether existing furniture could be reused.

After detailed discussion of the numbers submitted by White, the proper amount for the contingency, and the need to include \$20,000 to cover temporary relocation of the Police Department, Flanders proposed a "not to exceed" figure for the bond language of \$1,410,000. White was satisfied with that figure. Flanders then **moved** (2<sup>nd</sup> Goulet) \$1,410,000 as the total project cost of the Public Safety building project as presented by Jay White. **Motion passed 4 to 1** (yes—Cook, Flanders, Goulet, Layton; no—Ashley).

c) Finalize Language for Bond Documents

Bonnie Munday then walked the Selectboard through the Declaration of Official Intent and the Resolution from the packet including the bond warning language with the adopted number included. This is to be submitted to the Secretary of State for inclusion on the ballot.

It was agreed that there was to be a public meeting on the public safety facility on Thursday, 3 November 2016 at 6:00 pm.

At this point, Goulet **moved** (2<sup>nd</sup> Flanders) to adopt the resolution with one article as presented for the construction of a new Public Safety Building and improvements to the existing fire station. This motion approves the Declaration of Official Intent of the Town of Norwich to reimburse certain expenditures from proceeds of Indebtedness for the construction of a new Public Safety Building and improvements to the existing fire station. **Motion passed.**

The Selectboard then signed the Declaration of Official Intent of the Town of Norwich to Reimburse Certain Expenditures from Proceeds of Indebtedness, the Resolution Certificate and the Warning in the presence of the Town Clerk.

11. Town Manager Search (Discussion/Possible Action Item)

a) Review Town Manager Search Timeline. After discussion of whether the Selectboard would have input into the first round of candidate interviews, Layton **moved** (2<sup>nd</sup> Goulet) to approve the Town Manager Search Timeline from the VLCT as of 7/18/16. **Motion passed.**

b) Review and Finalize Interview Questions. It was agreed to table this item until the meeting of 9/14.

c) Review Charge and Advertisement for Town Manager Search Committee. After discussion, Ashley moved (2<sup>nd</sup> Goulet) to approve the Town Manager Search Committee Charge and Advertisement. **Motion passed.**

12. Selectboard Guidelines for FY18 Budget (Discussion/Possible Action Item). Ashley and Flanders favored maintaining current levels of services. Goulet and Layton favored level-funding of the FY18 budget. Cook favored a 5% cut. It was agreed that Selectboard members could if they wished submit potential cuts in the areas of labor, equipment/materials, and services at the next meeting.

13. Correspondence (Discussion/Possible Action Item) No correspondence.

14. Selectboard

a) Approval of the Minutes of the 7/11/16 Selectboard Meeting (Action Item). There was discussion of the proposed changes to the draft minutes made in Flanders' email of 7/15/16. It was agreed to postpone this discussion until the next meeting.

b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for September 14<sup>th</sup> will include:

- American Legion--update on new monument
- Hugh and Cheryl Rostad re: Water District (open and close hearing)
- Treasurer's Quarterly Investments Report and Discussion of New Account
- Selectboard Liaison to Committees (e.g. the Pool Committee)
- Traffic calming
- Town Manager Search (Interview Potential Committee Members, Appoint Committee, Interview Questions, Review Process)
- FY18 Budget Guidelines from Selectboard Members

At this point, Goulet moved (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:04 pm.

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

By Jonathan Bynum  
Scribe

Linda Cook  
Selectboard Chair

Next Regular Meeting – September 14, 2016 at 6:30 PM

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

DRAFT Minutes of the Selectboard Meeting of Monday, July 11, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders; Dan Goulet; Mary Layton (by phone), Vice-Chair; Dave Ormiston, Interim Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 9 people in the audience.

Also participating: Abby Friedman (by phone), Steve Leinoff, Cheryl Lindberg, Bonnie Munday, Demo Sofronas, Carl Tracy, Jay White.

Cook opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda.
2. Public Comments. There were no public comments.
3. Interviews/Appointments Committee to Identify Community Pool Options (Discussion/Action Item). Tracy was present and interviewed by the Selectboard. Ormiston read parts of emails from Lilienthal and Gold and stated that Sterling had asked that his application be pulled. After discussion, Ashley **moved** (2<sup>nd</sup> Flanders) to appoint Jim Gold, Mark Lilienthal and Carl Tracy to the Committee to Identify Community Pool Options. **Motion passed.**
4. Meeting with Abby Friedman from VLCT Re: Town Manager Search Process (Discussion/Possible Action Item). Town Manager Job Description: After changing Assessor to Contract of Assessor in section 9.1, Ashley **moved** (2<sup>nd</sup> Flanders) to accept the job description as amended. **Motion passed.** Town Manager Ad: After discussion regarding salary, Layton **moved** (2<sup>nd</sup> Goulet) to approve the ad with a salary range of 24A to 24C rounded using the FY17 Grade and Step Plan. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). After combining items listed as Early and Late August and setting the date as August 24, the Selectboard by consensus approved the timeline. Advertising: After agreeing to add the “7 days Newspaper”, Ashley **moved** (2<sup>nd</sup> Flanders) to approve up to \$3,300 for advertising for the Town Manager position. **Motion passed.** Advisory Town Manager Search Committee: After discussion, the bullet “Abide by the town Committee Policy” was struck and a bullet “Meet with Selectboard for discussion as appropriate” was added. An ad for Committee membership was changed to one Department Head, one business owner in Norwich and five residents, as agreed to at the June 22<sup>nd</sup> Selectboard meeting.
5. Public Safety Facilities (Discussion/Possible Action Item). Jay White, Project Architect, was present and said he had reviewed the comments submitted by the two Department Heads and Selectboard members. White said he is looking for consensus for a plan to allow for a new future apparatus building. White passed out and reviewed new drawings he had worked on that morning dated 7/12/16. Munday spoke about the timeline for the November 8<sup>th</sup> election saying she needed the bond information approved at the Selectboard’s August 24<sup>th</sup> meeting in order to align the bond vote with the November election for ballots. White said he should have a budget for the project by mid-August if the Selectboard reaches general consensus tonight. The Selectboard then discussed the EOC/Police conference room space in the drawings. Flanders said he would like a tabulation of the programmed space vs. the designed space. Afterwards, Layton **moved** (2<sup>nd</sup> Goulet) to combine the EOC and the Police conference room in the plans. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Ashley made the point that this

motion changed the Selectboard approved program. Layton **moved** (2<sup>nd</sup> Goulet) to approve the general direction of the design with the changes made by Jay White keeping the footprint in the plans dated 7/12/16 and received July 11, 2016. **Motion passed 4 to 1** (yes – Cook, Flanders, Goulet and Layton; no – Ashley).

6. Set FY17 Municipal Tax Rate (Discussion/Action Item). Ormiston reviewed the Town of Norwich Property Tax Rates sheet provided in the packet stating his proposal leaves 16% in the Undesignated Fund. Flanders reviewed his tax setting considerations stating that voters affirmed this budget with its tax rate by nearly 70%. Afterwards, Ashley **moved** (2<sup>nd</sup> Flanders) to set the Town tax rate at \$0.4926, the Local Agreement rate at \$0.0051 for a total Town tax rate of \$0.4977. **Motion passed.**

7. Interim Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.

8. Adopt Norwich Town Service Officer Job Description (Discussion/Action Item). After very little discussion, Flanders **moved** (2<sup>nd</sup> Goulet) to adopt the Norwich Town Service Officer Job Description. **Motion passed.**

9. Financial Management Questionnaire Discussion with Cheryl Lindberg (Discussion/Possible Action Item). Lindberg explained the document and some questions were asked. Afterwards, Ashley **moved** (2<sup>nd</sup> Flanders) to receive the Financial Management Questionnaire and authorize the Chair to sign. **Motion passed.**

10. Selectboard

- a) Approval of Bill from DesMeules, Olmstead & Ostler (Discussion/Action Item). Ashley **moved** (2<sup>nd</sup> Goulet) to authorize the Interim Town Manager to pay the bill of \$420.00 from the Professional Services line item. **Motion passed.**
- b) Approval of the Minutes of the 6/22/16 Selectboard Meeting (Action Item). After some discussion, Flanders **moved** (2<sup>nd</sup> Goulet) to approve the minutes of the June 22, 2016 Selectboard meeting with the changes outlined in Flanders email dated June 27, 2016. **Motion passed 4 to 1** (yes – Ashley, Flanders, Goulet and Layton; no – Cook).
- c) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for August 24<sup>th</sup> will include: Public Safety Facilities, bond paperwork, Town Manager search, public input on FY18 budget and Selectboard guidelines for FY18 budget.

Goulet **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed.** Meeting adjourned at 10:31 pm.

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

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Next Regular Meeting – August 24, 2016 at 6:30 PM

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SELECTBOARD.

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**Manager Assistant**

**From:** Stephen Flanders <stephen.n.flanders@gmail.com>  
**Sent:** Thursday, September 08, 2016 10:28 AM  
**To:** Manager Assistant  
**Cc:** Ashley Christopher; Cook Linda; Layton Mary; Goulet Dan; David Ormiston  
**Subject:** Re: SB Draft 7/11 Minutes--Flanders revision for next SB meeting approval

Please include the following proposed revision (showing ~~deleted~~ and added **material**) to para. 6 in the next 14 September packet:

6. Set FY17 Municipal Tax Rate (Discussion/Action Item). Ormiston reviewed the Town of Norwich Property Tax Rates sheet provided in the packet ~~stating his proposal~~ **that included a proposed tax rate of \$0.4977, which would leave an Undesignated Fund Balance of leaves 16% of the FY 17 budget. in the Undesignated Fund.** Flanders ~~reviewed his tax setting considerations stating~~ **noted** that voters affirmed ~~this the~~ **the** FY 17 budget with its **projected total town tax rate of \$0.5461** by nearly 70% **and that the proposed tax rate would substantially improve upon the expectation of the voters, even considering the effects of the town-wide reassessment on an average property's value.** Afterwards, Ashley moved (2nd Flanders) to set the Town tax rate at \$0.4926, the Local Agreement rate at \$0.0051 for a total Town tax rate of \$0.4977. Motion passed.

Sincerely, Steve F.

Stephen Flanders, Member of the Norwich Selectboard  
317 Hopson Road  
Norwich, Vermont 05055

802-649-1134 (Home)

Any response or reply to this electronic message may be subject to the Vermont Public Records Act. Any views expressed in this e-mail are mine and may not reflect those of the board. Vermont statutes confer no special powers to individual selectboard members. Statutory selectboard powers arise from actions of the body at warned, public meetings with a few exceptions.

On Jul 15, 2016, at 10:48 AM, Nancy Kramer <[nkramer@norwich.vt.us](mailto:nkramer@norwich.vt.us)> wrote:

Are up on the Town website under Selectboard at <http://norwich.vt.us/wp-content/uploads/2014/06/draftminutes-071116.pdf>.

**Nancy**

Nancy Kramer  
Assistant to the Town Manager  
Town of Norwich  
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