

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 23, 2015 at 6:00 PM
(Times Are Approximate)

- 1) 6:00 pm – Town Manager Contract (Executive Session May be Required)
- 2) **6:30 pm** - Approval of Agenda (Action Item) 2 minutes
- 3) Public Comments (Discussion) 10 minutes
- 4) Town Manager's Report (Discussion) 10 minutes
- 5) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 6) Certificate – No Appeal or Suit Pending (Discussion/Action Item) 5 minutes
- 7) Errors and Omissions (Discussion/Action Item) 5 minutes
- 8) Treasurer's Quarterly Investment Report (Discussion/Possible Action Item) 5 minutes
- 9) Nomination of Norwich Representative to The White River Council on Aging (Bugbee Senior Center) (Discussion/Possible Action Item) 5 minutes
- 10) Draft Letter to ANR Secretary Re: Permit for Replacing the Town Pool Dam (Discussion/Possible Action Item) 10 minutes
- 11) Correspondence (Discussion/Possible Action Item) 5 minutes
 - a) Email from Norwich Energy Committee Re: Invitation for 10/4
- 12) Selectboard
 - a) Re-approval of the Minutes of the 8/26/15 Selectboard Meeting (Discussion/Possible Action Item) 5 minutes
 - b) Approval of the Minutes of the 9/9/15 Selectboard Meeting (Action Item) 5 minutes
 - c) Appoint Voting Delegate to the VLCT Annual Business Meeting (Action Item) 5 minutes
 - d) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
 - e) Town Manager Evaluation Process (Executive Session May be Required)

Next Regular Meeting – October 14, 2015 at 6:30 PM

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

09/18/15
12:31 pm

Town of Norwich Accounts Payable
Check Warrant Report # 16-8 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 09/10/15 To 09/23/15

| Vendor | Invoice Description | Invoice Date | Invoice Number | Account | Amount Paid | Check Number | Check Date |
|-----------|---------------------------|--------------|---|---|-------------|--------------|------------|
| ADVANCE | ADVANCE AUTO PARTS | 07/03/15 | HWY--55 GAL5 15W-40 084518400997 | 01-5-703405.00 PETROLEUM PRODUCTS | 489.00 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/16/15 | B&G--TRK #9 TUNE-UP PARTS 084519701528 | 01-5-704403.00 PARTS & SUPPLIES | 52.18 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/20/15 | B&G--FILTERS 084520101637 | 01-5-704403.00 PARTS & SUPPLIES | 16.86 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/20/15 | HWY--STOCK FILTERS 084520172930 | 01-5-703403.00 PARTS & SUPPLIES | 441.10 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/21/15 | PD--BRAKE PARTS ETC. 084520201687 | 01-5-500742.00 CRUISER MAINT | 786.94 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/21/15 | B&G--STOCK FILTERS 084520201692 | 01-5-704403.00 PARTS & SUPPLIES | 8.01 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/24/15 | PD--FILTERS 084520501839 | 01-5-500742.00 CRUISER MAINT | 19.18 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/24/15 | HWY--TRK #5 HYDR HOSE 084520573184 | 01-5-703403.00 PARTS & SUPPLIES | 35.10 | | |
| ADVANCE | ADVANCE AUTO PARTS | 07/31/15 | FD--FILTERS, FLUIDS 084521202162 | 01-5-555528.00 FIRE TRK R & M | 413.23 | | |
| AT&T | AT&T MOBILITY | 08/23/15 | DPW & FD CELL PHONES JUL/AUG 2015 | 01-5-550235.00 TELEPHONE & INTERNET | 28.88 | 2476 | 09/23/15 |
| AT&T | AT&T MOBILITY | 08/23/15 | DPW & FD CELL PHONES JUL/AUG 2015 | 01-5-703505.00 TELEPHONE | 50.16 | 2476 | 09/23/15 |
| BAYSTATE | BAY STATE ELEVATOR CO. | 09/01/15 | TH-ELEVATOR SEP 15 212736 | 01-5-706107.00 ELEVATOR MAINTENANCE | 228.65 | | |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-005123.00 HEALTH INSUR | 768.04 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-100123.00 HEALTH INS | 2067.59 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-200123.00 HEALTH INS | 1150.35 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-300123.00 HEALTH INS | 315.70 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-350123.00 HEALTH INS | 1248.36 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-425123.00 HEALTH INS | 436.20 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-704123.00 HEALTH INSURANCE | 1966.88 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-500123.00 HEALTH INS | 4632.28 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-703123.00 HEALTH INSUR | 6173.88 | 2477 | 09/23/15 |
| BCBS | BLUE CROSS/BLUE SHIELD OF | 09/14/15 | HEALTH INSURANCE OCT 15 OCT 15 | 01-5-500123.00 HEALTH INS | -384.02 | 2477 | 09/23/15 |
| CHILDSUPP | OFFICE OF CHILD SUPPORT | 09/14/15 | CHILD SUPP PPEND 9/12/15 PEND9-12-15 | 01-2-001115.00 CHILD SUPPORT PAYABLE | 244.92 | 2474 | 09/16/15 |
| COMCAST | COMCAST | 09/06/15 | FD--FIXED IP 9/6/15 #2 | 01-5-550235.00 TELEPHONE & INTERNET | 29.90 | 2478 | 09/23/15 |
| CRYSTAL | CRYSTAL ROCK, LLC | 08/31/15 | DPW/SW--WATER 8/31/15 | 01-5-705515.00 ADMINISTRATION | 39.75 | | |

All Invoices For Check Acct 01(General) 09/10/15 To 09/23/15

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|-----------|--------------|---------------------------------------|---|-------------|--------------|------------|
| CRYSTAL | 08/31/15 | DPW/SW--WATER 8/31/15 | 01-5-703515.00 ADMINISTRATION | 25.20 | ----- | --/--/-- |
| DAVISAUTO | 09/10/15 | HWY--TRK #6 RUSTPROOFING 3458 | 01-5-703401.00 OUTSIDE REPAIRS | 139.95 | 2479 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-005531.00 ADMIN TELEPHONE | 37.89 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-100531.00 TELEPHONE | 37.90 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-200531.00 TELEPHONE | 37.90 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-275531.00 TELEPHONE | 60.70 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-300531.00 TELEPHONE | 37.90 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-350531.00 TELEPHONE | 37.90 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-425127.00 TELEPHONE | 37.90 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-500531.00 ADMIN TELEPHONE | 211.21 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-550235.00 TELEPHONE & INTERNET | 32.46 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-705505.00 TELEPHONE | 35.10 | 2481 | 09/23/15 |
| EARTHLINK | 09/10/15 | AUG 15 TELEPHONE 9/10/15 | 01-5-703505.00 TELEPHONE | 55.54 | 2481 | 09/23/15 |
| EVANSMOTO | 09/08/15 | HWY--800.1 GALS DIESEL 568065 | 01-5-703405.00 PETROLEUM PRODUCTS | 1512.20 | ----- | --/--/-- |
| FASTENAL | 08/31/15 | HWY--STOCK HARDWARE NHWES59216 | 01-5-703403.00 PARTS & SUPPLIES | 2.71 | ----- | --/--/-- |
| GALLS | 09/18/15 | PD--FIRST RESP KNIFE 003968875 | 01-5-500423.15 2015 EQUIP INCENTIVE GRAN | 69.00 | ----- | --/--/-- |
| GALLS | 09/18/15 | PD--FIRST RESP KNIFE 003968875 | 01-5-500746.00 UNIFORMS | 1.65 | ----- | --/--/-- |
| GMPC | 08/28/15 | DPW--STREET LIGHTS 24926AUG15 | 01-5-703307.00 STREETLIGHTS | 864.99 | 2482 | 09/23/15 |
| GNOMON | 09/10/15 | ENERGY COMM POSTCARDS 41243 | 01-2-002108.00 ENERGY COMM. GRANT LIABI | 87.84 | 2483 | 09/23/15 |
| GOODWIN | 09/10/15 | REC--PERS TRAINING INSTR 9/10/15 | 01-5-425200.00 INSTRUCTOR FEE | 1078.00 | 2484 | 09/23/15 |
| GRAINGER | 09/03/15 | PD--FLARES 9834474893 | 01-5-500423.15 2015 EQUIP INCENTIVE GRAN | 1587.00 | ----- | --/--/-- |
| GUVSWM | 09/09/15 | HCCR PUNCH CARDS 3872 | 01-2-001125.00 DUE TO GUVSWM-COUPONS | 1050.00 | 2485 | 09/23/15 |
| HAUN | 06/01/15 | HWY--CYLINDER RENTAL N456144 | 01-5-703403.00 PARTS & SUPPLIES | 7.69 | ----- | --/--/-- |
| HAUN | 09/01/15 | HWY--CYLINDER RENTAL N559210 | 01-5-703403.00 PARTS & SUPPLIES | 7.79 | ----- | --/--/-- |
| HCSM | 09/09/15 | TOWN POOL LEGAL 19481 | 01-5-005300.00 PROFESS SERV | 2433.46 | 2486 | 09/23/15 |

| Vendor | Invoice Description | Invoice Date | Invoice Number | Account | Amount Paid | Check Number | Check Date |
|-----------|---------------------------|--------------|--------------------------------------|---|-------------|--------------|------------|
| IRVINGOIL | IRVING ENERGY DISTRIB. & | 09/04/15 | PD--121.7 GALS #2 FUEL 949059 | 01-5-475234.00 HEATING | 237.91 | ----- | --/--/-- |
| JORDAN | JORDAN EQUIPMENT CO. | 08/27/15 | HWY--RETURN CREDIT P12143 | 01-5-703403.00 PARTS & SUPPLIES | -180.07 | 2487 | 09/23/15 |
| JORDAN | JORDAN EQUIPMENT CO. | 08/31/15 | HWY--CARBIDE BITS P12203 | 01-5-703403.00 PARTS & SUPPLIES | 1054.30 | 2487 | 09/23/15 |
| KIBBY | KIBBY EQUIPMENT | 08/31/15 | HWY--SUPPLIES 267139 | 01-5-703403.00 PARTS & SUPPLIES | 284.41 | ----- | --/--/-- |
| LAWSON | LAWSON PRODUCTS, INC. | 08/21/15 | HWY--FREIGHT CHARGES 9303501311 | 01-5-703403.00 PARTS & SUPPLIES | 76.12 | 2488 | 09/23/15 |
| LAWSON | LAWSON PRODUCTS, INC. | 08/21/15 | HWY--HOSE SUPPLIES 9303501312 | 01-5-703403.00 PARTS & SUPPLIES | 1723.08 | 2488 | 09/23/15 |
| LEAGUESPO | LEAGUE SPORTS SERVICES, L | 09/10/15 | REC--AUG 15 REG FEES 169992 | 01-5-425218.00 REGISTRATION FEES | 558.90 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-005124.00 DISABILITY/LIFE INSUR | 138.58 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-100124.00 DISABILITY/LIFE INS | 107.90 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-200124.00 DISABILITY/LIFE INS | 93.88 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-300124.00 DISABILITY/LIFE INSURANCE | 18.66 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-350124.00 DISABILITY/LIFE INS | 59.47 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-425124.00 DISABILITY/LIFE INSUR | 67.09 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-704124.00 DISABILITY/LIFE | 89.50 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-500124.00 DISABILITY/LIFE INS | 229.63 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-555124.00 DISABILITY/LIFE INSURANCE | 65.26 | ----- | --/--/-- |
| LINCOLN | LINCOLN FINANCIAL GROUP | 09/11/15 | OCT 15 LIFE & DISABILITY OCT 2015 | 01-5-703124.00 DISABILITY/LIFE | 310.90 | ----- | --/--/-- |
| MHMH | MARY HITCHCOCK MEMORIAL H | 09/18/15 | FD-DISPOSABLE GLOVES INV1038 | 01-5-555424.00 EMS TOOLS/ EQUIP | 91.22 | 2489 | 09/23/15 |
| MIS1 | ELIZABETH A. SOLBERT-SHEL | 09/15/15 | STATE CREDIT REFUND 9/15/15 | 01-2-001148.00 TAX OVERPAYMENTS | 606.04 | 2490 | 09/23/15 |
| MIS2 | MARY IRENE MOORE | 09/15/15 | STATE CREDIT REFUND 9/15/15 | 01-2-001148.00 TAX OVERPAYMENTS | 2438.69 | 2491 | 09/23/15 |
| MIS3 | PETER GUILLETTE II | 09/15/15 | STATE CREDIT REFUND 9/15/15 | 01-2-001148.00 TAX OVERPAYMENTS | 49.78 | 2492 | 09/23/15 |
| MIS4 | THAD B GOODWIN | 09/15/15 | STATE CREDIT REFUND 9/15/15 | 01-2-001148.00 TAX OVERPAYMENTS | 1618.54 | 2493 | 09/23/15 |
| MIS5 | MATTHEW FREEMAN | 09/15/15 | STATE CREDIT REFUND 9/15/15 | 01-2-001148.00 TAX OVERPAYMENTS | 1913.28 | 2494 | 09/23/15 |
| MIS6 | ANNA LUISE BATSON | 09/15/15 | STATE CREDIT REFUND 9/15/15 | 01-2-001148.00 TAX OVERPAYMENTS | 413.00 | 2495 | 09/23/15 |
| MONTEVERD | MONTE VERDE GARDENING | 09/08/15 | B&G--MEDIAN GARDENING 9/8/15 | 01-5-704301.00 FOLEY PARK & MEDIANS | 237.50 | ----- | --/--/-- |

09/18/15
12:31 pm

Town of Norwich Accounts Payable
Check Warrant Report # 16-8 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 09/10/15 To 09/23/15

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| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|-----------|--------------|--|---|-------------|--------------|------------|
| NEMUNCONS | 09/03/15 | ASSESSOR--AUG 2015 2015-61 | 01-5-300300.00 PROFESS SERVICES | 5200.00 | 2496 | 09/23/15 |
| NORFIREDI | 09/14/15 | SEMI-ANN HYDRANT RENTAL 9/14/15 | 01-5-555634.00 HYDRANT RENTAL | 5850.00 | 2497 | 09/23/15 |
| NORSCHOOL | 09/14/15 | SCHOOL DISTRICT TAX 15-16 TAXES | 01-2-001123.00 SCHOOL DISTRICT TAX | 3000000.00 | 2465 | 09/15/15 |
| PAPAZIAN | 09/14/15 | PLAN-WINDSHIELD SURVEY 9/14/15 | 01-5-350416.00 HIST PRES GRANT | 1500.00 | 2498 | 09/23/15 |
| PETESTIRE | 09/10/15 | HWY--CART TIRE REPAIR 241229 | 01-5-703401.00 OUTSIDE REPAIRS | 44.00 | 2499 | 09/23/15 |
| PIKE | 08/28/15 | HWY--8.82 TNS RAP 824894 | 01-5-703211.00 ASPHALT PRODUCTS | 111.13 | ----- | --/--/-- |
| PIKE | 09/01/15 | HWY--21.72 TNS RAP 825300 | 01-5-703211.00 ASPHALT PRODUCTS | 371.41 | ----- | --/--/-- |
| PIKE | 09/01/15 | HWY--64.42 TNS RAP 825303 | 01-5-703211.00 ASPHALT PRODUCTS | 1101.59 | ----- | --/--/-- |
| PIKE | 09/04/15 | HWY--19.6 TNS RAP 827959 | 01-5-703211.00 ASPHALT PRODUCTS | 246.96 | ----- | --/--/-- |
| PITNEY | 09/13/15 | GENADMIN-METER JUNE-SEPT 7038409-SP15 | 01-5-275536.00 POSTAGE METER RENTAL | 171.21 | ----- | --/--/-- |
| POSTMASTE | 09/08/15 | BULK MAIL ACCT #28 9/8/15 | 01-1-004102.00 PREPAID EXPENSES | 500.00 | 2464 | 09/10/15 |
| REYNOLDS | 08/28/15 | HWY--CUT-OFF WHEELS 3257921 | 01-5-703403.00 PARTS & SUPPLIES | 89.10 | ----- | --/--/-- |
| ROGERSFAB | 08/30/15 | PD--UNIFORM CLEANING AUG 15 | 01-5-500744.00 UNIFORMS CLEANING | 69.00 | ----- | --/--/-- |
| SANTANDER | 08/26/15 | TOWER LEASE PURCHASE 1713156 | 01-5-575105.00 DEBT SERVICE TOWER INTERE | 1035.58 | 2500 | 09/23/15 |
| SANTANDER | 08/26/15 | TOWER LEASE PURCHASE 1713156 | 01-5-575100.00 DEBT SERVICE TOWER PRINCI | 12407.63 | 2500 | 09/23/15 |
| STAPLES. | 09/03/15 | PD--4 DIGITAL CAMERAS 2990065001 | 01-5-500423.15 2015 EQUIP INCENTIVE GRAN | 229.32 | 2501 | 09/23/15 |
| STAPLES. | 09/01/15 | PD--OFFICE SUPPLIES 5793761001 | 01-5-500610.00 OFFICE SUPPLIES | 66.73 | 2501 | 09/23/15 |
| TAYLORT | 09/01/15 | DPW-PAVEMENT MARKING 1532 | 01-5-703319.00 PAVEMENT MARKING | 2475.00 | 2502 | 09/23/15 |
| TDS LEASE | 09/02/15 | PD--COOLER RENT 01052412 | 01-5-500610.00 OFFICE SUPPLIES | 60.00 | ----- | --/--/-- |
| TOTALTREE | 09/01/15 | DPW--TREE REMOVAL 9/1/15 | 01-5-703309.00 TREE CUTTING & REMOVAL | 1440.00 | ----- | --/--/-- |
| UNIFIRST | 08/17/15 | DPW-UNIFORMS & SUPPLIES 035 3924102 | 01-5-703311.00 UNIFORMS | 105.51 | ----- | --/--/-- |
| UNIFIRST | 08/17/15 | DPW-UNIFORMS & SUPPLIES 035 3924102 | 01-5-703507.00 SUPPLIES | 1.88 | ----- | --/--/-- |
| UNIFIRST | 08/17/15 | DPW-UNIFORMS & SUPPLIES 035 3924102 | 01-5-703515.00 ADMINISTRATION | 12.40 | ----- | --/--/-- |
| UNIFIRST | 08/17/15 | DPW-UNIFORMS & SUPPLIES 035 3924102 | 01-5-704311.00 UNIFORMS | 30.70 | ----- | --/--/-- |
| UNIFIRST | 08/24/15 | DPW-UNIFORMS & SUPPLIES 035 3926327 | 01-5-703311.00 UNIFORMS | 116.01 | ----- | --/--/-- |

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|-----------|--------------|--|--|-------------|--------------|------------|
| UNIFIRST | 08/24/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3926327 | 01-5-703507.00 SUPPLIES | 2.49 | ----- | --/--/-- |
| UNIFIRST | 08/24/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3926327 | 01-5-703515.00 ADMINISTRATION | 24.60 | ----- | --/--/-- |
| UNIFIRST | 08/24/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3926327 | 01-5-704311.00 UNIFORMS | 32.34 | ----- | --/--/-- |
| UNIFIRST | 08/31/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3928579 | 01-5-703311.00 UNIFORMS | 116.01 | ----- | --/--/-- |
| UNIFIRST | 08/31/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3928579 | 01-5-703507.00 SUPPLIES | 11.49 | ----- | --/--/-- |
| UNIFIRST | 08/31/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3928579 | 01-5-703515.00 ADMINISTRATION | 13.60 | ----- | --/--/-- |
| UNIFIRST | 08/31/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3928579 | 01-5-704311.00 UNIFORMS | 32.34 | ----- | --/--/-- |
| UNIFIRST | 09/07/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3930839 | 01-5-703311.00 UNIFORMS | 116.01 | ----- | --/--/-- |
| UNIFIRST | 09/07/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3930839 | 01-5-703507.00 SUPPLIES | 2.49 | ----- | --/--/-- |
| UNIFIRST | 09/07/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3930839 | 01-5-703515.00 ADMINISTRATION | 13.60 | ----- | --/--/-- |
| UNIFIRST | 09/07/15 | UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 3930839 | 01-5-704311.00 UNIFORMS | 32.34 | ----- | --/--/-- |
| UVTRAILS | 09/01/15 | UPPER VALLEY TRAILS ALLIA CONCOM--GILE MTN TRAIL 9/1/15 #2 | 01-5-650725.00 GRANT | 2150.00 | 2503 | 09/23/15 |
| VALLEYNEW | 08/02/15 | VALLEY NEWS PD--CLASSIFIED 01239126 | 01-5-500540.00 ADVERTISING | 252.84 | 2504 | 09/23/15 |
| VALLEYNEW | 08/23/15 | VALLEY NEWS HWY--CLASSIFIED 01240125 | 01-5-703515.00 ADMINISTRATION | 148.68 | 2504 | 09/23/15 |
| VMERSDC | 09/14/15 | VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND9-12-15 | 01-2-001112.00 VMERS DEF CONTRB PAY | 430.73 | 2475 | 09/16/15 |
| VMERSDC | 09/14/15 | VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND9-12-15 | 01-5-005126.00 VT RETIREMENT | 236.99 | 2475 | 09/16/15 |
| VMERSDC | 09/14/15 | VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND9-12-15 | 01-5-555125.00 VT RETIREMENT | 120.71 | 2475 | 09/16/15 |
| VMERSDC | 09/14/15 | VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND9-12-15 | 01-5-200126.00 VT RETIREMENT | 52.38 | 2475 | 09/16/15 |
| VMERSDC | 09/14/15 | VMERS DC TM/FD/FIN/ASS--RETIREMENT PEND9-12-15 | 01-5-300126.00 VT RETIREMENT | 31.42 | 2475 | 09/16/15 |
| VERIZWIRE | 09/17/15 | VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9751762199 | 01-5-005532.00 T MNGR CELL PHONE | 56.29 | ----- | --/--/-- |
| VERIZWIRE | 09/17/15 | VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9751762199 | 01-5-703505.00 TELEPHONE | 56.29 | ----- | --/--/-- |
| VERIZWIRE | 09/17/15 | VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9751762199 | 01-5-550235.00 TELEPHONE & INTERNET | 66.31 | ----- | --/--/-- |
| VERIZWIRE | 09/17/15 | VERIZON WIRELESS TM-DPW-FD-PD-CELL PHONES 9751762199 | 01-5-500531.00 ADMIN TELEPHONE | 56.29 | ----- | --/--/-- |
| VLCTERB | 09/08/15 | VLCT EMPLOYMENT RESOURCE Q'RTLY UNEMPLOYMENT 18825-Q4 | 01-5-800517.00 UNEMP INS RATE ASSMT | 1325.00 | 2505 | 09/23/15 |
| ZOLL | 08/21/15 | ZOLL MEDICAL CORP. REC/FD--ELECTRODES 2279374 | 01-5-425330.00 REPAIRS & MAINT | 177.91 | 2506 | 09/23/15 |

09/18/15
12:31 pm


Town of Norwich Accounts Payable
Check Warrant Report # 16-8 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 09/10/15 To 09/23/15

Page 6 of 6
jbynum

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|---------------------------------------|------------------------------------|----------------|-----------------|---------------|
| ZOLL | 08/21/15 | REC/FD--ELECTRODES 2279374 | 01-5-555424.00 EMS TOOLS/ EQUIP | 118.00 | 2506 | 09/23/15 |
| Report Total | | | | 3081964.88 | | |

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *3,081,964.88
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:

Neil Fulton

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/18/15
12:31 pm

Town of Norwich Accounts Payable

Check Warrant Report # 16-8 Current Prior Next FY Invoices For Fund (HIGHWAY EQUIPMENT FUND)


jbynum

All Invoices For Check Acct 01(General) 09/10/15 To 09/23/15

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|----------------------------|--------------|---------------------------------------|--|-------------|--------------|------------|
| DEERECRED DEERE CREDIT INC | 09/04/15 | DPW--GRADER PAYMENT 1603602 | 07-5-700322.00 HIGHWAY EQUIP. PURCHASES | 19042.39 | 2480 | 09/23/15 |
| Report Total | | | | 19042.39 | | |

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 \$ ****19,042.39
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


 Roberta Robinson

TOWN MANAGER:

Neil Fulton

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2013 grand list of _____, Vermont.

Given under our hands at _____ in the County of _____,

State of Vermont, this _____ day of _____,

[Signature]

[Signature]

[Signature]

Listers

Selectboard

Attested this _____ day of _____,

_____ Town Clerk

§4155. Certificate and attestation-No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectmen and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

§ 4156. -After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

§ 4157. -Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2014 grand list of _____, Vermont.

Given under our hands at _____ in the County of _____,

State of Vermont, this _____ day of _____, _____.

Liz Bleno

[Signature]

Cheryl A Lindberg

Listers

Selectboard

Attested this _____ day of _____.

_____ Town Clerk

§4155. Certificate and attestation-No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectmen and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

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When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

§ 4157. -Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Norwich Board of Listers
Post Office Box 376
Norwich Vermont 05055-0376

To: The Norwich Selectboard
From: The Norwich Board of Listers
Date: September 14, 2015
Subject: Errors and Omissions

The Norwich Board of Listers has determined that the following parcel was incorrectly listed during the preparation of the 2015 Grand List. Changes cannot at this date be made to the 2015 Grand List without prior approval from the Selectboard. Accordingly, the Listers request approval for correcting the following errors.

Owner: William & Hali Wickner, Trustees
Location: 1260 Podunk Road
Parcel ID: 14-001-000
2015 Assessed Value: \$909,500

Reason: The Listers had previously requested an Errors and Omissions change to apply a Current Use deduction to this parcel. Upon receiving the State's recalculation of the Current Use value, it has come to our attention that the State's calculation applies the Town's CLA and rounds the answers, both required in the final calculation.

2015 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to apply the State-calculated current use deduction to the property.

Current Valuation

| | |
|-----------------------------|----------|
| Total Fair Market Value | 909,500 |
| Prior Current Use deduction | -256,254 |
| Current Grand List Total | 653,246 |

Proposed Valuation

| | |
|--|----------|
| Total Fair Market Value | 909,500 |
| State-Calculated Current Use deduction | -256,700 |
| Revised Grand List Total | 652,800 |

Total adjustment is minus \$446.

The Listers request permission to apply a 256,700 deduction for Current Use to the Wickner property, adjusting the taxable value to 652,800.

Owner: Les Mitchel Brook, LLC
Location: 844 Tigertown Road
Parcel ID: 08-001-000
2015 Assessed Value: \$117,600

Reason: Les Mitchel Brook, LLC filed for Current Use of their land for the 2015 Grand List. The Assessor calculated the Current Use valuations. Upon receiving the State's recalculation of the Current Use value, it has come to our attention that the State's calculation applies the Town's CLA and rounds the answers, both required in the final calculation.

2015 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to apply the State-calculated current use deduction to the property.

Current Valuation

| | |
|-----------------------------|----------|
| Total Fair Market Value | 117,600 |
| Prior Current Use deduction | -110,526 |
| Current Grand List Total | 7,074 |

Proposed Valuation

| | |
|--|----------|
| Total Fair Market Value | 117,600 |
| State-Calculated Current Use deduction | -110,700 |
| Revised Grand List Total | 6,900 |

Total adjustment is minus \$174

The Listers request permission to apply a 110,700 deduction for Current Use to the Les Mitchel Brook, LLC property, adjusting the taxable value to 6,900.

Owner: George & Carol Loveland
Location: 32 Butternut Road
Parcel ID: 11-102-000
2015 Assessed Value: \$1,086,600

The Listers received notification of approval for this Current Use parcel on 8/26/2015. The application approved the inclusion of one farm building in the program. Farm buildings that are accepted into the program are exempt from taxation. The original data provided by the State declared no buildings were enrolled in the program.

2015 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to apply the State calculated current use deduction to the property.

Current Valuation

| | |
|-----------------------------------|-------------------------------------|
| Total Fair Market Value | 1,086,600 |
| Prior Current Use deduction | 93,300 |
| Current Grand List Total | 993,300 (before Veterans Exemption) |
| Current Grand List Total w/Vet Ex | 953,300 |

Proposed Valuation

| | |
|--|-------------------------------------|
| Total Fair Market Value | 1,086,600 |
| State-Calculated Current Use deduction | 96,400 |
| Revised Grand List Total | 990,200 (before Veterans Exemption) |
| Revised Grand List Total w/Vet Ex | 950,200 |

Total adjustment is \$3,100

The Listers request permission to apply a 96,400 deduction for Current Use to the Loveland property, adjusting the taxable value to 950,200.

The Norwich Board of Listers

Liz Blum
Cheryl A. Lindberg
Lee Michaelides

TOWN OF NORWICH
 QUARTERLY INVESTMENT REPORT
 6/30/2015

| | <u>Rate/APY</u> | <u>06/30/15 Bank Balance</u> | <u>Quarterly Interest</u> |
|--|-----------------|----------------------------------|-------------------------------|
| Ledyard National Bank: | | | |
| Business Checking (3 accounts) - FDIC Insured up to \$250,000 | | \$ 246,028.59 | ** |
| Money Market Account (Tax Escrow) - FDIC Insured up to \$250,000 | | \$ 7,638.65 | 1.91 |
| ICS: General Fund | | 1,041,114.40 | |
| Designated Funds | | <u>1,574,429.03</u> | |
| Total ICS Balance ~ 6/30/2015 | 0.25% | <u>\$ 2,615,543.43</u> | <u>\$ 2,314.12</u> |
| Total Cash on Deposit ~ 6/30/2015 | | <u>\$ 2,869,210.67</u> | <u>\$ 2,316.03</u> |
| Less: Outstanding Checks | | (69,450.73) | |
| Plus: Deposit-in-transit | | <u>10,184.04</u> | |
| Total Cash on Balance Sheet ~ 6/30/2015 | | <u>\$ 2,809,943.98</u> | |

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

Treasury Bill rates:
 26 week - 0.080%
 1 year - 0.25%

Wall Street Journal Prime = 3.25%

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

Nancy Kramer

From: Christopher Ashley <c.ashley.sb@gmail.com>
Sent: Thursday, September 17, 2015 8:24 AM
To: Nancy Kramer
Cc: Neil Fulton
Subject: draft letter

Nancy,

Please include this draft letter in the SB packet for item #10 in the agenda.

Thank you,
Chipper

DRAFT

Secretary Deb Markowitz
Secretary's Office
Vermont Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, Vermont 05620-3901
September 23, 2015

Dear Madam Secretary,

We are sending this letter to support the Town of Norwich Pool Dam Reconstruction, Stream Alteration Permit Application dated August 25, 2015.

The Norwich Town Pool Dam washed out during Tropical Storm Irene in August of 2011. It was originally built on the Charles Brown Brook in 1944. Following the storm, Norwich completed the FEMA paperwork process and applied for replacement aid. Over the years our town, through our Town Manager Neil Fulton, has undertaken numerous conversations with Vermont Agency of Natural Resources personnel with the intent of replacing the dam and recreating our town's swimming area. We understand that dams are regulated so as to support aquatic life, the natural flow of streams, and to maintain the natural beauty of Vermont. However we also understand that our community treasured the Norwich "Pool". It was a focal point of our community's experience every summer that has served several generations. We hope to replace it; indeed a huge majority of our citizens feel very strongly that it needs to be replaced.

To this end we have engaged with experts regarding aquatic life, local fisheries, dam design, stream temperature and flow and have undertaken studies to provide data to best design our replacement dam. We have applied all of this data and expertise to design a proposed dam that improves the status of the Charles Brown Brook.

The replacement dam would be in place for only ten weeks in June, July, and August each summer. The data shows is that the types of fish in Charles Brown Brook do not migrate during these three months. We have studied the water flow rates and temperature data; our plan and design do not significantly impact the "natural" state of the brook and fall within the usual norms that occur there. Our design maintains the width of the brook and our proposed plan calls for substantial bank improvement, fish habitat improvement (rock vane features), and additional tree plantings. The proposal includes engineering so that impounded water is released from the bottom of the pool, reducing any temperature difference downstream. All this data and the reasoning behind the designs and plans is included in the application.

Frankly, the new dam would create a better situation than existed before Irene and more importantly it would create a far far better situation than currently exists now. Irene left a large deposit of rocks and stones at the dam location. It is the terminus of a popular hiking trail (the Ballard Trail) and has been a favored picnic and natural spot in town for decades- even during spring and fall when the dam wasn't in place. The public has used the readily available rocks and stones to construct numerous mini-pools and rock weirs. There isn't a free flow of the stream there, and frankly given the experience over the 4 years since Irene, this situation will not change for many many years, perhaps decades, to come.

Our FEMA funds are time sensitive; we have a funding window until November of 2016.

We are writing to ask for an expedited process. Given the intense level of discussion between Norwich and ANR over the past 3 years the issues are well known. Our application is clear and straightforward as to how our plan successfully mitigates the impact of the dam

and improves the stream - both for the 10 weeks the dam is in place and for the entire year via channel, bank, vegetation, and fish habitat improvements.

We urge our replacement dam project to be approved.

Thank you for your consideration,

Norwich Selectboard

--

Christopher Ashley
Norwich Selectboard

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

Nancy Kramer

From: Linda Gray <linda.c.gray@gmail.com>
Sent: Wednesday, September 16, 2015 4:27 PM
To: Nancy Kramer; Neil Fulton
Subject: Invitation for 10/4

Selectboard,

The Norwich Energy Committee would like to invite you to a celebration of Town facilities going solar.

Since December 2014, the electricity used by Town facilities has come from a solar project developed by Solaflect Energy. The Energy Committee is pleased to have proposed this arrangement to the Selectboard back in the summer of 2013, and delighted that the Selectboard agreed to pursue it.

Consistent with ensuring that all the "green attributes" of the solar electricity are retained, the Town of Norwich is one of very few towns to be able to proudly say that it is 100% solar.

On Sunday, October 4, Solaflect Energy is hosting an event to celebrate this accomplishment, and we'd like to invite Selectboard members to attend. Solaflect Energy is providing free food, live entertainment, and we hope to have some key supporters of Vermont renewable energy in attendance as well. The activities take place 4-7 pm, on the Green.

Please get back to me to let me know who among you can attend.

Many thanks!

Linda Gray
chair, Norwich Energy Committee

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

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

There were about 20 people in the audience.

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

Cook opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). There was a discussion of moving Ashley's email to the Selectboard regarding sidewalks dated 8/19/15 from #12 Correspondence to #11 FY16 Selectboard Goals. This agenda change was agreed to by consensus.
2. Public Comments. Watt Alexander spoke about an email he and Christopher Katucki had sent to the Selectboard regarding a potential Town Manager contract. This was to be on the next agenda. Suzanne Lupien spoke about some maintenance issues with the Waterman and New Boston Cemeteries. Fulton said this information should be passed on to the Cemetery Commission.
3. Town Manager's Report (Discussion).
 - a. Town Manager said that the Permit Application for the Town Pool Dam was filed on August 25th. Cook said the Pool Plan was given to the Selectboard August 26th. Temperature recordings of the stream have been taken in July and August and the information was included in the application. The fish ladder was not included in the permit application because both ANR and our consultant felt that the benefits would be minimal.
 - b. The GUVSWD Board of Supervisors will meet about a proposed 5 MW photovoltaic array at the North Hartland site. The project could be completed by December 31, 2016 and has the potential to reduce our debt service payments to GUVSWD by about half depending on the interconnects costs.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Flanders **moved** (2nd Goulet) to approve Check Warrant Report #16-6 for General Fund in the amount of \$45,174.65 for the period from 8/20/15 to 8/26/15. **Motion Passed.**
5. Senior Action Council (Discussion/Possible Action Item). Paula Harris, Dottie Cloud and Martha Drake spoke on behalf of the Senior Action Council, which was established in the 1960s. In recent years, the Council has primarily been providing assistance to the Meals on Wheels program. The three current members have decided to retire and are working with the Bugbee Senior Center to continue the Meals on Wheels program. The Council has decided to donate its remaining money to the Bugbee Senior Center and the Vermont Sunshine Society. The Selectboard endorsed this decision and on behalf of the Town thanked these three volunteers for the many years of outstanding service they have provided to the community.
6. Interview/Appoint Richard Stucker to the Development Review Board. In Richard Stucker's absence, Fulton explained that Stucker has been an alternate on the Development Review Board for the past year and that he was applying for an open regular member position. Ashley **moved** (2nd Flanders) to appoint Richard Stucker as a regular member of the Development Review Board

to a term expiring in 2017. **Motion passed.**

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

8. Police Department Body Cameras (Discussion Item). Doug Robinson, Chief of Police, spoke about wanting to use part of a \$5,000 grant the Police Department has received to purchase three chest-mounted cameras in the amount of \$3,635. The Vermont Legislature is working on legislation regarding body cameras. After discussion, a majority of the Board had concerns about privacy and data storage issues, and would like to wait until legislation is in place before purchasing body cameras for the Department. Citing the benefits of having objective evidence by recording police encounters, Ashley strongly supported the proposal to equip police officers with body cameras, provided that a policy was in place regarding use and privacy issues.

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

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

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

11. FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item). Discussed:

- a) Ashley would like to discuss sidewalks including finances, maintenance, and relationship with the Prudential Committee.
- b) Update personnel policy.
- c) Strategic Planning including Quality of Community.
- d) Selectboard policies indexed.

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

12. Correspondence (Discussion/Possible Action Item) 5 minutes

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

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

13. Selectboard

- a) Town Manager Evaluation Process (Discussion/Possible Action Item). Ashley explained his email concerning the TM evaluation that was adopted by the Selectboard in May of 2011. Cook said the 2012 and 2013 Town Manager evaluation used only the commendations and recommendation sheet. Flanders said the Selectboard used only the commendations and recommendation sheet in 2013. Cook would like to change how the Town Manager is evaluated and would like to discuss the other evaluations obtained from VLCT given in a prior packet. Flanders felt it was too late in the process to change how the Board would evaluate the Town Manager as the time for evaluations runs through September. Layton liked the current criteria. Flanders **moved** (2nd Ashley) for the Selectboard to complete the May 11, 2011 evaluation materials and incorporate both the department expectations and review by Department Heads. **Motion passed 4-1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).

- b) Town Manager Contract (Discussion/Possible Action Item). Given the late hour, it was decided that the Town Manager Contract would be discussed at the next meeting on 9/9/15.
- c) Approval of the Minutes of the 7/8/15 Selectboard Meeting and the Minutes of the 7/29/15 Special Selectboard Meeting (Action Item). Ashley **moved** (2nd Goulet) to approve the minutes of the July 8, 2015 Selectboard meeting and July 29, 2015 Special Selectboard Meeting. **Motion passed.**
- d) Review of Next Agendas (Discussion/Possible Action Item)
 - i. Town Manager Contract
 - ii. FY16 Selectboard Goals and Calendar
 - iii. Vermont Tech presentation request by Christopher Dutton
 - iv. Budget Guidelines
 - v. Pool Application
 - vi. Evaluation Draft

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

Approved by the Selectboard on September 9, 2015.

Jonathan Bynum

Linda Cook
Selectboard Chair

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

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

DRAFT Minutes of the Selectboard Meeting of Wednesday, September 9, 2015 at 6:30 PM

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

There were about 10 people in the audience.

Also participating: Watt Alexander, Kris Clement, Phil Dechert, Chris Dutton, Steve Leinoff, Suzanne Lupien, Doug Robinson.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). After some discussion of moving item # 13 b), the Selectboard, by consensus, approved the Agenda as is.
2. Public Comments. No actions taken.
3. Town Manager's Report (Discussion). Written report in packet and on the Town website. No actions taken.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After one question, Flanders **moved** (2nd Ashley) to approve Check Warrant Report #16-7 for General Fund in the amount of \$1,098,877.24 and for Records Restoration Fund in the amount of \$3,964.00 for the period from 08/27/15 to 09/09/15. **Motion passed.**
5. Committee on Town Communications (Discussion/Possible Action Item). After some discussion, Clement was interviewed for the Committee. Flanders **moved** (2nd Goulet) to appoint Kris Clement to the Committee on Town Communications. **Motion passed.** Clement will recruit for members and the Town will advertise again for Committee members.
6. Vermont Technical College (VTC) Presentation on Norwich Farms Plan by Christopher Dutton (Discussion). Dutton, speaking for the President of VTC who could not attend because of another commitment, said Norwich Farms is working on converting a shop to a cheese/dairy processing plant which needs to be built by December for grant purposes. VTC has started a program this fall to educate and house students interested in dairy farming.
7. Quality of Community Committee (Discussion/Possible Action Item).
 - a) Norwich Strategic Planning Input Report. Flanders reviewed the Report. Goals listed in the Report were discussed and it was agreed to add a discussion of River Road water access to the next agenda. Ashley **moved** (2nd Goulet) to receive the Report from the Quality of Community Committee and to thank the members for their work. **Motion passed.**
8. Capital Facilities (Discussion Item/Possible Action Item).
 - a) Police and Fire – RFP for Architectural and Estimates of Probable Costs Services. After some discussion and questions, Flanders **moved** (2nd Layton) to request the Town Manager to solicit proposals for Architectural and Estimates of Probable Costs Services for the police and fire facilities. **Motion passed.**
9. FY17 Budget Guidance (Discussion/Possible Action Item). The Selectboard discussed: insurance costs (which are known for six months only), the proposed COLA increase (not known

until December), paving costs and Paving Reserve Fund and line item for professional services for Selectboard under Town Administration. Cook said she would like to see budgets for no increase and 2%. Ashley asked to know what is given up for a reduced budget. Goulet is looking for needs not wants in the budget. Fulton reminded the Selectboard that salaries and benefits account for approximately 44% of the budget.

10. FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item). After discussion, Ashley **moved** (2nd Flanders) to keep #s1, 2, 5, 6 and 7 on the list of Goals and Objectives, to add sidewalks/relationship with Fire District and to change #8 to lessons learned during Town Manager evaluation. **Motion passed.**

11. Norwich Representative to The White River Council on Aging (Bugbee Senior Center) (Discussion/Possible Action Item). Sofronas is stepping down as the Norwich Representative to The White River Council on Aging. The Selectboard will need to recommend a replacement. The position will be advertised.

12. Correspondence (Please go to www.norwich.vt.us, click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Resident –

- 1) #12 a). Email from Watt Alexander and Chris Katucki Re: Town Manager Contract. Ashley **moved** (2nd Flanders) to receive an email from Watt Alexander and Chris Katucki Re: Town Manager Contract. **Motion passed.** There was some discussion regarding comments made in the email and what next steps should be for the Selectboard.

13. Selectboard

- a) Town Manager Evaluation Process (Discussion/Possible Action Item). After discussion regarding the process last year, the Selectboard agreed to use the form provided in the packet and discuss further at the end of the September 23rd meeting. An Executive Session may be necessary.
- b) Town Manager Contract (Discussion/Possible Action Item). Layton indicated that she is still looking for outside legal advice on this topic. After considerable discussion, Layton **moved** (2nd Ashley) to discuss the Town Manager contract at 6:00 pm on September 23rd and that an Executive Session may be necessary. **Motion passed.**
- c) Approval of the Minutes of the 8/26/15 Selectboard Meeting (Action Item). After some discussion, Ashley **moved** (2nd Goulet) to approve the minutes of the August 26, 2015 Selectboard meeting, with amendments discussed. **Motion passed.**
- d) Review of Next Agendas (Discussion/Possible Action Item). The September 23rd meeting will start at 6:00 pm with a discussion and possible Executive Session of the Town Manager contract. There may also be an Executive Session at the end of the meeting to discuss the Town Manager evaluation process. Other items on the agenda for September 23rd will be: the Town Pool permitting, water access from River Road to the Connecticut River and the Quarterly Treasurer's Report. Information will be provided to the Selectboard regarding monies spent so far on the Town Pool project.

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 9:42 pm.

Approved by the Selectboard on_____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – September 23, 2015 at 6:30 PM

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

VLCT ANNUAL BUSINESS MEETING
2:00 p.m. - 4:00 p.m.
(or upon conclusion of the luncheon)

Thursday, October 8, 2015

Killington Grand Hotel
Killington, VT

DELEGATE DESIGNATION FORM

We, the Selectboard/City Council of _____,
designate the following individual as the voting delegate for our city/
town at the 2015 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 25th, 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/, to download a copy of the attendee registration form or to register on-line.

If you plan to attend only the VLCT Annual Meeting, please check below. There is no charge to attend only the Annual Meeting.

I will *only* be attending the Annual Meeting.