

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, October 28, 2015 at 6:00 PM**  
(Times Are Approximate)

- 1) 6:00 pm – Town Manager Evaluation (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) Meeting with Fire District Re: Sidewalks (Discussion/Possible Action Item) 15 minutes
- 7) NEC Electric Vehicle Charging Station (Discussion/Possible Action Item) 10 minutes
- 8) Norwich Pool Permit Update (Discussion/Possible Action Item) 15 minutes
- 9) Selectboard Goals Priorities (Discussion/Possible Action Item) 10 minutes
- 10) Capital Facilities Planning (Discussion/Possible Action Item) 10 minutes
  - a) Review Inventory of Tools at Our disposal
  - b) Questions
- 11) Town Manager Contract Update (Discussion/Possible Action Item) 10 minutes
- 12) Correspondence (Discussion/Possible Action Item) 5 minutes
  - a) Memo from Stephen Flanders Re: Conduct of Selectboard Meetings
  - b) Memo from Mary Layton Re: Conduct of Selectboard Meetings
- 13) Selectboard
  - a) Approval of the Minutes of the 10/14/15 Selectboard Meeting (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
  - c) Town Manager Evaluation (Executive Session May be Required)

**Special Selectboard Meeting – November 4, 2015 at 6:30 PM**

**Next Regular Meeting – November 10, 2015 at 6:00 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.***

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	08/05/15	ADVANCE AUTO PARTS FD--BRAKE PARTS 084521702489	01-5-555528.00 FIRE TRK R & M	149.70		--/--/--
ADVANCE	08/06/15	ADVANCE AUTO PARTS HWY--HYDRAULIC PARTS 084521802554	01-5-703403.00 PARTS & SUPPLIES	20.33		--/--/--
ADVANCE	08/06/15	ADVANCE AUTO PARTS HWY--FILTERS, PLUG 084521888310	01-5-703403.00 PARTS & SUPPLIES	16.88		--/--/--
ADVANCE	08/11/15	ADVANCE AUTO PARTS HWY--HYDRAULIC OIL 084522302795	01-5-703405.00 PETROLEUM PRODUCTS	399.95		--/--/--
ADVANCE	08/12/15	ADVANCE AUTO PARTS HWY--PAINT 084522402812	01-5-703403.00 PARTS & SUPPLIES	59.00		--/--/--
ADVANCE	08/25/15	ADVANCE AUTO PARTS PD--BRAKE PARTS 084523792856	01-5-500742.00 CRUISER MAINT	121.97		--/--/--
AIRGAS	10/25/15	AIRGAS USA, LLC FD--GASES 9043878352	01-5-555424.00 EMS TOOLS/ EQUIP	129.94		--/--/--
ATLANTICS	09/30/15	ATLANTIC BROOM SERVICE IN HWY--DELINEATOR POSTS 236541	01-5-703209.00 CULVERTS & ROAD SUPPLIES	419.40	2574	10/28/15
BAYSTATE	10/01/15	BAY STATE ELEVATOR CO. TH--ELEV MAINT OCT 15 400425	01-5-706107.00 ELEVATOR MAINTENANCE	228.65		--/--/--
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-500123.00 HEALTH INS	4632.28	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-704123.00 HEALTH INSURANCE	436.20	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-703123.00 HEALTH INSUR	7399.60	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-425123.00 HEALTH INS	436.20	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-704123.00 HEALTH INSURANCE	1177.36	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-350123.00 HEALTH INS	1248.36	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-005123.00 HEALTH INSUR	768.04	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-100123.00 HEALTH INS	2067.59	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-300123.00 HEALTH INS	315.70	2575	10/28/15
BCBS	10/21/15	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE nov 15 NOV 15	01-5-200123.00 HEALTH INS	1150.35	2575	10/28/15
BENS	09/28/15	BEN'S UNIFORMS PD--UNIFORM 57130	01-5-500746.00 UNIFORMS	753.00		--/--/--
BENS	09/29/15	BEN'S UNIFORMS PD--BELT 57146	01-5-500746.00 UNIFORMS	55.00		--/--/--
BROWN	10/01/15	CHARLIE BROWN'S B&G--MOWER CLUTCH 458746	01-5-704401.00 OUTSIDE REPAIRS	504.98	2577	10/28/15
BUSINESS	10/14/15	BUSINESS CARD TC--PEN SCANNER AMAZ 10/15	01-5-100610.00 OFFICE SUPPLIES	89.24	2578	10/28/15
CARROLL	09/28/15	CARROLL CONCRETE HWY--CEMENT BLOCKS 274991	01-5-703209.00 CULVERTS & ROAD SUPPLIES	240.00	2579	10/28/15
CHILDCARE	10/07/15	CHILD CARE CENTER IN NORW FY16 1ST QTR APPROPR 09/30/15	01-5-800324.00 NORWICH CHILD CARE SCHOLA	1092.00		--/--/--

10/23/15  
01:19 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 16-11 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 10/15/15 To 10/28/15

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
CHILDSUPP	10/13/15	OFFICE OF CHILD SUPPORT CHILD SUPP PFEND 10/10/15 PEND10-10-15	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	2572	10/15/15
CHILDSUPP	10/23/15	OFFICE OF CHILD SUPPORT CHILD SUPPORT PEND10-24-15	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	2580	10/28/15
COMCAST	10/06/15	COMCAST TH--FIXED IP 10/6/15 #1	01-5-275632.00 SERVER MAINTENANCE	19.95	2581	10/28/15
COMCAST	10/06/15	COMCAST FD--FIXED IP 10/6/15 #2	01-5-550235.00 TELEPHONE & INTERNET	29.90	2581	10/28/15
CRYSTAL	09/30/15	CRYSTAL ROCK, LLC DPW/SW--WATER 9/30/2015	01-5-703515.00 ADMINISTRATION	24.00	-----	---/--
CRYSTAL	09/30/15	CRYSTAL ROCK, LLC DPW/SW--WATER 9/30/2015	01-5-705515.00 ADMINISTRATION	13.20	-----	---/--
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-704125.00 DENTAL INSURANCE	68.53	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-703125.00 DENTAL INSURANCE	376.11	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-555126.00 DENTAL INSURANCE	34.27	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-425125.00 DENTAL INSURANCE	34.27	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-500125.00 DELTA DENTAL	277.33	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-100125.00 DENTAL INSURANCE	129.02	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-005125.00 DENTAL INSURANCE	64.51	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-200125.00 DENTAL INSURANCE	135.79	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-350125.00 DENTAL INSURANCE	64.51	2582	10/28/15
DELTA DEN	10/21/15	DELTA DENTAL DELTA DENTAL NOV 2015 NOV 15	01-5-300125.00 DENTAL INSURANCE	42.77	2582	10/28/15
DHMC	10/14/15	DARTMOUTH-HITCHCOCK FD--BATTERIES INV1528	01-5-555424.00 EMS TOOLS/ EQUIP	6.12	2583	10/28/15
DIMMICK	09/17/15	DIMMICK WASTEWATER SERVIC SW--PORT-A-POT SEP 15 22386	01-5-705500.00 PURCHASED SERVICES	90.00	2584	10/28/15
DONOVAN	10/08/15	DONOVAN SPRING COMPANY IN HWY--TRK#4 SPRINGS/H'WARE 317402	01-5-703403.00 PARTS & SUPPLIES	1240.56	2585	10/28/15
EVANSMOTO	10/05/15	EVANS GROUP, INC. HWY--400.0 GALS DIESEL 570009	01-5-703405.00 PETROLEUM PRODUCTS	716.60	-----	---/--
FASTENAL	09/30/15	FASTENAL HWY--STOCK HARDWARE NHWES59640	01-5-703403.00 PARTS & SUPPLIES	13.50	-----	---/--
FERGUSON	09/25/15	FERGUSON WATERWORKS HWY--CULVERTS 0390477	01-5-703209.00 CULVERTS & ROAD SUPPLIES	608.00	-----	---/--
FIRESTORE	09/26/15	THE FIRE STORE FD--HELMET SHIELD E1380400	01-5-555422.00 FIRE TOOLS & EQUIPMENT	27.75	-----	---/--
FIRESTORE	09/29/15	THE FIRE STORE FD--HELMET E1380400.001	01-5-555422.00 FIRE TOOLS & EQUIPMENT	292.99	-----	---/--
FLANDERS	10/01/15	FLANDERS & PATCH MOTOR SA FD--CAR#1 STOCK PARTS 68488	01-5-555528.00 FIRE TRK R & M	178.96	2587	10/28/15

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FULTON	10/22/15	TADMIN--CONF ROOM REIMB	01-5-005615.00	99.57	2588	10/28/15
		10/22/15	DUES/MTS/EDUC			
GMPC	10/16/15	HWY--STREETLIGHTS	01-5-703307.00	39.74	2589	10/28/15
		05119OCT15	STREETLIGHTS			
HANOVER	09/28/15	AMBULANCE RUN 2/21/15	01-5-555903.00	221.94	2590	10/28/15
		15-51730	AMBULANCE BILLS			
HANOVERTO	10/07/15	FD--DISPATCH 7/15-12/15	01-5-555632.00	4376.00	-----	--/--/--
		4295	DISPATCH SERVICE			
HAUN	10/01/15	HWY--CYLINDER RENTAL	01-5-703403.00	7.55	-----	--/--/--
		N593716	PARTS & SUPPLIES			
JOESEQUIP	09/23/15	FD--CHAIN SHARPENING	01-5-555530.00	9.00	-----	--/--/--
		16166	EQUIPMENT MAINTENANCE			
JORDAN	09/28/15	HWY--CAT GRADER BLADES	01-5-703403.00	275.54	2592	10/28/15
		P12650	PARTS & SUPPLIES			
JORDAN	10/05/15	HWY--CAT GRADER BLADES	01-5-703403.00	551.08	2592	10/28/15
		P12771	PARTS & SUPPLIES			
KREISDYLA	10/03/15	B&G--MEDIAN GARDENING	01-5-704301.00	281.25	2593	10/28/15
		10/3/15	FOLEY PARK & MEDIANS			
LEBANON	10/09/15	REC--SOCCER JAMBOREE	01-5-425216.00	30.00	2594	10/28/15
		10/9/15	ENTRY FEE			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-703124.00	380.30	-----	--/--/--
		NOV 2015	DISABILITY/LIFE			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-555124.00	73.96	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INSURANCE			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-500124.00	325.35	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INS			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-350124.00	67.62	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INS			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-704124.00	108.46	-----	--/--/--
		NOV 2015	DISABILITY/LIFE			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-100124.00	122.33	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INS			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-005124.00	152.33	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INSUR			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-200124.00	102.01	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INS			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-300124.00	19.00	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INSURANCE			
LINCOLN	10/21/15	NOV 15 LIFE & DISABILITY	01-5-425124.00	81.94	-----	--/--/--
		NOV 2015	DISABILITY/LIFE INSUR			
M&M	10/05/15	HWY--TRK #5 LETTERING	01-5-703401.00	185.00	2595	10/28/15
		10/5/15	OUTSIDE REPAIRS			
MIS1	10/23/15	REC CLASS REFUND	01-4-000355.00	45.00	2596	10/28/15
		10/23/15	RECREATION FEES			
NFPA	09/19/15	FD--BANNER & POSTER	01-5-555619.00	114.80	-----	--/--/--
		6534564Y	FIRE PREV BOOKS & MATERIA			
NNERPC	10/21/15	REC--CONFERENCE 1/5/16	01-5-425160.00	274.00	2597	10/28/15
		10/21/15	DUES/MTGS/EDUC			
NORNURSE	10/09/15	CEMCOM--ADHESIVE	01-5-675700.00	9.00	2598	10/28/15
		062200004894	STONE CLEANING			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PIKE	09/25/15	PIKE INDUSTRIES INC HWY--27.73 TN RAP 833029	01-5-703211.00 ASPHALT PRODUCTS	349.40	-----	--/--/--
PIKE	09/28/15	PIKE INDUSTRIES INC HWY--8.91 TN CRSHED STN 833844	01-5-703207.00 GRAVEL & STONE	77.96	-----	--/--/--
PIKE	09/28/15	PIKE INDUSTRIES INC HWY--9.52 TN CRSHED STN 834205	01-5-703207.00 GRAVEL & STONE	76.16	-----	--/--/--
PIKE	10/02/15	PIKE INDUSTRIES INC HWY--8.62 TN CRSHED STN 835325	01-5-703207.00 GRAVEL & STONE	68.96	-----	--/--/--
PIKE	10/06/15	PIKE INDUSTRIES INC HWY--8.9 TN CRSHED STN 835667	01-5-703207.00 GRAVEL & STONE	71.20	-----	--/--/--
PITNEY	10/08/15	PITNEY BOWES GADMIN--INK CARTRIDGES 545682	01-5-275610.00 OFFICE SUPPLIES	122.38	-----	--/--/--
POWERPROD	10/07/15	POWER PRODUCTS SYSTEMS LL EMMT--PD/FD GENER MAINT 0996970	01-5-575620.00 EMERG GEN MAINT	1500.68	-----	--/--/--
POWERPROD	10/13/15	POWER PRODUCTS SYSTEMS LL EMMT--TOWER GEN MAINT 0997420	01-5-575620.00 EMERG GEN MAINT	1663.50	-----	--/--/--
RICHARDSO	08/31/15	TAD RICHARDSON GAD/HWY--MAINT, SETUP 1055	01-5-275632.00 SERVER MAINTENANCE	731.25	-----	--/--/--
RICHARDSO	08/31/15	TAD RICHARDSON GAD/HWY--MAINT, SETUP 1055	01-5-703515.00 ADMINISTRATION	262.50	-----	--/--/--
ROGERSFAB	09/30/15	ROGER'S FABRICARE, LLC PD--UNIFORM CLEANING SEP 15	01-5-500744.00 UNIFORMS CLEANING	63.00	-----	--/--/--
SMITHJOHN	10/13/15	JOHN A SMITH CEMCOM--MAINTENANCE 320711	01-5-675700.00 STONE CLEANING	315.00	2599	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-705505.00 TELEPHONE	0.10	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-703505.00 TELEPHONE	11.13	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-550235.00 TELEPHONE & INTERNET	1.33	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-200531.00 TELEPHONE	0.83	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-500531.00 ADMIN TELEPHONE	9.07	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-005531.00 ADMIN TELEPHONE	5.71	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-275531.00 TELEPHONE	0.86	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-300531.00 TELEPHONE	3.10	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-425127.00 TELEPHONE	1.63	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-100531.00 TELEPHONE	0.54	2600	10/28/15
SOVERNET	10/15/15	SOVERNET, INC. SEP-OCT 15 LONG DISTANCE 3562247	01-5-350531.00 TELEPHONE	1.88	2600	10/28/15
STAPLES.	10/01/15	STAPLES CREDIT PLAN PD--BUSINESS CARDS 2093947001	01-5-500610.00 OFFICE SUPPLIES	11.19	2601	10/28/15
STAPLES.	10/03/15	STAPLES CREDIT PLAN TH--FLOOR TAPE DISPENSERS 2992581001#2	01-5-706109.00 BUILDING SUPPLIES	57.18	2601	10/28/15

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
SYSTEMS	09/15/15	SYSTEMS PLUS COMPUTERS IN	HWY--COMPUTER SETUP 80-101318	01-5-703515.00 ADMINISTRATION	235.75	2602	10/28/15
TENCO	10/01/15	TENCO INDUSTRIES, INC	HWY--SPREADER CALIBRATION 5108951	01-5-703403.00 PARTS & SUPPLIES	45.12	-----	--/--/--
TOP STITC	10/06/15	TOP STITCH EMBROIDERY, IN	FD--UNIFORM 32061	01-5-555633.00 UNIFORM	103.70	-----	--/--/--
TOWLE	10/01/15	TOWLE EXCAVATING INC	HWY--255 CY GRAVEL 10/1/15	01-5-703207.00 GRAVEL & STONE	4245.75	2603	10/28/15
UVTRAILS	10/06/15	UPPER VALLEY TRAILS ALLIA	CONCOM--GILE MTN TRAIL 10/6/15	01-5-650725.00 GRANT	1977.50	2604	10/28/15
VALLEYNEW	09/03/15	VALLEY NEWS	HWY--CLASSIFIED 01240759	01-5-703515.00 ADMINISTRATION	95.70	2605	10/28/15
VALLEYNEW	09/17/15	VALLEY NEWS	TADMIN--CLASSIFIED 01241449	01-5-005540.00 ADVERTISING	17.97	2605	10/28/15
VANARMANJ	10/01/15	JAY VAN ARMAN	CEMCOMM--HAY 10/1/15	01-5-675301.00 SUPPLIES	8.00	2606	10/28/15
VMERSDC	10/13/15	VMERS DC	TM/FD/FIN/ASS--RETIREMENT PEND10-10-15	01-5-555125.00 VT RETIREMENT	120.71	2573	10/15/15
VMERSDC	10/13/15	VMERS DC	TM/FD/FIN/ASS--RETIREMENT PEND10-10-15	01-5-200126.00 VT RETIREMENT	52.38	2573	10/15/15
VMERSDC	10/13/15	VMERS DC	TM/FD/FIN/ASS--RETIREMENT PEND10-10-15	01-5-005126.00 VT RETIREMENT	236.99	2573	10/15/15
VMERSDC	10/13/15	VMERS DC	TM/FD/FIN/ASS--RETIREMENT PEND10-10-15	01-5-300126.00 VT RETIREMENT	31.42	2573	10/15/15
VMERSDC	10/13/15	VMERS DC	TM/FD/FIN/ASS--RETIREMENT PEND10-10-15	01-2-001112.00 VMERS DEF CONTRB PAY	430.73	2573	10/15/15
VERIZWIRE	10/04/15	VERIZON WIRELESS	TM-DPW-FD-PD-CELL PHONES 9753406838	01-5-005532.00 T MNGR CELL PHONE	56.28	-----	--/--/--
VERIZWIRE	10/04/15	VERIZON WIRELESS	TM-DPW-FD-PD-CELL PHONES 9753406838	01-5-550235.00 TELEPHONE & INTERNET	66.30	-----	--/--/--
VERIZWIRE	10/04/15	VERIZON WIRELESS	TM-DPW-FD-PD-CELL PHONES 9753406838	01-5-703505.00 TELEPHONE	56.28	-----	--/--/--
VERIZWIRE	10/04/15	VERIZON WIRELESS	TM-DPW-FD-PD-CELL PHONES 9753406838	01-5-500531.00 ADMIN TELEPHONE	56.28	-----	--/--/--
VOWP	09/30/15	VERMONT OFFENDER WORK PRO	CEMCOM--SEP 15 WORKDAYS 85170	01-5-675500.00 PURCHASED SERVICE	840.00	2607	10/28/15
VTPROPER	10/21/15	VERMONT PROPERTY OWNERS R	LIS--ANNUAL SUBSCRIPTION 10/21/15	01-5-300615.00 DUES/MTGS/EDUC	52.95	2608	10/28/15
VTTREASUR	10/09/15	VERMONT STATE TREASURER	3RD QTR 2015 MARRIAGE 3RD QTR 2015	01-2-001124.00 DUE TO VT-VITAL RECORDS	560.00	2609	10/28/15
WBMASON	10/07/15	W.B. MASON CO., INC.	GADMIN--COPY PAPER I29136768	01-5-275610.00 OFFICE SUPPLIES	52.98	-----	--/--/--
WINDSORCL	10/22/15	WINDSOR COUNTY TREASURER	15-16 2ND HALF TAX 15-16 2/2	01-2-001128.00 DUE TO WINDSOR COUNTY	18215.52	2610	10/28/15
WINDSORCL	10/22/15	WINDSOR COUNTY TREASURER	15-16 2ND HALF BOND 15-16 BOND 2	01-2-001128.00 DUE TO WINDSOR COUNTY	9976.50	2611	10/28/15
WRPC	09/28/15	SWISH WHITE RIVER LTD	REC--HUNTLEY TRASH BAGS W069190/S	01-5-425330.00 REPAIRS & MAINT	141.33	-----	--/--/--
WRPC	10/01/15	SWISH WHITE RIVER LTD	TH--DRAIN OPENER W070315/S	01-5-706109.00 BUILDING SUPPLIES	17.40	-----	--/--/--

10/23/15

01:19 pm

Town of Norwich Accounts Payable  
 Check Warrant Report # 16-11 Current Prior Next FY Invoices For Fund (General)  
 All Invoices For Check Acct 01(General) 10/15/15 To 10/28/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				79943.05		

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 \$ \*\*\*\*79,943.05  
 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

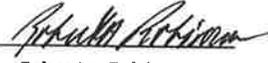
\_\_\_\_\_  
 Mary Layton

10/23/15  
01:19 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 16-11 Current Prior Next FY Invoices For Fund (RECREATION SCHOLARSHIPS)  
All Invoices For Check Acct 01(General) 10/15/15 To 10/28/15

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
DRESDENSC	10/14/15	DRESDEN SCHOOL DISTRICT	REC--SCHOLARSHIP GYM FEES	40-5-425248.00	40.00	2586	10/28/15
	10/14/15		SCHOLARSHIPS				
HANOVERRE	10/14/15	HANOVER RECREATION	REC--B'BALL SCHOLARSHIP	40-5-425248.00	60.00	2591	10/28/15
	10/14/15		SCHOLARSHIPS				
Report Total					100.00		

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 \$ \*\*\*\*\*100.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Neil Fulton

SELECTBOARD:

\_\_\_\_\_  
Christopher Ashley

\_\_\_\_\_  
Linda Cook  
Chair

\_\_\_\_\_  
Stephen Flanders

\_\_\_\_\_  
Dan Goulet

\_\_\_\_\_  
Mary Layton

10/23/15  
01:19 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 16-11 Current Prior Next FY Invoices For Fund (DPW-PAVING FUND)  
All Invoices For Check Acct 01(General) 10/15/15 To 10/28/15

Page 1 of 1  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BLAKTOP	08/31/15	BLAKTOP INC HWY--PAVING 20249	42-5-703701.00 ST OF VT PAVING GRANT	119173.78	2576	10/28/15
BLAKTOP	08/31/15	BLAKTOP INC HWY--PAVING 20249	42-5-700565.00 PAVING	129431.37	2576	10/28/15
Report Total				248605.15		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*248,605.15  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Neil Fulton

SELECTBOARD:

\_\_\_\_\_  
Christopher Ashley

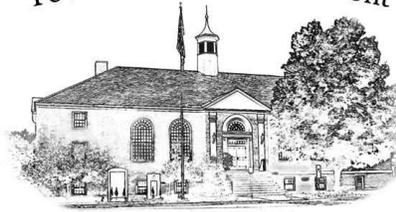
\_\_\_\_\_  
Linda Cook  
Chair

\_\_\_\_\_  
Stephen Flanders

\_\_\_\_\_  
Dan Goulet

\_\_\_\_\_  
Mary Layton

Town of Norwich, Vermont



CHARTERED 1761

Neil R. Fulton  
Town Manager

November 1, 2012

Brion McMullan  
Norwich Fire District  
P.O. Box 777  
Norwich, VT 05055

Re: Transfer of Fire District Sidewalks to the Town

Dear Brion,

This is a follow-up to the ongoing discussions we have been having in regard to the Fire District sidewalks and a proposal for transferring the ownership of the current Fire District sidewalks to the Town of Norwich. I am prepared to recommend to the Selectboard the approval of a Memorandum of Agreement (MOA) based on the following:

- The Town and Fire District will work together by contributing labor and equipment to reduce the costs to both entities within the capabilities of the Town and Fire District.
- The Fire District upgrades the sidewalks as shown in the attached spreadsheet.
- Any new or reset granite curb is backed by concrete.
- The sidewalk is paved with a 2" of Type II  $\frac{3}{4}$ " base and 1" of Type IV  $\frac{3}{8}$ " top coat.
- Where required in areas where a sidewalk is paved or repaved detectable warning truncated cones shall be installed.
- The Town would accept the responsibility for the sidewalks identified as "No upgrade needed" once the MOA is signed by both parties.

I am available to meet with you and/or the Prudential Committee to work out any details.

Thank you for all your help reviewing options for the Town to assume the responsibility for the current Fire District sidewalks.

Sincerely,

Neil R. Fulton  
Town Manager

Enclosure

cc: Andy Hodgdon  
File

/ndk

**Fire District Sidewalks  
Proposal for Transfer to Town**

<b>Calendar Year</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Notes</b>
2013	Main Street	Gateway Project	Elm Street	No upgrade needed
2013	Main Street	Elm Street	Dan & Whit's	No upgrade needed
2013	Church Street	Main Street	Congregational Church	No upgrade needed
2013	Main Street	Tracy Hall	Tracy Hall	No upgrade needed
2013	Main Street	Tracy Hall	Carpenter Street	No upgrade needed
2013	Main Street	Carpenter Street	Stone Planter	No upgrade needed
2013	Main Street	Stone Planter	Hazen Street South	FD - Install granite curb Town - Paves
2013	Main Street	Hazen Street South	Hazen Street North	FD - Install granite curb Town - Paves
2013	Main Street	Hazen Street North	Koch Road	FD - Replaces asphalt curb with granite
2014-2015	Beaver Meadow Road	Cemetery	Bridge	FD - Replaces asphalt curb with granite and paves
2016	Main Street	Norwich Inn	Beaver Meadow Road	FD - Resets granite curb and paves
2016	Beaver Meadow Road	Norwich Inn	Norwich Inn Service Driveway	FD - Resets granite curb and paves
2016	Beaver Meadow Road	Cross House/Inn Service Driveway	Crosswalk	FD - Installs granite curb and paves

FD - Fire District  
Town - Town of Norwich

**Existing Norwich Sidewalks**

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Length</b>	<b>Width</b>	<b>Sidewalk Material</b>	<b>Curb Material</b>	<b>Condition</b>	<b>Current Cost to Replace</b>	<b>Year Built</b>	<b>Remaining Life (Years)</b>	<b>Annualized</b>
Main Street	Montshire Drive	Ledyard Bridge	1,302	5	Concrete	Granite	Fair	\$20,181	1970	5	\$1,009
Main Street	Under Ledyard Bridge	Foley Park	805	5	Concrete	Granite	Excellent	\$12,478	2003	11	\$624
Main Street	Ledyard Bridge	Gateway Condos	3,626	5	Asphalt	Granite	Fair to Poor	\$56,203	1970	5	\$2,810
Main Street	Gateway Condos	Church Street	909	5	Concrete	Granite	Excellent	\$14,090	2009	17	\$704
Church Street	Main Street	Marion Cross	277	5	Concrete	Granite	Excellent	\$4,294	2009	17	\$215
Main Street	Koch Road	Turnpike Road	530	5	Asphalt	Granite	Excellent	\$8,215	2010	18	\$411
Turnpike Road	Main Street	Huntley Rec. Entrance	2,100	4	Asphalt	Granite	Poor	\$74,235	1999	7	\$3,712
Turnpike Road	Huntley Street	Moore Lane	740	5	Asphalt	Granite	Excellent	\$11,470	2009	17	\$574
Elm Street	Holland	Holland	200	5	Asphalt	Granite	Good	\$3,418	1994	10	\$171
Main Street	Library Bus Stop	Library Bus Stop	40	5	Concrete	Granite	Excellent	\$1,257	2004	12	\$63
Beaver Meadow Road	Bridge	Huntley Street	90	5	Asphalt	None	Poor	\$3,680	1982	0	\$184
Hazen Street	Main Street	Library entrance	100	5	Asphalt	Granite	Poor	\$3,853	1999	5	\$193
		<b>Total</b>	<b>10,529</b>					<b>\$213,372</b>			<b>\$10,669</b>

To: The Norwich Select Board

From: The Prudential Committee of the Norwich Fire District

Date: July 1, 2015

Re: Ownership of Sidewalks in Norwich

The Fire District has been approached by Andy Hodgdon, acting in his position as Director of Public Works, asking the District to pay \$25,000 toward the restoration of and the installation of new granite curbing on the sidewalk from Koch Road to Hazen Street. This would be coordinated with the Town's repaving of that section of North Main Street.

The Board voted unanimously not to pay the \$25,000, since our budget has been stretched by the nearly completed repairs to the pump house, as well as miscellaneous other repairs.

In the past the District was able to budget a small amount, about \$10,000 each year, for sidewalk maintenance and repair, but has been unable to do so for the past several years. Accordingly, since the sidewalks are used by all in the Town, and do need upkeep, the Prudential committee is proposing turning over the remaining sidewalks in its possession to the Town at no charge.

The Town has money set aside in a sidewalk fund, and is in a far better position to properly maintain the sidewalks. If this proposal is acceptable, please let us know so that the necessary documents can be drawn up. We expect them to be similar to those used throwing up the Fire District land at the transfer station to the Town some years ago.

Respectfully,

Jonathan Vincent, Chair  
Barbara Currier  
Vince Watts

The Prudential Committee of the Norwich Fire District

## Nancy Kramer

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**From:** Jonathan Vincent <jonathanvinc@gmail.com>  
**Sent:** Wednesday, July 22, 2015 9:12 AM  
**To:** Nancy Kramer; Neil Fulton  
**Cc:** Barbara Currier; Vince Watts; Norwich Fire District  
**Subject:** Repaving Sidewalk

The Prudential Committee of the Norwich Fire district considered Andy Hogdon's verbal proposal that the NFD contribute \$10,000 towards the repair of the sidewalk from Hazen Street to Koch Road. We were told that work is scheduled to begin August 1. Two years ago, when this work was "scheduled," the NFD verified that all the water services were copper in that section, since plastic services tend to break.

At this point, the Committee felt that we did not have that much available, but were able to justify a gift of \$5,000 toward the work, with the understanding that at the completion of the project, the sidewalk would be owned by the Town.

We hope that the additional amount can be found to do the repairs in conjunction with the repaving already approved by the Select Board, since it would be more cost efficient and produce a much better end product. We look forward to discussing this with the Select Board at their August 26 meeting. The next Prudential Committee meeting is scheduled for August 10 at 5:30 p.m. in Tracy Hall.

For the Prudential Committee:

Jonathan Vincent, Chair

--

Jonathan Vincent

802-649-1807

[Jonathanvinc@gmail.com](mailto:Jonathanvinc@gmail.com)

## Project Description

The Town of Norwich submits a proposal for an EVCS in its state-designated village center. There is no existing EVCS in the village center; earlier investigations by the town energy Committee with village businesses about installing one died for lack of available capital.

The Norwich village center is ideally located for an EVCS: it is about one-half mile from Interstate 91; U.S. Route 5 is, locally, Main Street and Church Street.

The proposed site for the Norwich EVCS is in the parking lot of the general store (Dan & Whit's) on Main Street, within a short walk of town hall, the elementary school, the post office, the library, banks, and various shops and restaurants. The general store itself is a virtual hub of activity for Norwich residents – directions to anywhere in town always start from Dan & Whit's.

Municipally-owned land within the village center boundary is limited to Town Hall and associated staff parking and to street parking. If the EVCS grant is awarded, the Town and the general store will enter into a 20-year easement agreement for the EVCS's two parking spaces. A letter of intent from the general store owners is included as part of this application.

The EVCS would be open to the general public 24 hours a day/7 days a week and the use of the parking spaces would be for the sole purpose of the EVCS. The parking spaces that the Town Manager, town Energy Committee, and general store owners have identified for the EVCS are not adjacent to the store building – and therefore not the first choice for customers. Yet these spaces are next to Main Street, so they are highly visible and easy for EV drivers to find.

The Town has partnered with two Norwich solar installers to incorporate a solar awning on the south side of the general store to net-meter with the EVCS. The solar firms plan signage both to highlight the clean energy connection and to clearly mark the parking spaces for EV charging only.

The Town proposes to install a ChargePoint networked, Level 2 EVCS which would function for all plug-in electric vehicles.

# Budget Worksheet

## Itemized Project Budget

Item Description	Quantity	Unit Cost	Total Cost
CT4023 GWn pedestal mount Dual L2 208/240V 30 amp w/ cord management, S&H, 1-year warranty, including activation and on-site validation	1	6331	6331
Software CTSW-SAS-NOS-COMM 5 Year pre-pay (includes 24/7/365 network operation and driver support, station manager login, pricing control) per port	2	1105	2210
4-year extended warranty added to 1 <sup>st</sup> yr assured warranty	1	2580	2580
Installation, parts and labor		2500	2500
Solar panels to offset EV charging station usage			
Awning installation for solar panels			
Signage for parking spaces			

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Total

## Funding Sources

Funding Source	Status of Funding	Amount
DHCD grant	requested	13621
In-kind contributions (material, labor) from Norwich Technologies and Solaflect Energy	pledged	4540

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Total

October 20, 2015

Neil R. Fulton  
Town Manager  
Town of Norwich  
P.O. Box 376  
Norwich, VT 05055

In re: Town of Norwich Pool Dam Reconstruction, Stream Alteration Permit Application

Dear Mr. Fulton:

I am writing in response to the Town of Norwich Individual Permit Application received by the River Management Section of the Department of Environmental Conservation on August 27, 2015. The application requests a Stream Alteration Permit to replace a breached dam and create an impoundment for swimming. The proposed dam will create a 0.6 acre (340 feet long) instream impoundment on Charles Brown Brook for approximately 10 weeks per year. Charles Brown Brook is a tributary of Bloody Brook.

In order to qualify for a stream alteration permit, the application must meet the standards set forth in 10 V.S.A. § 1023 (a). In accordance with the statute, the Agency must find that the project:

- (1) will not adversely affect the public safety by increasing flood or fluvial erosion hazards;
- (2) will not significantly damage fish life or wildlife; and
- (3) will not significantly damage the rights of riparian owners.

The application fails to demonstrate that the proposed dam and its operation would not increase flood and erosion hazards to adjacent and downstream property and public infrastructure, as required by 10 V.S.A. § 1023 (a) (1) and (3). In addition, the application fails to demonstrate that the project will not significantly damage fish life or wildlife under § 1023 (a)(2). Therefore, the Vermont Agency of Natural Resources (Agency) has determined that the Town of Norwich Stream Alteration application does not meet the requirements of 10 V.S.A. § 1023 (a). The permit application cannot be approved for the reasons set forth below.

**Flood and Fluvial Erosion Hazards 10 V.S.A. § 1023 (a) (1) and (3)**

The application fails to demonstrate that the project will not adversely affect the public safety by increasing flood and fluvial erosion hazards and causing significant damage to the rights of riparian owners. In determining whether or not the proposed dam replacement will increase adverse fluvial erosion impacts to public safety, the Secretary must apply the equilibrium and connectivity performance standards in accordance with the Vermont Stream Alteration Rules (VSAR) §27-402(b). The application does not explain how the proposed dam and its operation will meet the equilibrium and

connectivity standards, and avoid threats to public safety and riparian owners from an increase in erosion hazards.

- The proposed dam is designed to withstand a 500 year flood from a flow standpoint.
  - It is uncertain however, whether the impoundment would fill with sediment and debris from a large flood, causing the river to erode and (again) outflank the proposed structures and bank armoring on river right (looking downstream). The narrative included in the application states that the sheet pile will extend to the right valley wall, but this is not demonstrated or evident in the application or the drawings provided by the applicant.
- The reach of Charles Brown Brook, which includes the area previously impounded by a dam that formed the Norwich Pool, is currently undergoing adjustments in channel width, depth, meander pattern, and slope as it re-approaches equilibrium conditions. As this channel evolution proceeds, the water flows, sediment, and woody debris being produced and transported from reaches upstream in the Charles Brown Brook watershed will pass through the segment and into downstream reaches and Bloody Brook. Equilibrium and sediment continuity are critical to minimizing erosion and maintaining stability in the proposed impoundment and downstream reaches of these brooks. The failure to maintain these standards can adversely affect public safety and cause significant fluvial erosion and damage to adjacent and downstream properties.

The application fails to demonstrate that the reaches of Charles Brown Brook and Bloody Brook affected by the project would meet the equilibrium and connectivity standards during the 42 weeks when the impoundment would be drained, and separately for the 10 week period when the Brook would be impounded.

- Tropical Storm Irene deposited a large quantity of cobble size sediment in the old impoundment providing evidence that bedload transport is important during larger floods. The alteration of flood hydraulics at the old dam led to bed aggradation and then lateral erosion. The application and Vermont Phase 2 stream geomorphic data show that the reach downstream of the dam is incised and has not recovered from channel work done after the 1973 flood. This “lack of recovery” may be explained by the documented sediment discontinuity. The old dam has been trapping coarse sediment (P2 SGA data) and starving (preventing coarse sedimentation from reaching) the downstream reach. The application does not demonstrate that the project will not continue to starve downstream reaches, and contribute riverbed degradation, resulting in fluvial erosion.
- Charles Brown Brook, upstream and downstream of the old impoundment, ranges from 31 to 34 feet in width and has a mean bankfull depth of approximately 2.25 feet. The proposed project, in the removable stop log section, has a fixed dimension of 24 feet wide by 8 feet deep. The application fails to address whether this channel constriction would affect hydraulics at flood flows with the expected frequencies of every 2, 5, 10, 25, 50, and 100 years in such a manner that, in combination with dredging operations, would alter the sediment regime of the Brook. The alteration of the sediment regime (i.e., sediment size, quantity, sorting, and distribution) could cause an unnatural aggradation or unnatural degradation of the river channel bed within the impoundment area and in the downstream reaches of Charles Brown and Bloody brooks.

- The application does not provide design details for the in-channel structures (within the impoundment area) demonstrating their function and long-term stability during larger floods.

### **Significant Damage to Fish Life and Wildlife 10 V.S.A. § 1023 (a) (2)**

In accordance with 10 V.S.A. § 1023(a)(2), a stream alteration permit may be granted only if the proposed project will not significantly damage fish life or wildlife. Charles Brook is a tributary of Bloody Brook and supports a host of fish species including wild, self-sustaining populations of brook trout, blacknose dace, longnose dace, slimy sculpin, creek chub, white sucker and longnose sucker. Wild brook trout have stringent environmental and life cycle requirements, recreational and cultural importance and are a Species of Greatest Conservation Need in Vermont.

The Agency looks to the Vermont Water Quality Standards (VWQS) to inform the determination of whether a project will significantly damage fish life or wildlife. Under the VWQS, the Agency must manage waters to fully support designated uses, achieve water quality criteria and prevent degradation of high quality waters. Charles Brown Brook is designated as a Class B “coldwater stream” and must be managed to maintain high quality aquatic habitat, aquatic biota, and wildlife. VWQS § 3-04.A.4. and App. A and B. Changes “from the reference condition that would prevent the full support of aquatic biota, wild-life, or aquatic habitat uses” is prohibited. In addition, “biological integrity” and diversity must be maintained and all “life-cycle functions, including overwintering and reproductive requirements” are protected. VWQS § 1-01 B.39 and § 3-04.B.4. Finally, the VWQS Hydrology Criteria; Streamflow Protection requires that changes “from the natural flow regime shall provide for maintenance of flow characteristics that ensure the full support of uses and comply with the applicable water quality criteria.” VWQS § 3-01 C.

The project, as proposed, fails to demonstrate that there will be no significant adverse impacts to; aquatic biota (particularly wild brook trout), water quality, aquatic habitat, and aquatic habitat connectivity. The application does not show that the project will preclude a change from the reference condition that will adversely affect aquatic biota and habitat. Specifically, the application does not show that the project will: not adversely impact aquatic biota organism passage, result in a loss or degradation of habitat, meet the Hydrology standard and result in temperature variations that adversely impact aquatic biota. As such, the project proposal fails to satisfy the Stream Alteration Standards as informed by the VWQS.

#### **Aquatic Organism Passage (AOP):**

The application fails to demonstrate that the proposed dam will not result in significant harm through the creation of a barrier to aquatic passage.

- The applicant acknowledges that AOP will not be provided for the 10 week impounded period and suggest that due to the limited duration of the impoundment, the presence of smaller sized fish below the dam, and that resident fish species are not migratory during the summer months that the barrier created by the dam will not result in significant harm to fish life and wildlife. This interpretation is contrary to empirical studies of brook trout movement which indicate distinct summer movements of this species.

Aquatic organism passage during draw down periods has not been satisfactorily addressed in the proposal. Flows will pass through a 24-foot opening over a fixed concrete sill which supports removable dam boards. This opening represents approximately 75% of the bankfull width at this location and will result in a constriction and increased velocities during high flow events. The fixed, channel spanning concrete sill constructed at streambed elevation will not allow for vertical adjustment of the stream channel through the structure. As commonly observed with culverts sized smaller than bankfull width, downstream bed degradation leads to exposed outlets, resulting in aquatic passage barriers. Barriers to aquatic population movement and migration can result in a change from the reference condition of a waterbody and cause significant impacts to aquatic communities, thereby undermining the full support of aquatic biota during life cycle stages, such as migration and reproduction. For example, the biological impacts resulting from fish passage barriers include:

- Preventing resident populations from upstream habitat recolonization after catastrophic events, such as floods or toxic discharges;
- Reduction or loss of migrant species populations because of reduced access to critical spawning, rearing, feeding or refuge habitats;
- Altered aquatic community structure (e.g. species composition, distribution);
- Reduced genetic fitness of aquatic populations that subsequently reduces the ability of communities to survive changing or extreme conditions; and
- Significant migration delays leaving fish vulnerable to predation, disease and overcrowding and potentially affecting reproductive success.

#### Loss/Degradation of Riverine Habitat:

The application materials fail to demonstrate that there will not be a significant degradation and loss of aquatic habitat or that the project will not result in a change to the reference condition in a manner that adversely affects habitat and the life stages of aquatic biota supported by that habitat. The proposed reconstructed Norwich Pool Dam will create a 340 foot long impoundment during the summer months which will decrease stream channel velocities and promote the deposition of stream bed material. Slowed velocity and resulting deposition will produce additional substrate embeddedness, smother necessary benthic macroinvertebrate and fish spawning habitat. Therefore, the resulting channel will be wider and more homogeneous than adjacent stream reaches and will exhibit degraded habitat conditions for riverine species. Under drawn down conditions, the impoundment channel will cut through deposited sediments to reestablish a stream channel, re-suspending and transporting fine sediment, and resulting in unstable habitat conditions.

The loss of habitat diversity and complexity has been well studied and is directly linked to decreased diversity and abundance of macroinvertebrate and fish populations. Degraded habitat conditions resulting in direct impacts to aquatic populations within the impounded reach will be perpetuated for an extended time period with the construction of the proposed project. Under the current free flowing condition, a single thread stream channel with diverse aquatic habitat features will be naturally restored over time.

- The application proposes the construction of a series of rock weirs to form and maintain a single thread channel during drawn down conditions. It is highly unlikely that the upstream channel can be consistently “trained” to enter the constructed impoundment channel without regular and intrusive stream channel management activities. Stream channels are dynamic features and naturally migrate vertically and laterally and cannot be fixed in place over the long term.

- There is the potential for sediment deposition under high flow events if the proposed dam is constructed. The application proposes dredging as a solution, a practice associated with degradation of aquatic habitat and water quality.
- The timing of the impoundment dewatering and potential discharge of accumulated sediments precedes the onset of brook trout spawning which normally occurs in late September – early October, increasing the risk of impacts to reproductive success of wild brook trout.

### Hydrology

The application materials fail to demonstrate that the hydrology criteria will be met. Natural hydrology influences necessary life cycle functions and movements of aquatic populations.

- The Application fails to demonstrate that conservation flows will be maintained at all times during the summer period, in accordance with the Agency of Natural Resources Procedure for Determining Acceptable Minimum Flows (1993).
- The proposed operation of the project during fill and draining activities, fails to demonstrate that substantial aquatic habitats will not be dewatered resulting in the likelihood of stranding and associated mortality of aquatic species. The proposed operation also fails to demonstrate that substantial aquatic habitats downstream of the proposed impoundment will not be scoured during dewatering.

### Temperature:

The application fails to demonstrate that the project will not significantly change the diurnal thermal regime of the Norwich pool or down-stream reaches of Charles Brown Brook. The application does not adequately address the temperature impacts of the impoundment and the significant adverse impacts on aquatic biota and habitat. The VWQS prohibit any increase of more than 1 degree F in cold water habitat; and require that any temperature change continue to fully support aquatic biota and habitat. VWQS Section 3-01 B.1.a and b.

Stream temperature has a profound effect on the distribution and abundance of aquatic populations. Brook trout, slimy sculpin and other species inhabiting Charles Brown Brook and Bloody Brook require cold water temperatures for their long term persistence. Maximizing cold water in smaller tributary streams is important for moderating temperatures and providing thermal refuges in downstream receiving waters such as larger streams, rivers and lakes. The damming of streams promotes increased temperatures as the wider, slower impoundment is exposed to increased solar radiation and heating. Empirical studies of small impoundments report degraded aquatic habitat from increased temperatures resulting in significant impacts to macroinvertebrate communities and coldwater fish populations. Studies indicate that vegetation along the stream and pond is insufficient to avoid adverse effects from increased temperatures. These studies indicate that temperature impacts below small dams have resulted in shifts in aquatic communities and reductions in brook trout, brown trout and slimy sculpin densities.

- The Applicant's temperature modeling and conclusions are inconsistent with empirical studies of similar situations in Vermont and elsewhere, and fail to demonstrate that there will not be a temperature increase which will significantly impact aquatic biota and result in a deviation from the reference condition of Charles Brown Brook and Bloody Brook.

### **Additional information**

The following information is required in order for the Agency to determine whether the proposed project will not increase flood and fluvial erosion hazards to adjacent and downstream property and public infrastructure, as required by 10 V.S.A. § 1023 (a) (1) and (3).

1. Detailed hydraulics write-up describing the modeling process, derivation of roughness values, method/assumptions in modelling the proposed structure.
2. Map showing the number and location of modelled cross-sections.
3. Write-up on the methods used to derive the flow values (Qs) justifying parameters and assumptions. The Agency needs to understand the rationale for using the NRCS curve number (CN) method in developing Q2-Q500 (page 27), relative to other flow estimation methods such as the 2014 USGS Regression Equations.
4. HEC-RAS input files for existing and proposed conditions (both full and empty impoundment).
5. Flood profiles for all flood frequencies (Q2, Q5, Q10, Q25, Q50, and Q100 flows) for existing and proposed conditions—with both a full and empty impoundment.
6. Detailed HEC-RAS sediment transport analysis to analyze whether the replacement dam and its operation (with both a full and empty impoundment) would result in unnatural aggradation or degradation under the above flood flow frequencies.
7. Detailed HEC-RAS hydraulic output tables for existing and proposed conditions—with both a full and empty impoundment.

Please be advised however, that the submission of these materials may not show that the statutory requirements as to flood and fluvial erosion hazards have been met. In addition, these materials are very unlikely to address the requirement that the project not significantly damage fish life or wildlife pursuant to 10 V.S.A. § 1023 (a) (2).

In conclusion, the project, as proposed, fails to demonstrate that it will not adversely affect public safety and damage the rights of riparian landowners. In addition, the project has failed to demonstrate that it will not result in adverse impacts to water quality, aquatic habitat, aquatic habitat connectivity and aquatic biota. As such, the proposed project does not meet the standards in 10 V.S.A. § 1023 (a), and the application must be denied.

This permit denial may be appealed to the Environmental Division of the Vermont Superior Court within 30 days of the receipt of this decision, in accordance with 10 V.S.A. Chapter 220. The following is the address and contact information for the Court:

Vermont Superior Court  
Environmental Division  
32 Cherry Street  
2nd Floor, Suite 303  
Burlington, VT 05401  
Voice: 802-951-1740  
Fax: 802-657-4292

If you have any questions regarding this decision, please do not hesitate to contact Jen Duggan, at [jen.duggan@vermont.gov](mailto:jen.duggan@vermont.gov) or 802-461-5309.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter LaFlamme". The signature is fluid and cursive, with a large initial "P" and "L".

Peter LaFlamme  
Director, Watershed Management Division  
Department of Environmental Conservation

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

1. Complete strategic plan process.
2. Adopt a capital facility development plan.
3. Review updated Town of Norwich Personnel Policies.
4. Review Selectboard policies.
5. Complete process for adopting a Town Code.
6. Lessons learned – Town Manager evaluation process.
7. Review sidewalk plan and relationship with Fire District.

**Fire/Police/Facilities Reserve Funds**

	<b>Facilities Studies</b>	<b>Reserve Funds Fire Station</b>	<b>Police Station</b>
Current Balance	18,874	23,048	3,975
Proposed Expenditures			
Replace Fire Station Boiler - October 2015		(6,500)	
Replace Fire Station Oil Tank - October 2015		(6,000)	
Install Backflow Preventor Fire Station - 2015		(1,000)	
Replace Police Station Boiler - 2016			(7,200)
Repave Fire Station Driveway - 2016		(13,000)	
<b>Balance</b>	<b>18,874</b>	<b>(3,452)</b>	<b>(3,225)</b>

## Architectural Services Assessment Matrix

<b>Element</b>	<b>Banwell</b>	<b>Black River</b>	<b>UK</b>	<b>Jay White</b>	<b>Maclay</b>	<b>Scully</b>
Engineer	Engineering Ventures Pathways Consulting	JIH Structural Pathways Consulting	Horizons WP Flynn, Ass's JFPCS DuBois & King	Pathways Consulting	WVA Engineering Associates	Pathways Consulting
Construction consultant	Steve Horton	Merkur Construction	Bruss Project Management	Upland Construction Efficiency Vermont	DEW Construction	Ingraham Construction
Proposal cost	\$30,485	\$30,715	\$33,552	\$33,940	\$53,565	\$62,485 With Net Zero

<b>Element</b>	<b>Banwell</b>	<b>Black River</b>	<b>UK</b>	<b>Jay White</b>	<b>Maclay</b>	<b>Scully</b>
Project schedule	<b>17 Weeks:</b> Design four weeks. Cost estimate 2 weeks. Committee communication 12 weeks.	<b>16 Weeks:</b> Program, ordinance reviews: 2.5 weeks. Plan development: 5.5 weeks. Mods, cost estimates: 4 weeks. Public presentation: 4 weeks	<b>17 Weeks:</b> Background and public engagement: 3 weeks. Develop designs and costs: 3 weeks. Review design, engage public, document: 2 weeks. Finalize design and costs, prepare presentation: 4 weeks.	<b>16 Weeks:</b> Preliminary work: 6 weeks. Preliminary design: four weeks. Final design and costs: four weeks	<b>18 Weeks:</b> Code and permit analysis: 2 Weeks. Design for baseline and net-zero options: 3 weeks. Schematic design: 3 weeks. Finalize design, Model costs, and energy performance: 6 weeks. Presentation phase: 2 weeks.	<b>9 Weeks:</b> Needs, Programming; 5 weeks. Schematic Design: 5 weeks.
Covers Fire and police stations	Covered in letter.	Covered in title.	Expressly mentions SB program.	Covered in title.	Cover letter.	Cover letter.
Responsive to program	No explicit discussion.	No explicit discussion.	Project understanding extends to LEED principles.	No explicit discussion.	No detailed discussion.	Suggests program development.

<b>Element</b>	<b>Banwell</b>	<b>Black River</b>	<b>UK</b>	<b>Jay White</b>	<b>Maclay</b>	<b>Scully</b>
Responsive to site survey	Engineer to use existing info.	Engineer to use existing info.	Explicit mention Attachment 3	Proposes alternatives.	In timeline.	In Pathways proposal.
Includes schematic plans: site, floor, and elevation	Implied by schedule.	No explicit discussion. Mentions floor plans only.	Proposes up to 2 variants. Deliverables include, Plans for site, buildings, massing, exterior elements. Birds-eye, eye-level renderings, site plan, exterior elevations,	No explicit mention of deliverables.	Mentions only schematic site plan and schematic design materials.	Preliminary plans, elevations and site design.

<b>Element</b>	<b>Banwell</b>	<b>Black River</b>	<b>UK</b>	<b>Jay White</b>	<b>Maclay</b>	<b>Scully</b>
Includes estimate of probable cost	Implied by schedule and contractor (MEP TBD)	Implicit in schedule and contract partner.	Primary construction cost—3 concepts. Phased cost schedule. Baseline LCC and Net Zero cost analyses. LCC estimate for other factors?	Does not specify LCC costs.	DEW provides first costs. Macalay to provide energy and operation LCCs.	No explicit discussion.
Responsive to 2.2 elements	No explicit discussion.	No explicit discussion.	Site analysis, but no full development.	Mentioned in schedule.	No mention of site analysis of existing conditions.	No explicit discussion.
Responsive to baseline energy option	No explicit discussion.	Implicit in schedule: review energy options.	LCC for baseline.	Mentioned in schedule.	Design and modeling.	No explicit discussion.
Responsive to net-zero energy option	No explicit discussion.	Implicit in schedule: review energy options.	LCC for Net Zero.	Mentioned in schedule.	Design and modeling.	No explicit discussion.

<b>Element</b>	<b>Banwell</b>	<b>Black River</b>	<b>UK</b>	<b>Jay White</b>	<b>Maclay</b>	<b>Scully</b>
Responsive to options list	No explicit discussion.	Implicit in schedule: review options, per RFP	No explicit discussion.	No explicit discussion.	No discussion other than for energy.	No explicit discussion.
Meets insurance requirements	Per claim: \$2M Aggregate: \$2M	No explicit discussion.	PLI: \$1 M, \$1 M GLI: \$1 M, \$1 M,	No explicit discussion.	No explicit discussion.	No explicit discussion.
Credibility of comparable projects	Lebanon DPW Admin: 2009 \$110/SF LEED TransCanada Center: 2014 \$313/SF	Barre, Montpelier, Williamstown PS buildings—bigger. Rutland FS.	Renovations of UV homeless shelter, Pomfret Town Hall.	Royalton, Granville Municipal Buildings.	Moretown, Waitsfield Town Offices. Bolton town garage. Glover fire department.	Dublin police station. Bedford, Lincoln fire stations. Dublin town hall.
Applicable experience	Architect: OK Engineers: OK	Architects: Public safety Engineers: OK	Architects LEED, little municipal. Engineers: OK.	Architect: OK Engineers: OK	Published book on Net-Zero. LEED experience. Cash flow analysis.	Architect: OK Engineers: OK

<b>Element</b>	<b>Banwell</b>	<b>Black River</b>	<b>UK</b>	<b>Jay White</b>	<b>Maclay</b>	<b>Scully</b>
SB and Public engagement	7 meetings.	Two public presentations.	Proposes two six-hour public engagement sessions. Proposes two two-hour design reviews. Two hours at Public forum.	Four client meetings. Three public meetings.	Four client meetings. One public meeting.	Four client meetings. One public meeting.

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MEMORANDUM

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TO: NORWICH SELECTBOARD  
FROM: MARY DRAKE LAYTON  
SUBJECT: FACILITIES PROPOSALS EVALUATION ASSUMPTIONS  
DATE: OCTOBER 20. 2015  
CC: TOWN MANAGER

The evaluation form document provided by Neil Fulton in the October 14, 2015 Select Board packet is a good starting point for conversation about the proposed project.

In my opinion there is additional information that needs clarification via Select Board discussion and decisions that are not immediately apparent from perusal of the form. Below are my thoughts about this:

The “RFP” represents the needs analysis created through conversation with the department heads, plus the “Architectural and Estimates of Probable Cost Services” documents. It represents the technical features of the project.

There are values implicit in the design of the project, which are not in the technical realm, and are subject to weighing against each other. My concept of these values is below. In framing the area of “Understanding the Project” I believe they are vital and must be included in this section, and be given greater weight in the evaluation as a whole.

**Aesthetic values matter.** The design can be simple, in the New England vernacular, in order to fit into the surrounding neighborhood. It can fulfill its function as a police and fire administration building without being ugly.

**Sustainable values matter.** There is no doubt that sustainability is a shared value in this town. There is a question in my mind about balancing capital and projected maintenance costs against the spectrum of energy efficient options that are available. There may be a middle ground between VT energy code compliant and Net Zero that is desirable to explore.

The other aspect of sustainability that is current and important to consider can be seen as conversation about the “small house movement” and the “sharing economy”. The scale of this project should reflect the idea that there is opportunity for sharing of resources in the future. It should be built, but not over built, for future needs. What is the best use of space on the in-town lot?

**Shared Vision matters:** The “RFP” does not reflect the two failed bond votes. Support of the community is alluded to in a couple of the proposals, and is vital to the fundraising process. The ability of all stakeholders to solve this issue is vital. It would be very helpful if we have a shared vision as a board about the project in order to inspire confidence of the public.

**Good communication matters:** I am very concerned about communication between the Town Manager and the Select Board in relation to this project. I would prefer to have direct communication between a Project Manager and the Select Board, and will propose that the Board vote on this idea at the next meeting.

Firm	Aesthetic (5)	Sustainable(5)	Shared Vision (5)	Communication (5)	Technical Understanding (10)	RFP Response (20)	Similar Projects (10)	Cost (30)	References(10)	Total
Banwell Architects	3	5	1	1	10	1	10	\$29,285	1 5	37
Black River Design	4	5	4	4	10	20	10	\$30,715	5 10	72
Jay White Architect	5	5	5	5	10	20	10	\$33,940	5 10	71
Maclay Architects	5	5	5	5	10	20	10	\$53,565	1 10	71
Scully Architects	5	5	3	3	10	15	10	\$56,485	1 10	62
UK Architects	4	5	5	5	10	15	10	\$33,522	5 10	69

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MEMORANDUM  
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TO: NORWICH SELECTBOARD  
FROM: MARY DRAKE LAYTON  
SUBJECT: QUESTIONS FOR LEGAL COUNSEL RE: TM CONTRACT  
DATE: OCTOBER 20. 2015  
CC: TOWN MANAGER

These are the questions I had in mind for legal counsel in reference to clarifying the terms of Town Manager Neil Fulton's current contract.

- Is there documentary evidence of a binding legal agreement between the current Town Manager and the Town?
- If so, what are the specific provisions of that agreement?
- Is there documentary evidence to support the specific contract terms this Town Manager asserts are currently in effect between himself and the Town?
- Is the Town Manager an "at will" employee of the Town?
- Does *Nelson v Town of St. Johnsbury* — [http://info.libraries.vermont.gov/supct/current/op2013-386.html#\\_ftn1](http://info.libraries.vermont.gov/supct/current/op2013-386.html#_ftn1) — alter that "at will" status?
- Specifically, doesn't paragraph 9 of that decision limit the *Nelson* holding to those instances where there is an "absence of a contract between the manager and the town"?

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## MEMORANDUM

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**TO:** NORWICH SELECTBOARD  
**FROM:** STEPHEN N. FLANDERS  
**SUBJECT:** CONDUCT OF SB MEETINGS  
**DATE:** OCTOBER 14, 2015  
**CC:** TOWN MANAGER

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1. *Overview*—I wish to thank the incumbent chair of the Norwich Selectboard for being willing to perform that often-challenging job. The main role of the chair is to help the board succeed in its deliberations—sometimes difficult when opinions differ and emotions rise. In doing so, the chair must subordinate her role as a member of the board to assure impartiality in guiding the board’s deliberations. The chair traditionally has additional duties, namely to act as the spokesperson and representative of the board on those matters, which the board has agreed to. The chair is also expected to coordinate receipt of member contributions and distribution of materials, as agreed to by the board.

I have some commendations and recommendations to extend to the incumbent Norwich Selectboard chair.

2. *Commendations*—I appreciate that most of the time the chair has opened discussions for contributions from other board members, before adding her personal perspective on a given topic. This was true during the deliberations leading to the second bond vote on the town’s facility upgrades. I also appreciate that the chair led a discussion leading to a way forward for town facilities after both votes.
3. *Recommendations*—I have noted with concern that the chair seems to be exhibiting more frequent lapses in impartiality, since selectboard meetings resumed in August. Two cases in point are:
  - The chair has, on occasion, reacted to a contribution made by another member with, “That’s your opinion.” Clearly, we all express our opinion, but using that phrase demeans the speaker and diminishes the contribution. A simple, “Thank you” is more appropriate.
  - In a recent event, the chair cut off discussion of a future agenda item with no explicit consensus on that item at the point when the option that she preferred arose. Nonetheless, members made motions on additional options, which carried with the chair as the sole dissenter. The remedy for this would be to poll the board to confirm a consensus.

The chair appears not to understand, at times, what other members have said, as evidenced when synopsisizing statements in a manner that do not reflect what was said. A remedy for this would be to use reflective listening—paraphrasing what was said at times to confirm the thrust of the statement, e.g. “Do I understand you to mean...?” It would also help to summarize the discussion before converging on a motion with something, like, “We have heard points A. B. and C. made..., is someone ready to make a motion?”

An important challenge for the chair is to lead discussions, when the chair disagrees with the majority. This calls on the ability of the chair to lead the discussion impartially, while retaining the right to participate as a member of the board. It also makes it more difficult to represent the board’s decision to the public. In a situation like this, the chair may opt to have the vice-chair guide the discussion.

A level of achievement that I have seldom seen from any chair of the selectboard is the ability to bring disparate points of view together to form a consensus—a result that all members find acceptable, even when it is not the preferred outcome of some members. This requires a willingness of the members to compromise. This is more difficult for a chair to achieve when the chair prefers one particular outcome and finds other solutions unacceptable.

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MEMORANDUM

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TO: NORWICH SELECTBOARD  
FROM: MARY DRAKE LAYTON  
SUBJECT: CONDUCT OF SELECT BOARD MEETINGS  
DATE: OCTOBER 18. 2015  
CC: TOWN MANAGER

Prior to our October 14, 2015 meeting Stephen Flanders proposed as an agenda item discussion of Select Board meeting conduct as reflected in the enclosed email. I opposed the discussion as I thought it unnecessary. The Select Board agreed to a code of conduct at the organizational meeting in March, with simple, clear guidelines. Although new to the role of Select Board Chair, in my judgment Linda Cook has been fair and reasonable. A roundtable discussion of how to run a meeting did not seem a worthwhile use of our time with so many pressing issues at hand, so I did not support the inclusion of this agenda item.

Our rules of conduct say that Select Board Members may submit ideas and materials for the agenda, and that acceptance may be contingent upon a vote. It appears that the request for this item was outvoted by a majority of the Board.

I was surprised and shocked to notice that Stephen Flanders and Christopher Ashley chose not to abide by this vote of the Board, but instead left their seats to make statements about how the Chair conducts meetings during the Public Comments section of the October 14th meeting. In my mind this action was inappropriate, destructive, divisive, disrespectful to the Chair, and a waste of time. A private discussion with the Board Chair would have been appropriate and seemly.

I also disagree with Flanders statement “**the main role of the chair is to help the board succeed in its deliberations-sometimes difficult when opinions differ and emotions rise. In doing so, the chair must subordinate her role as a member of the board to assure impartiality in guiding the board’s deliberations**”. It is my understanding that each Board member engages in discussion, and is free to make motions for suggested action. The democratic process then calls for a vote of each member. At times in order to establish a

direction a majority vote, not vote by consensus, is the result. This is sometimes frustrating to the minority, but it is the reality of the governing structure. The chair needs to ensure that all five members are heard. The chair is entitled to her personal opinion, and in no way is she required to subordinate her role as a member of the Board. Each of us was elected to do our best to set a wise course of action on behalf of the Town of Norwich. For any of us to do any less than that, or to take divisive and offensive action, is not going to produce a good result for the Town.

Mary Drake Layton

**Stephen Flanders**

Sep 28

to Ashley, Cook, Goulet, me, Fulton, Kramer

Hello Fellow Board Members,

I would like to request an agenda item for our next meeting, as follows:

"Clarifying guidance for conducting selectboard meetings (possible action item—10 minutes)"

I offer as resources:

- [http://www.vlct.org/assets/Resource/Handbooks/VLCT\\_Selectboard\\_Handbook.pdf](http://www.vlct.org/assets/Resource/Handbooks/VLCT_Selectboard_Handbook.pdf)  
VLCT SB Handbook (P. 35-6)
  - <https://www.sec.state.vt.us/media/711286/municipal-law-basics-2014.pdf> Municipal Law Basics (P. 18)
- <https://www.uvm.edu/crs/resources/citizens/chair.pdf> "Born to Chair" by Paul Gillies for the The Vermont Institute for Government

I feel that such a discussion could help get us on the same page.

Sincerely, Steve F.

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

[802-649-1134](tel: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.

DRAFT Minutes of the Selectboard Meeting of Wednesday, October 14, 2015 at 6:00 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 6 people in the audience.

Also participating: Linda Gray, Arline Rotman, Nina Schwartz, Demo Sofronas.

Cook opened the meeting at 6:00 pm.

1. Town Manager Contract (Executive Session May be Required). Layton **moved** (2<sup>nd</sup> Goulet) to find that premature general public knowledge of the Town's contract with the Town Manager would clearly place the municipality at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses the proposed contract terms in public. Ashley and Flanders questioned whether valid grounds existed for an Executive Session. After discussion, Layton **moved** (2<sup>nd</sup> Goulet) to call the motion. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Pursuant to Title 1 VSA § 313(a)(1)(A), Layton **moved** (2<sup>nd</sup> Goulet) to enter into Executive Session for the purpose of discussing the contract having found that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders).

The Selectboard moved into Executive Session at 6:19 pm. Flanders and Ashley left the Executive Session at 6:23 pm. At 6:27 pm, Layton **moved** (2<sup>nd</sup> Goulet) to move into public session. Flanders abstained from voting. Layton **moved** (2<sup>nd</sup> Goulet) to seek legal counsel to research the current terms of the Norwich Town Manager's, Neil Fulton's, contract. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). Afterwards, Layton **moved** (2<sup>nd</sup> Goulet) that the Chairperson conduct research to find appropriate legal counsel on this matter. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). After discussion of legal costs, Layton **moved** (2<sup>nd</sup> Goulet) to ask Neil Fulton to ask his counsel to present documentation of the terms of his contract that are in addition to the ones represented in the minutes. Fulton objected to the motion and stated that he has provided a draft contract to the Selectboard that is acceptable to him and is based on past Town Manager contracts. He does not see the need for either the Town or the Town Manager to have counsel. After further discussion, Layton and Goulet withdrew their motion.

2. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda as is.

3. Public Comments. Gray spoke about the NEC taking advantage of a grant opportunity to install an EV charging station at Dan & Whit's. Schwartz expressed concern about livestock in the road on US Route 5 North off VT Route 132. Flanders read a memo to the Selectboard regarding the conduct of Selectboard meetings. Ashley pointed out that the Selectboard rules say all Selectboard members should be consulted by the Chair before setting agenda items.

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

5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a couple of questions, Ashley **moved** (2<sup>nd</sup> Flanders) to approve Check Warrant Report #16-10 for General Fund in the amount of \$254,221.09 and for Highway Garage Fund in the amount of \$531.25 for the period from 09/24/15 to 10/14/15. **Motion passed.**
6. Waiver under Section 6 of the Alcohol Ordinance for the Preview Party for the Annual Gingerbread Festival (Discussion/Action Item). Ashley abstained from the discussion of and voting on this agenda item. Rotman spoke briefly about the request. Afterwards, Flanders **moved** (2<sup>nd</sup> Layton) to approve a waiver in accordance with Section 6 of “An Ordinance to Regulate the Possession and Consumption of Alcohol on Town of Norwich Property” (Ordinance) to allow the possession and consumption of alcohol in accordance with the Ordinance at the Preview Party for the Annual Gingerbread Festival sponsored by The Family Place to be held on December 4, 2015. **Motion passed 4 to 0.**
7. Nomination of Norwich Representative to The White River Council on Aging (Bugbee Senior Center) (Discussion/Possible Action Item). After a brief discussion, Flanders **moved** (2<sup>nd</sup> Goulet) to recommend Warren Thayer as a Board member from the community of Norwich to the White River Council on Aging for a three-year term. **Motion passed.**
8. Favreau/Greene Request Regarding Town Property Adjacent to 378 Hopson Road (Discussion/Possible Action Item). Fulton stated that Favreau stopped in to the Town Manager’s Office with this request. Fulton is looking for guidance from the Selectboard. After discussion of the fair market value of the property and whether it could be subdivided, the Board asked Fulton to contact abutters for their input.
9. Capital Facilities – Discuss Process for Evaluating Police/Fire Proposals (Discussion/Possible Action Item). Fulton provided the chart in the packet and stated it is the typical review process used in the past. After discussion, the Selectboard agreed to have a special meeting on November 4<sup>th</sup> with the two Department Heads to review and possibly rank the six proposals. Fulton asked that the Selectboard look at the RFP closely when reviewing the proposals. The RFP and attachments will be redistributed to the Selectboard.
10. Water Access from River Road to the Connecticut River (Discussion/Possible Action Item). After discussion of the limited access, lighting, swimming, access to the ramp and signage; it was agreed to leave things as they are.
11. Strategic Planning Process (Discussion). Flanders and Ashley reviewed the process so far that listed energy efficiency and sustainability, quality of community and trails as the three topics the then Selectboard would pursue. Flanders suggested reviewing the quality of Community Report as next steps.
12. Correspondence (Please go to [www.norwich.vt.us](http://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), b) and c). Email from Watt Alexander Re: SB Agenda for 9/23, Norwich Trails Committee Draft Strategic Plan for Trails, Email from Bill Bender Re: Town Solar Celebration and Email from Christopher Ashley Re: The Process for Neil Fulton’s 2014 Evaluation. Flanders **moved** (2<sup>nd</sup> Ashley) to receive an email from Watt Alexander re: SB Agenda for 9/23, Norwich Trails Committee Draft Strategic Plan for Trails, an email

from Bill Bender re: Town Solar Celebration and an email from Christopher Ashley re: the process for Neil Fulton's 2014 evaluation. **Motion passed.** Cook questioned who the Strategic Plan was from due to Quality of Community Committee reference. Ashley highlighted his comments.

13. Selectboard

- a) Approval of the Minutes of the 9/9/15 and 9/23/15 Selectboard Meetings (Action Item). After some discussion, Flanders **moved** (2<sup>nd</sup> Goulet) to approve the minutes of the September 9, 2015, with amendments discussed, and September 23, 2015 Selectboard meetings. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Agenda items for October 28<sup>th</sup> will include: Fire District regarding sidewalks, NEC grant, capital facilities planning, Selectboard goals, Town Manager contract update and a possible Executive Session for Town Manager evaluation.
- c) Town Manager Evaluation (Executive Session may be Required). Pursuant to Title 1 VSA § 313(a)(3), Layton **moved** (2<sup>nd</sup> Goulet) to enter into Executive Session for the purpose of discussing the Town Manager evaluation. **Motion passed 3 to 2** (yes – Cook, Goulet and Layton; no – Ashley and Flanders). The Selectboard moved into Executive Session at 9:01 pm.

At 9:15 pm, Flanders **moved** (2<sup>nd</sup> Ashley) to move into public session. No action was taken as a result of the Executive Session.

Goulet **moved** (2<sup>nd</sup> Ashley) to adjourn. **Motion passed.** Meeting adjourned at 9:16 pm.

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

By Nancy Kramer  
Assistant to the Town Manager

Linda Cook  
Selectboard Chair

Next Regular Meeting – October 28, 2015 at 6:30 PM

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