

Agenda for the Selectboard Meeting of Wednesday, October 12, 2016 at 7:15 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion Item) 5 minutes
- 3) Finance – Board to sign accounts payable/warrants (Action Item) 5 minutes
- 4) Norwich Conservation Commission – Interview applicant for appointment to the Commission (Discussion/Action Item) 5 minutes
- 5) Town Manager Search (Discussion/Possible Action Item) 30 minutes
 - a) Review Applications/Interview Questions - Abby Friedman, VLCT (Executive Session may be needed)
- 6) Interim Town Manager's Report (Discussion) 10 minutes
- 7) Public Safety Building – Proposed revised presentation for public safety building (Discussion/Action Item) 15 minutes
- 8) Agenda-Setting: how agenda items are received and set (Discussion/Action Item) 15 minutes
- 9) Correspondence (Discussion/Action Item) 5 minutes
 - a) The Family Place: Request for Alcohol Policy waiver
- 10) Selectboard
 - a) Approval of the Minutes of the 9/28/16 Selectboard Meeting (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
- 11) Possible Executive Session

Next Regular Meeting – October 26, 2016 at 6:00 PM
(Time changed due to Public Presentation on the proposed Public Safety Building construction and renovation)

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.

10/07/16

11:18 am

Town of Norwich Accounts Payable

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All Invoices For Check Acct 01(General) 09/29/16 To 10/12/16

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ARC	ARC MECHANICAL CONTRACTOR	08/31/16	TH--A/C REPAIR 82469	01-5-706113.00 REPAIRS & MAINTENANCE	157.50	-----	--/--/--
AT&T	AT&T MOBILITY	09/23/16	FD-DPW-CELL PHONES AUG-SEP 16	01-5-703505.00 TELEPHONE	52.64	3786	10/12/16
AT&T	AT&T MOBILITY	09/23/16	FD-DPW-CELL PHONES AUG-SEP 16	01-5-550235.00 TELEPHONE & INTERNET	28.12	3786	10/12/16
BLUETARP	BLUETARP FINANCIAL INC.	09/10/16	DPW--RENEWAL 35475428	01-5-703403.00 PARTS & SUPPLIES	39.99	-----	--/--/--
BROWN	CHARLIE BROWN'S	09/23/16	HWY--CHAINSAW REPAIR 2461916	01-5-703401.00 OUTSIDE REPAIRS	79.88	3787	10/12/16
BROWN	CHARLIE BROWN'S	09/26/16	HWY--USED CHAINSAW 37500	01-5-703513.00 TOOLS	350.00	3787	10/12/16
BROWN	CHARLIE BROWN'S	09/23/16	B&G--REPAIR SUPPLIES 37550	01-5-704403.00 PARTS & SUPPLIES	296.06	3787	10/12/16
BUSINESS	BUSINESS CARD	10/03/16	GADMIN--WEBSITE HOSTING 10/3/16	01-5-275631.00 WEB SITE SUPPORT	240.00	3788	10/12/16
BUSINESS	BUSINESS CARD	09/16/16	HWY--PESTICIDE MANUALS 9/16/2016	01-5-703515.00 ADMINISTRATION	256.81	3788	10/12/16
BUSINESS	BUSINESS CARD	09/28/16	REC--STATEMENT CREDIT 9/28/16	01-5-425211.00 EQUIPMENT	-50.00	3788	10/12/16
CANON	CANON SOLUTIONS AMERICA,	09/29/16	GADMIN--COPIERS Q'RTLY 4020272076	01-5-275620.00 PHOTOCOPIER	389.46	3789	10/12/16
CED	CONSOLIDATED ELECTRICAL D	09/13/16	FD--ELECTRICAL SUPPLIES 9433-731083	01-5-550330.00 REPAIR & MAINTENANCE EXPN	6.87	-----	--/--/--
CED	CONSOLIDATED ELECTRICAL D	09/30/16	ENCOM--LED BULBS 9433-732342	01-5-005701.10 ENERGY COMMITTEE GRANT	384.28	-----	--/--/--
CHILDCARE	CHILD CARE CENTER IN NORW	10/04/16	FY17 1ST QTR APPROP 10/4/16	01-5-800324.00 NORWICH CHILD CARE SCHOLA	1087.00	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	09/26/16	PPEND 9-24-16 DORMISTON	01-2-001115.00 CHILD SUPPORT PAYABLE	261.37	3784	09/26/16
CHILDSUPP	OFFICE OF CHILD SUPPORT	10/04/16	CHILDSUPPORT PEND10-8-16 PEND10-8-16	01-2-001115.00 CHILD SUPPORT PAYABLE	767.66	3790	10/12/16
COURTEMAN	PAUL COURTEMANCHE	09/13/16	HWY--MOWING TRACT REPAIR 9/13/16	01-5-703401.00 OUTSIDE REPAIRS	300.00	3791	10/12/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	09/07/16	HWY--ANTI-FREEZE 658148	01-5-703403.00 PARTS & SUPPLIES	131.88	3792	10/12/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	09/21/16	HWY--DRILL BITS 659318	01-5-703403.00 PARTS & SUPPLIES	71.99	3792	10/12/16
D&W	DAN & WHIT'S GENERAL STOR	09/01/16	REC--LABOR DAY RACE SUPPS 4871749	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	57.82	3793	10/12/16
D&W	DAN & WHIT'S GENERAL STOR	09/05/16	REC--LABOR DAY RACE ICE 4875332	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	5.96	3793	10/12/16
D&W	DAN & WHIT'S GENERAL STOR	09/06/16	FD--SUPPLIES 4877160	01-5-555338.00 FIRE EDUC/TRAINING	14.95	3793	10/12/16
D&W	DAN & WHIT'S GENERAL STOR	09/10/16	FD--PRACTICE BURN SCREWS 4880874	01-5-555338.00 FIRE EDUC/TRAINING	5.12	3793	10/12/16
D&W	DAN & WHIT'S GENERAL STOR	09/10/16	FD--TRAINING BURN ICE 4880917	01-5-555338.00 FIRE EDUC/TRAINING	11.47	3793	10/12/16
D&W	DAN & WHIT'S GENERAL STOR	09/10/16	FD--BURN LUNCH ICE 4881300	01-5-555338.00 FIRE EDUC/TRAINING	4.47	3793	10/12/16

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D&W	DAN & WHIT'S GENERAL STOR	09/17/16	FD--ENG 1 HARDWARE 4888743	01-5-555528.00 FIRE TRK R & M	4.90	3793	10/12/16
DAVISAUTO	DAVIS AUTO SALES & RECOND	09/30/16	HWY--TRK#10 UNDERCOATING 5154	01-5-703401.00 OUTSIDE REPAIRS	250.00	3795	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-500125.00 DELTA DENTAL	277.33	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-704125.00 DENTAL INSURANCE	34.26	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-555126.00 DENTAL INSURANCE	34.27	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-703125.00 DENTAL INSURANCE	376.11	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-350125.00 DENTAL INSURANCE	64.51	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-425125.00 DENTAL INSURANCE	34.27	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-005125.00 DENTAL INSURANCE	34.27	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-200125.00 DENTAL INSURANCE	135.79	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-100125.00 DENTAL INSURANCE	129.02	3796	10/12/16
DELTA DEN	DELTA DENTAL	09/15/16	DENTAL INSURANCE OCT 16 OCT 16	01-5-300125.00 DENTAL INSURANCE	42.77	3796	10/12/16
EVANSMOTO	EVANS GROUP, INC.	09/19/16	HWY--349.0 GALS BIODIESEL 594631	01-5-703405.00 PETROLEUM PRODUCTS	580.08	-----	--/--/--
EVANSMOTO	EVANS GROUP, INC.	09/27/16	1,500 GALS PREMIUM GAS 595231	01-1-004102.00 PREPAID EXPENSES	3573.13	-----	--/--/--
FBI-LEEDA	FBI-LEEDA, INC	10/05/16	PD--LEADERSHIP INSTITUTE 81591	01-5-500538.00 TRAINING	650.00	3797	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/02/16	HWY--DRILL BITS 780420	01-5-703403.00 PARTS & SUPPLIES	26.98	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/08/16	PD--TIE DOWNS 780739	01-5-500204.00 SPEED SIGNS	26.99	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/08/16	HWY--PLUMBING SUPPLIES 780804	01-5-703511.00 REPAIRS & MAINTENANCE	88.19	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/09/16	SW--DUCT TAPE 780842	01-5-705403.00 PARTS & SUPPLIES	6.99	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/09/16	HWY--NOZZLE, COUPLER, ETC 780854	01-5-703507.00 SUPPLIES	35.95	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/15/16	TH--REPAIR SUPPLIES 781379	01-5-706113.00 REPAIRS & MAINTENANCE	38.95	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/23/16	FD--PATCHING SUPPLIES 782102	01-5-550330.00 REPAIR & MAINTENANCE EXPN	16.99	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/27/16	PD--SIGN REPAIR PIPE 782428	01-5-500202.00 COMMUNITY RELATNS	12.98	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/28/16	REC--HUNTLEY RAILINGS 782540	01-5-425330.00 REPAIRS & MAINT	26.04	3798	10/12/16
FOGGS	FOGG'S HARDWARE AND BUILD	09/29/16	TH--FAUCET REPAIR 782647	01-5-706113.00 REPAIRS & MAINTENANCE	2.09	3798	10/12/16

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FOGGS	FOGG'S HARDWARE AND BUILD	09/29/16	HWY--SIGN HARDWARE 782686	01-5-703217.00 SIGNS	7.00	3798	10/12/16
GEORGE	MICHELE S. GEORGE	10/04/16	REC--YOGA INSTRUCTION 10/4/16	01-5-425200.00 INSTRUCTOR FEE	3352.30	-----	--/--/--
GMPC	GREEN MOUNTAIN POWER CORP	09/19/16	STREETLIGHTS AUG/SEP 16 05119SEP16	01-5-703307.00 STREETLIGHTS	44.02	3799	10/12/16
GMPC	GREEN MOUNTAIN POWER CORP	09/29/16	DPW--STREETLIGHTS 24926SEP16	01-5-703307.00 STREETLIGHTS	886.40	3799	10/12/16
GMPC	GREEN MOUNTAIN POWER CORP	09/28/16	EMMGT--TOWER POWER SEP16 35066SEP16	01-5-575233.00 TOWER POWER	51.66	3799	10/12/16
GMPC	GREEN MOUNTAIN POWER CORP	09/29/16	EVCS CONNECTION CHARGE 92150SEP16	01-5-005701.30 EVCS GRANT	70.13	3799	10/12/16
GOODBEG	GOOD BEGINNINGS OF THE UP	09/30/16	1ST QTR FY17 APPROP FY17 APPR	01-5-800386.00 GOOD BEGINNINGS	762.50	-----	--/--/--
GREATWEST	GREAT-WEST TRUST COMPANY,	09/30/16	DEFERRED COMP SEP 16 SEP 16	01-2-001116.00 DEFERRED COMPENSATION	620.00	3800	10/12/16
GREATWEST	GREAT-WEST TRUST COMPANY,	09/30/16	DEFERRED COMP SEP 16 SEP 16	01-2-001116.10 ROTH PLAN 457	1994.54	3800	10/12/16
GREENUPVT	GREEN UP VERMONT	10/04/16	SW--DONATION 10/4/16	01-5-705515.00 ADMINISTRATION	200.00	3801	10/12/16
HARTFORD	TOWN OF HARTFORD	09/15/16	PD--DISPATCH OCT-DEC 16 7778	01-5-500536.00 DISPATCH SERVICES	12241.25	-----	--/--/--
HARTFORD	TOWN OF HARTFORD	09/23/16	PD-BROADBAND AUG 2016 7821	01-5-500535.00 VIBRS	157.95	-----	--/--/--
HERMITWOO	HERMIT WOODS TRAILBUILDER	09/06/16	CEMCOM--WALL REPAIR 10081	01-5-675500.00 PURCHASED SERVICE	13960.00	3802	10/12/16
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	09/30/16	B&G--TRAILER STORAGE BOX 5012612	01-5-704403.00 PARTS & SUPPLIES	234.97	3803	10/12/16
INNOVATIV	INNOVATIVE MUNICIPAL PROD	09/15/16	HWY--4517 GAL DUST CNTRL INV34334	01-5-703205.00 DUST CONTROL	3613.60	-----	--/--/--
JORDAN	JORDAN EQUIPMENT CO.	09/19/16	HWY--GRADER EDGE BOLTS P19070	01-5-703403.00 PARTS & SUPPLIES	216.00	3805	10/12/16
JORDAN	JORDAN EQUIPMENT CO.	09/19/16	HWY--GRADER BIT BOARD P19077	01-5-703403.00 PARTS & SUPPLIES	2527.88	3805	10/12/16
LAVALLEYS	LAVALLEY'S BUILDING SUPPL	09/27/16	HWY--WOOD PRESERVATIVE WL3814909-01	01-5-703403.00 PARTS & SUPPLIES	102.80	-----	--/--/--
LEBANON	CITY OF LEBANON	09/23/16	REC--SOCCER TOURNEY X8 9/23/16	01-5-425216.00 ENTRY FEE	360.00	3806	10/12/16
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16	OCT 2016 LIFE INSURANCE OCT 16	01-5-500124.00 DISABILITY/LIFE INS	310.28	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16	OCT 2016 LIFE INSURANCE OCT 16	01-5-704124.00 DISABILITY/LIFE	91.53	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16	OCT 2016 LIFE INSURANCE OCT 16	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.91	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16	OCT 2016 LIFE INSURANCE OCT 16	01-5-703124.00 DISABILITY/LIFE	371.59	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16	OCT 2016 LIFE INSURANCE OCT 16	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16	OCT 2016 LIFE INSURANCE OCT 16	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	-----	--/--/--

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LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16 OCT 2016 LIFE INSURANCE	01-5-005124.00	83.10	-----	--/--/--
		OCT 16	DISABILITY/LIFE INSUR			
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16 OCT 2016 LIFE INSURANCE	01-5-200124.00	97.77	-----	--/--/--
		OCT 16	DISABILITY/LIFE INS			
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16 OCT 2016 LIFE INSURANCE	01-5-300124.00	19.62	-----	--/--/--
		OCT 16	DISABILITY/LIFE INSURANCE			
LINCOLN	LINCOLN FINANCIAL GROUP	10/01/16 OCT 2016 LIFE INSURANCE	01-5-350124.00	62.58	-----	--/--/--
		OCT 16	DISABILITY/LIFE INS			
LUCKYS	LUCKY'S TRAILER SALES, IN	09/30/16 HWY--TRK#12 CHUTE CYL	01-5-703403.00	632.36	3807	10/12/16
		PR57191	PARTS & SUPPLIES			
M&M	M&M CUSTOM GRAPHICS & EMB	09/16/16 HWY--FOLEY PARK SIGN	01-5-703217.00	575.00	3808	10/12/16
		9/16/16	SIGNS			
M&M	M&M CUSTOM GRAPHICS & EMB	09/16/16 HWY--DECAL APPLICATION	01-5-703401.00	150.00	3808	10/12/16
		9/16/16 #2	OUTSIDE REPAIRS			
MACY	GERALD MACY	09/01/16 HWY--RADIO INSTALLATION	01-5-703401.00	594.45	3809	10/12/16
		2016041	OUTSIDE REPAIRS			
MAYER	MAYER & MAYER	09/30/16 SEP 16 JUDGEMENT ORDER	01-2-001120.00	50.00	3810	10/12/16
		SEP 16	EMPLOYEE JUDGEMENT ORDER			
MIS1	NEIGHBORWORKS OF WESTERN	10/03/16 ENCOM--ENERGY AUDITS	01-5-005701.10	450.00	3811	10/12/16
		10/3/16	ENERGY COMMITTEE GRANT			
MIS2	ANNE ALFORD	10/04/16 REC--YOGA REFUND	01-4-000355.00	88.00	3812	10/12/16
		10/4/16	RECREATION FEES			
NEMRC	NEW ENGLAND MUNI RESOURCE	10/01/16 GADMIN--1 YR BACKUP	01-5-275632.00	652.39	3813	10/12/16
		38013	SERVER MAINTENANCE			
NETTC	NEW ENGLAND TRUCK TIRE CE	09/27/16 HWY--TRK#8 STUDED SNOWS	01-5-703401.00	2000.00	-----	--/--/--
		032340-07	OUTSIDE REPAIRS			
NICKLES	MARK NICKLES	09/19/16 FD--EMT COURSE REIMBURSE	01-5-555340.00	500.00	-----	--/--/--
		9/19/16	EMS EDUC/TRNG			
NORFIREDI	NORWICH FIRE DISTRICT	09/23/16 SEMI-ANN HYDRANT RENTAL	01-5-555634.00	5850.00	3814	10/12/16
		9/23/16	HYDRANT RENTAL			
NORLIBRAR	NORWICH PUBLIC LIBRARY AS	09/26/16 1ST HALF FY17 APPROP	01-5-800302.00	132500.00	3815	10/12/16
		9/26/16	NORWICH PUBLIC LIBRARY			
NORNURSE	NORTHERN NURSERIES	09/19/16 B&G--BARRETT/FOLEY PLANTS	01-5-704201.00	136.60	3816	10/12/16
		062200010420	GARDEN SUPPLIES & PLANTS			
NORNURSE	NORTHERN NURSERIES	09/30/16 B&G/TH--REPLACEMENT TREES	01-5-704201.00	221.10	3816	10/12/16
		062200010710	GARDEN SUPPLIES & PLANTS			
NORSCHOOL	NORWICH SCHOOL DISTRICT	10/05/16 16-17 SCHOOL TAX	01-2-001123.00	1000000.00	3817	10/12/16
		10/5/16	SCHOOL DISTRICT TAX			
NORSOLAR	NORWICH SOLAR PROJECT I,	09/23/16 PD/TH/SW/FD--SOLAR SEP 16	01-5-550233.00	109.64	-----	--/--/--
		SEP 16	ELECTRICITY			
NORSOLAR	NORWICH SOLAR PROJECT I,	09/23/16 PD/TH/SW/FD--SOLAR SEP 16	01-5-475233.00	203.63	-----	--/--/--
		SEP 16	ELECTRICITY			
NORSOLAR	NORWICH SOLAR PROJECT I,	09/23/16 PD/TH/SW/FD--SOLAR SEP 16	01-5-705501.00	78.72	-----	--/--/--
		SEP 16	ELECTRICITY			
NORSOLAR	NORWICH SOLAR PROJECT I,	09/23/16 PD/TH/SW/FD--SOLAR SEP 16	01-5-706115.00	51.34	-----	--/--/--
		SEP 16	BANDSTAND & SIGN ELECTRIC			
NORSOLAR	NORWICH SOLAR PROJECT I,	09/23/16 PD/TH/SW/FD--SOLAR SEP 16	01-5-500204.00	82.14	-----	--/--/--
		SEP 16	SPEED SIGNS			
PBA	NEW ENGLAND PBA, INC	09/30/16 SEP 2016 UNION DUES	01-2-001117.00	414.00	-----	--/--/--
		SEP 16	UNION DUES PAYABLE			

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PETTY	CASH	10/05/16	TRACY HALL PETTY CASH TH--10/5/16	01-5-275538.00 POSTAGE	15.00	3818	10/12/16
PETTY	CASH	10/05/16	TRACY HALL PETTY CASH TH--10/5/16	01-5-005538.00 POSTAGE	13.45	3818	10/12/16
PETTY	CASH	10/05/16	TRACY HALL PETTY CASH TH--10/5/16	01-5-300538.00 POSTAGE	3.77	3818	10/12/16
PETTY	CASH	10/05/16	TRACY HALL PETTY CASH TH--10/5/16	01-2-001126.00 VISION SERV PLAN-PAYROLL	6.38	3818	10/12/16
PETTY	CASH	10/05/16	TRACY HALL PETTY CASH TH--10/5/16	01-5-005125.00 DENTAL INSURANCE	15.12	3818	10/12/16
PIKE	PIKE INDUSTRIES INC	09/23/16	HWY--17.96 TN CRSHD STN 891477	01-5-703207.00 GRAVEL & STONE	143.68	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	09/27/16	HWY--17.9 TN EROS STNE 892280	01-5-703207.00 GRAVEL & STONE	179.00	-----	--/--/--
PIONEERMA	PIONEER MANUFACTURING CO	09/19/16	REC--LINE MARKING PAINT INV615053	01-5-425324.00 HNTLY LINE MARKING	987.00	-----	--/--/--
PITNEY	PITNEY BOWES	09/22/16	GADMIN--Q'LY POST METER 3301580359	01-5-275536.00 POSTAGE METER RENTAL	171.21	-----	--/--/--
PITNEYPST	PITNEY BOWES	09/28/16	GADMIN--METER POSTAGE 9/28/16	01-5-275538.00 POSTAGE	1000.00	3819	10/12/16
POWELLJUD	JUDITH POWELL	09/27/16	PD--GLOW STICK REIMBURSE 9/27/16	01-5-500202.00 COMMUNITY RELATNS	76.00	3820	10/12/16
R&R	R&R COMMUNICATIONS INC	09/13/16	PD--RADIO REPAIR 52178	01-5-500301.00 RADIO MAINTENANCE	245.00	3821	10/12/16
REYNOLDS	REYNOLDS & SON INC	09/20/16	HWY--WARNING SIGNS 3284324	01-5-703217.00 SIGNS	110.66	-----	--/--/--
SAFETYKLE	SAFETY-KLEEN SYSTEMS, INC	09/21/16	DPW--SOLVENT 71541011	01-5-703515.00 ADMINISTRATION	325.20	3822	10/12/16
SIPLAY	SI PLAY LLC	10/01/16	REC--SEP 16 REG FEES 262543	01-5-425218.00 REGISTRATION FEES	139.50	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	09/23/16	TH/HWY--SOLAR SEP 2016 SEP 16	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	09/23/16	TH/HWY--SOLAR SEP 2016 SEP 16	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOUTHWORT	SOUTHWORTH-MILTON, INC.	09/26/16	HWY--BACKHOE PARTS INV0762197	01-5-703403.00 PARTS & SUPPLIES	759.60	3823	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-475238.00 ADMIN TELEPHONE	8.62	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-550235.00 TELEPHONE & INTERNET	0.62	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-703505.00 TELEPHONE	13.61	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-705505.00 TELEPHONE	-0.24	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-425127.00 TELEPHONE	2.58	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-200531.00 TELEPHONE	0.54	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16	LONG DISTANCE AUG/SEP16 3676893	01-5-350531.00 TELEPHONE	4.90	3824	10/12/16

10/07/16
11:18 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 09/29/16 To 10/12/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOVERNET	SOVERNET, INC.	09/15/16 LONG DISTANCE AUG/SEP16 3676893	01-5-100531.00 TELEPHONE	2.29	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16 LONG DISTANCE AUG/SEP16 3676893	01-5-005531.00 ADMIN TELEPHONE	30.74	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16 LONG DISTANCE AUG/SEP16 3676893	01-5-275531.00 TELEPHONE	-0.24	3824	10/12/16
SOVERNET	SOVERNET, INC.	09/15/16 LONG DISTANCE AUG/SEP16 3676893	01-5-300531.00 TELEPHONE	7.75	3824	10/12/16
TOTALTREE	TOTALLY TREES	09/27/16 HWY--TREE REMOVAL 9/27/16	01-5-703309.00 TREE CUTTING & REMOVAL	1620.00	-----	--/--/--
TOWLE	TOWLE EXCAVATING INC	07/28/16 HWY--35 YDS GRAVEL 2027	01-5-703207.00 GRAVEL & STONE	437.50	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	07/29/16 HWY--21 YDS GRAVEL 2028	01-5-703207.00 GRAVEL & STONE	262.50	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/30/16 HWY--42 YDS GRAVEL 2029	01-5-703207.00 GRAVEL & STONE	525.00	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/03/16 HWY--14 YDS GRAVEL 2030	01-5-703207.00 GRAVEL & STONE	175.00	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/04/16 HWY--21 YDS GRAVEL 2031	01-5-703207.00 GRAVEL & STONE	262.50	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/15/16 HWY--35 YDS LOAM 2032	01-5-703207.00 GRAVEL & STONE	210.00	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/05/16 HWY--28 YDS LOAM 2033	01-5-703207.00 GRAVEL & STONE	168.00	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/05/16 HWY--35 YDS GRAVEL 2034	01-5-703207.00 GRAVEL & STONE	437.50	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/24/16 HWY--63 YDS GRAVEL 2035	01-5-703207.00 GRAVEL & STONE	787.50	3826	10/12/16
TOWLE	TOWLE EXCAVATING INC	08/25/16 HWY--70 YDS GRAVEL 2036	01-5-703207.00 GRAVEL & STONE	875.00	3826	10/12/16
UNIFIRST	UNIFIRST CORPORATION	09/12/16 DPW-UNIFORMS & SUPPLIES 035 4054804	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/12/16 DPW-UNIFORMS & SUPPLIES 035 4054804	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/12/16 DPW-UNIFORMS & SUPPLIES 035 4054804	01-5-703311.00 UNIFORMS	166.07	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/12/16 DPW-UNIFORMS & SUPPLIES 035 4054804	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/19/16 DPW-UNIFORMS & SUPPLIES 035 4057078	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/19/16 DPW-UNIFORMS & SUPPLIES 035 4057078	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/19/16 DPW-UNIFORMS & SUPPLIES 035 4057078	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/19/16 DPW-UNIFORMS & SUPPLIES 035 4057078	01-5-703311.00 UNIFORMS	166.07	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/26/16 DPW-UNIFORMS & SUPPLIES 035 4059371	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/26/16 DPW-UNIFORMS & SUPPLIES 035 4059371	01-5-704311.00 UNIFORMS	28.20	-----	--/--/--

10/07/16

11:18 am

Town of Norwich Accounts Payable

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Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 09/29/16 To 10/12/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	09/26/16 DFW-UNIFORMS & SUPPLIES 035 4059371	01-5-703507.00 SUPPLIES	11.38	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/26/16 DFW-UNIFORMS & SUPPLIES 035 4059371	01-5-703311.00 UNIFORMS	166.27	-----	--/--/--
USBANK	US BANK	09/15/16 TOWER BOND PAYMENT 9/15/16	01-5-575100.00 DEBT SERVICE TOWER PRINCI	27500.00	3827	10/12/16
USBANK	US BANK	09/15/16 TOWER BOND PAYMENT 9/15/16	01-5-575105.00 DEBT SERVICE TOWER INTERE	2985.38	3827	10/12/16
VANARMANJ	JAY VAN ARMAN	10/01/16 FD--BURN TRAINING HAY 10/1/16	01-5-555338.00 FIRE EDUC/TRAINING	64.00	3828	10/12/16
VEMRSDC	VMERS DC	09/26/16 FD,ASS,FIN RETIREMENT9-24 PPEND9-24-16	01-5-200126.00 VT RETIREMENT	54.20	3785	09/26/16
VEMRSDC	VMERS DC	09/26/16 FD,ASS,FIN RETIREMENT9-24 PPEND9-24-16	01-5-300126.00 VT RETIREMENT	32.52	3785	09/26/16
VEMRSDC	VMERS DC	09/26/16 FD,ASS,FIN RETIREMENT9-24 PPEND9-24-16	01-2-001112.00 VMERS DEF CONTRB PAY	206.46	3785	09/26/16
VEMRSDC	VMERS DC	09/26/16 FD,ASS,FIN RETIREMENT9-24 PPEND9-24-16	01-5-555125.00 VT RETIREMENT	124.90	3785	09/26/16
VILLAGE	VILLAGE GREEN PUBLISHING	09/14/16 CONCOM--ADVERTISING NT16-344	01-5-650615.00 DUES/MTGS/EDUC	250.00	3829	10/12/16
VMCTA	VT MUNICIPAL CLERKS & TRE	10/05/16 TAD/TC--ANN MEMBERSHIP 2016-17	01-5-005615.00 DUES/MTS/EDUC	35.00	3830	10/12/16
VMCTA	VT MUNICIPAL CLERKS & TRE	10/05/16 TAD/TC--ANN MEMBERSHIP 2016-17	01-5-100615.00 DUES/MTGS/EDUC	40.00	3830	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-704126.00 RETIREMENT	324.37	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-2-001113.00 VEMRS GRP C PAYABLE	2006.47	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-500126.00 VT RETIREMENT	1454.68	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-2-001111.00 VEMRS GRP B PAYABLE	2922.90	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-703126.00 RETIREMENT	1417.03	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-500126.00 VT RETIREMENT	184.36	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-005126.00 VT RETIREMENT	108.27	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-100126.00 VT RETIREMENT	429.12	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-200126.00 VT RETIREMENT	276.32	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-350126.00 VT RETIREMENT	276.32	3831	10/12/16
VMERS	VMERS DB	09/28/16 SEP 2016 RETIREMENT SEP 16	01-5-425126.00 VT RETIREMENT	281.85	3831	10/12/16
VTCRIMINA	VERMONT CRIMINAL JUSTICE	09/09/16 PD--ANIMAL CRUELTY CLASS 160912018	01-5-500538.00 TRAINING	20.00	-----	--/--/--
VTCRIMINA	VERMONT CRIMINAL JUSTICE	09/20/16 PD--TRAINING X2 160912067	01-5-500538.00 TRAINING	44.00	-----	--/--/--

10/07/16
11:18 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (General)
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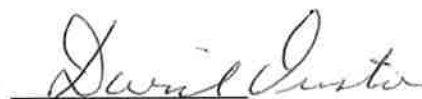
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VTCRIMINA	09/22/16	VERMONT CRIMINAL JUSTICE PD--ANIMAL CRUELTY CLASS 160912079	01-5-500538.00 TRAINING	18.50	-----	--/--/--
VTTREASUR	10/06/16	VERMONT STATE TREASURER 3RD QTR 2016 MARR LICNS 3RD QTR 2016	01-2-001124.00 DUE TO VT-VITAL RECORDS	900.00	3832	10/12/16
Report Total				1252957.75	=====	

To the Treasurer of Town of Norwich, We hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,252,957.75
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

10/07/16
11:18 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (TRACY HALL FUND)
All Invoices For Check Acct 01(General) 09/29/16 To 10/12/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DANAHER	09/15/16	DANAHER FLOOR RESTORATION TH--GYM FLOOR REFINISH 500	13-5-450322.00 TRACY HALL BUILDING	4400.00	3794	10/12/16

Report Total


4400.00

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 \$ *****4,400.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

10/07/16
11:18 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (GENERAL ADMIN. FUND)
All Invoices For Check Acct 01(General) 09/29/16 To 10/12/16

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SYSTEMS	09/20/16	SYSTEMS PLUS COMPUTERS IN LAPTOP & SOFTWARE 1-695334	14-5-100611.00 GEN ADMIN EQUIP	1135.00	3825	10/12/16

Report Total


1135.00

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 \$ *****1,135.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

10/07/16
11:18 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (CORRIDOR TREE)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NORNURSE	09/30/16	NORTHERN NURSERIES B&G/TH--REPLACEMENT TREES 062200010710	35-5-706113.00 TREE PURCHASE	128.90	3816	10/12/16
Report Total				128.90		

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 \$ *****128.90
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

10/07/16
11:18 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-8 Current Prior Next FY Invoices For Fund (DPW-BRIDGE FUND)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOOK	09/28/16	HOOK CONSTRUCTION DPW--BRIDGE 48 REPAIRS 9/28/2016	41-5-703321.00 VAOT GRANT EXPENSE	15900.00	3804	10/12/16

Report Total


15900.00

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 \$ ****15,900.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

4

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

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

Name: MARY SELLMANN

Address: 1686 New Boston RD

Day phone: 802-649-5254

Evening phone: SAME

E-mail: MARYSELLMANN45@GMAIL.COM

Position Applied For: CONSERVATION COMMISSION

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

Terms:

Years:

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

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

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

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

Norwich Resident for 40 years. I have spent a great deal of time exploring + getting to know the landscape, educating myself about current use, wildlife (with 'keeping track') and talking with residents about what is meaningful to them

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

(over)

5. Education and Current Employment

Name of Company: River Road Veterinary Clinic Location: Norwich
Title: Front Desk
Describe your work: Client interface

6. Pertinent Education and/or Experience:

Lots of volunteer experience - Academy of Natural Science (Phila)
VINS, Montshire -
Many hours spent with forestry consultants learning about
forestry practices, management of invasives, wildlife
habitat. Trying to improve our farm for habitat through
good forestry.

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

I think there is always the potential for seeing things with different eyes. The important thing is talking + listening + working for the best outcome for the town, and for what the towns people want. While trying to protect the great environment they have.

Signature

Mary Seiler

Date

9/28/16

5a



Linda Cook <lcook2825@gmail.com>

Norwich Town Manager Search Next Steps3 messages

Abigail Friedman <afriedman@vlct.org>

Tue, Oct 4, 2016 at 3:34 PM

To: "lcook2825@gmail.com" <lcook2825@gmail.com>

Cc: Heather Law <hlaw@vlct.org>

Hi Linda,

Listed below are next steps in the process and information we need to schedule first round interviews. Heather and I will be at VLCT's Town Fair Conference Wed. afternoon and all day on Thursday, but we will have access to email and can be in touch with you as needed.

Here's the list:

Send Heather an me a list of the applicant #s to be interviewed in the first round. Let us know if they are listed in priority order.

We contact applicants to schedule interviews. To so we also need the following information. Please send it to us as soon as these decisions are made.

Interview format and location. Typically first round interviews are conducted via conference call, Skype and in-person for local candidates. Or the decision can be made to conduct all by conference call, etc. For conference call, towns usually call applicants. For Skype, we need the town's Skype address. For in person, we need to know the location if not at the town office.

Interview length. First round interviews can be as short as 30 minutes or as long as 1 hour.

Interview dates and times. (see sample schedule). We build in transition time between interviews in case extra time is needed. We stagger in person interviews if possible to help maintain confidentiality.

List of all people who are on the interview panel or will be observing. Even if everyone can't attend all interviews, we can let applicants know who may be participating for the town. At the interview, you can clarify who is actually there.

Identify one or more people who can be the point(s) of contact for interviews in case a candidate (or you) need to reach each other at the last minute.

Decide which interview questions will be asked of all applicants. Discuss whether there are specific questions for individual applicants. We can prepare individual question sheets for each applicant to help you keep track of responses.

Decide who will ask interview questions and if this will be done consistently for all interviews – which we recommend.

Be sure to not ask any questions regarding an applicant's protected class. Refer to Legal/Illegal interview question guidance.

We can conduct preliminary Google research of publically available information and report the results to the interview panel and selectboard. We can suggest possible questions based on that information. I generally report the results of the research to the selectboard/interview panel prior to interviews in executive session. I can attend a meeting via phone or in person to do this.

Plan a meeting time to discuss results of first round interviews and which candidates the town would like to interview for the second round. If possible, identify dates and logistical information. We have sample questions and itineraries if the second round will include tours of the town office an town. There are additional considerations for second round candidates that would need to travel to Norwich for an in-person interview, including whether the Selectboard will offer to pay for any or all travel expenses. This is difficult to know until you see who you would like to interview in the second round.

Please let us know if there are questions about any of this information.

Sincerely,

- Abby

Abigail Friedman

Director, Municipal Assistance Center

Vermont League of Cities and Towns

89 Main Street, Suite 4

Montpelier, VT 05602

800-649-7915

T: 802-229-9111 ext. 1926

F: 802-229-2211

CONFIDENTIAL 2016 _____ Town Manager - First Round Telephone Interview Schedule

Date	Start	End	Candidate #	Initials	State	Alternate Contact	Confirmed	Interview Method
x/xx/2016	4:00PM	4:30PM	Committee Organizational Meeting: Discuss Google Search Results with VLCT					
	4:45PM	5:15PM	1	xx		[phone #]		In person
	5:30PM	6:00PM	2	xx		[phone #]		Phone
	6:15PM	6:45PM	3	xx		[phone #]		In person
x/xx/2016	4:00PM	4:30PM	4	xx		[phone #]		In person
	4:45PM	5:15PM	5	xx		[phone #]		Skype
	5:30PM	6:00PM	6	xx		[phone #]		Skype
	6:15PM	6:45PM	7	xx		[phone #]		Skype
	7:00PM	7:30PM	Committee Organizational Meeting: Round 2 Candidate Selection (5-3) with VLCT					

ile

Interview Contact
Phone number
Skype address
Skype address
Skype address

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
 FROM: DAVE ORMISTON
 SUBJECT: SEPTEMBER, 2016 MONTHLY REPORT
 DATE: OCTOBER 5, 2016

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

General

- Public Safety Building – During September the Selectboard set two dates for public information hearings related to the proposed new Public Safety Building. The first meeting for the public will be Wednesday Evening, October 26th at 6:00PM in the multi-purpose room. The second will be Thursday Evening, November 3rd at 7:00PM in the Tracy Hall Gymnasium.
- Fema Alternative Projects – I have communicated a couple of times with Mary Andes from the Vermont Department of Public Safety regarding our FEMA Alternative Projects. At the end of August, Mary had received an inquiry from FEMA seeking clarification on the Norwich Pool Dam "Restoration". In early September I sent a response to Mary and Fred Vanderschmidt from FEMA Region I clarifying that Norwich was simply meeting the statutory requirements of FEMA's Alternate Project regulations. This letter was written under the guidance of Mary Andes herself. Mary held off forwarding the letter to FEMA until the stream alteration permit for the Dam Portion of the Alternate Projects was updated. This needed to be updated by October. We received the updated permit on September 28th. Mary was intending to send the letter and the stream alteration permit as well as a supporting memo from Todd Menees (Department of Environmental Conservation) to FEMA today, October 5, 2016. She will also ask if there is any more supporting information needed. Mary has also indicated that she has a meeting with FEMA next Thursday, October 13th to discuss Vermont's priority projects with them directly. Norwich's alternate projects are considered a Vermont priority.
- Electric Vehicle Charging Station – The EVCS has moved at a relatively slow pace but before the unit could be installed GMP determined that a new, larger pole was needed at the corner of Main St. and the Dan & Whit's parking lot. The new pole was needed because of the number of wires already existing on the present pole. The final aspects of the EVCS are being installed today, October 5, 2016 and perhaps the following day as well. There will be some smaller, IT, stuff to finish before the unit is up and running. However, it is getting close.

Assessor

- The Assessor and Clerk prepared and mailed out letters to the approximately 122 owners of improved property on Tax Maps 1, 3 and 4, requesting interior inspections of their property. These property inspections are the first phase of the 3-year cyclical inspection process that will culminate in a potential 2019 Townwide reappraisal. The Assessor began making scheduled inspections in connection with these letters.

Finance Office

- New sub-contractor procedures are being implemented as they relate to liability and workers compensation as set forth by VLCT. Contracts, hold harmless work agreements and non-employment work agreements are now required for sub-contractors. If the above paperwork is not in place the towns may/will be required to pay for workers compensation for these workers.

Fire Department

- On September 10th the Norwich FD conducted live fire training at a building donated by the Lamperti family on Upper Loveland Rd. The Hanover and Lebanon Fire Departments provided certified live fire training instructors. Norwich and Hanover firefighters participated in the training.

Planning & Zoning

- The Assessing Clerk gave to the Zoning Administrator various mapping updates and corrections to be passed on to the mapper for potential inclusion in forthcoming updated tax maps. NEMRC visited with the Zoning Administrator yesterday, October 4, 2016 and started the tax map updating process.

Police Department

- Officers participated in the Governors Highway Safety Program Click It or Ticket Labor Day campaign. Extra patrols were concentrating on impaired drivers as well as distracted drivers.

Public Works

- Public Works received the following quotes for salt for the 2016/17 winter season. Cargill at \$86.03/ton (state bid) and Morton Salt at \$69.98/ton. Andy will purchase most of our salt from Morton, retaining Cargill as a backup.

Recreation

- For the 32nd Annual Labor Day Road Race it was a beautiful day and 188 runners participated, up 33 runners from the year prior. There will be 150 children participating in the Fall Soccer program with 20 volunteers coaching. A dozen students quickly filled the new Youth Mountain Biking Program. The process of lining up basketball coaches for the upcoming season is underway. Also, for adults, fall yoga, table tennis, fencing and kung fu will continue.

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

Town of Norwich, Vermont



CHARTERED 1761

September 2, 2016

Mr. Fred Vanderschmidt
FEMA Region I
Recovery Division Deputy Director
99 High Street
Boston, MA 02110

Ms. Mary Andes
Division of Emergency Management and Homeland Security
Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300

Dear Fred and Mary,

The town of Norwich proposed three Alternate projects to FEMA Region I and has requested FEMA Region I to approve these Alternate projects under the authority provided by FEMA Disaster Assistance Policy DAP No. 9525.13, Alternate Project.

The first Alternate project was entitled, Restoration of the Norwich Pool Dam Area. The town of Norwich bid out this project and the lowest bid came in at \$13,670.

This letter is to provide clarification to FEMA Region I that the scope of work developed for this Alternate project was developed in conjunction with the State of Vermont's Agency of Natural Resources and the only goal of the scope of work was to meet the requirements set forth under FEMA Disaster Assistance Policy DAP No. 9525.13, Alternate Project § VII (M) (2008). "In accordance with applicable standards of safety, a facility that is not repaired, replaced, or sold must be rendered safe and secure or demolished."

The current damaged site has damaged structures, including a bath house, a life guard building, a swing set, and a sand box play set and those structures need to be removed in order to ensure on-going safety at the site.

Despite the title of this particular Alternate project, which includes the word, "Restoration", the scope of work is not intended to restore the damn in this damaged location. The only purpose of the scope of work, developed in collaboration with the State of Vermont's Agency of Natural Resources is to meet the statutory requirements of FEMA's Alternate project regulations, set forth under by FEMA Disaster Assistance Policy DAP No. 9525.13, Alternate Project. § VII (M) (2008).

The State of Vermont's Agency of Natural Resources has reviewed the site carefully and they provided a permit for this limited scope of work on December 23, 2016.

Furthermore, the State of Vermont's Division of Historic Preservation reviewed the scope of work and concluded that there are no archaeologically sensitive areas that will be impacted by the project, and that there will be no historic properties affected. See attached letter.

Sincerely,

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

David Ormiston
Interim Town Manager

Enclosure

cc: File



Vermont Department of Environmental Conservation

Watershed Management Division

Springfield Regional Office

100 Mineral Street, Suite 303

Springfield, VT 05156

www.watershedmanagement.vt.gov

Agency of Natural Resources

[phone] 802-885-8855

[fax] 802-885-8890

[cell] 802-345-3510

AUTHORIZATION TO CONDUCT STREAM ALTERATION ACTIVITIES

Pursuant to Section C.2.2.6 of the VT Stream Alteration General Permit (activities to restore floodplain connectivity)

Project Number: **SA-05-043-2015-R Norwich Pool Dam Removal**

FEMA # PA-01-VT-4022-PW-02334

Applicant Name: Selectboard, Town of Norwich, Vermont

Contact: Dave Ormiston or Andy Hodgdon

Mailing Address: Town of Norwich, PO Box 376, Norwich, Vermont 05055

Phone: (802) 649-1419 or (802) 649-2209

Project Location: Dam Removal/Stream Remediation Charles Brown Brook

Email: dormiston@norwich.vt.us or

ahodgdon@norwich.vt.us

The Secretary of the Vermont Agency of Natural Resources (VT ANR) has determined that:

1. This project authorizes the removal of a dam damaged by T.S. Irene and the stream remediation of Charles Brown Brook to remove an imminent public safety hazard and improve flood storage upstream of the village of Norwich.
2. The proposed activity is eligible for coverage under the VT ANR Stream Alteration General Permit.
3. The proposed activity will meet the terms and conditions of the General Permit provided:
 - a) The project will be completed and approved as shown on the attached plans undated, prepared by the town of Norwich as revised 9/26/16 and approved by the VT ANR herein.
 - b) The project will not adversely affect the public safety by increasing flood hazards.
 - c) The project will not significantly damage fish life or wildlife.
 - d) The project will not significantly damage the rights of riparian owners.
 - e) The project will not obstruct the movement of aquatic life indigenous to the waterbody beyond the actual duration of construction.
 - f) The project is conducted in a manner which minimizes or avoids any discharge of sediment or other pollutants to surface waters in violation of the VT Water Quality Standards.
 - g) The ANR River Management Engineer is notified by phone or email when construction begins and when the project is complete. All tree cutting shall be reviewed and approved by the River Management Engineer.
 - h) In-stream working dates for all GP activities are from June 1st through October 1st; any in-stream work outside these dates will require an Individual Stream Alteration Permit authorization by the River Management Engineer.
 - i) This authorization has been posted for three days public comment. This authorization constitutes final approval.

If there are any changes in the project plan or deviation in construction from the plan, the Permittee must notify the River Management Engineer immediately.

If the project is constructed as you have described, as shown on the above referenced approved plans and according to the above conditions, there is no reason to expect any violation of Vermont Water Quality Standards.

Signed this 26th day of September, 2016

This permit expires October 1, 2018.

Alyssa B. Schuren, Commissioner

Department of Environmental Conservation

by

Todd Menees, P.E., P.H., River Management Engineer

Norwich Pool Dam Area Restoration Project

Phase I: Secure the area completed 12/23/15

- Meet with Wade Masure, Senior Loss Control Consultant for the Vermont League of Cities and Towns, to determine what needs to be done to make the area safe and secure.

Phase II: Debris Removal

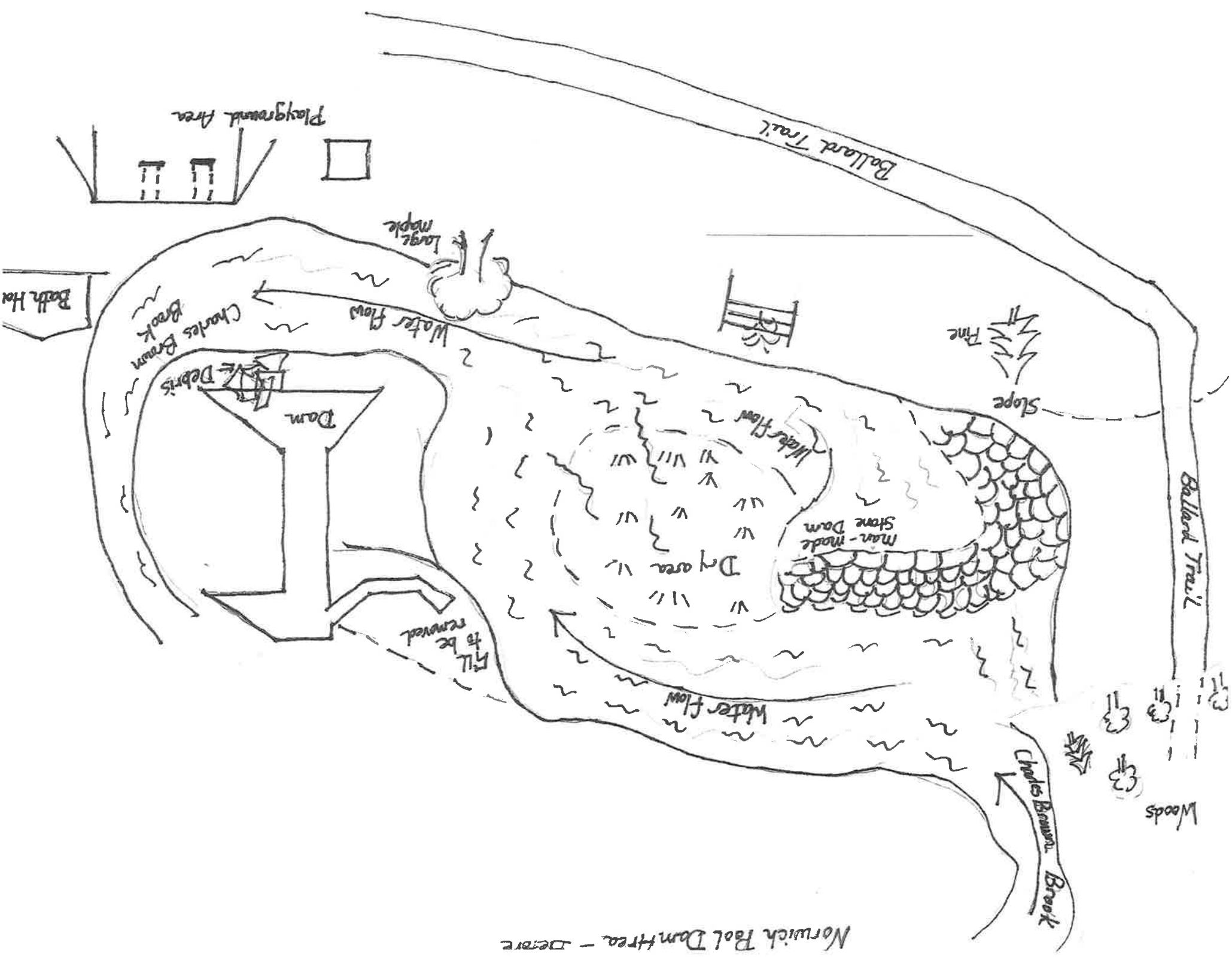
- Remove rubble (pieces of concrete) and debris that is in the brook.

Phase III: Complete the restoration of the area

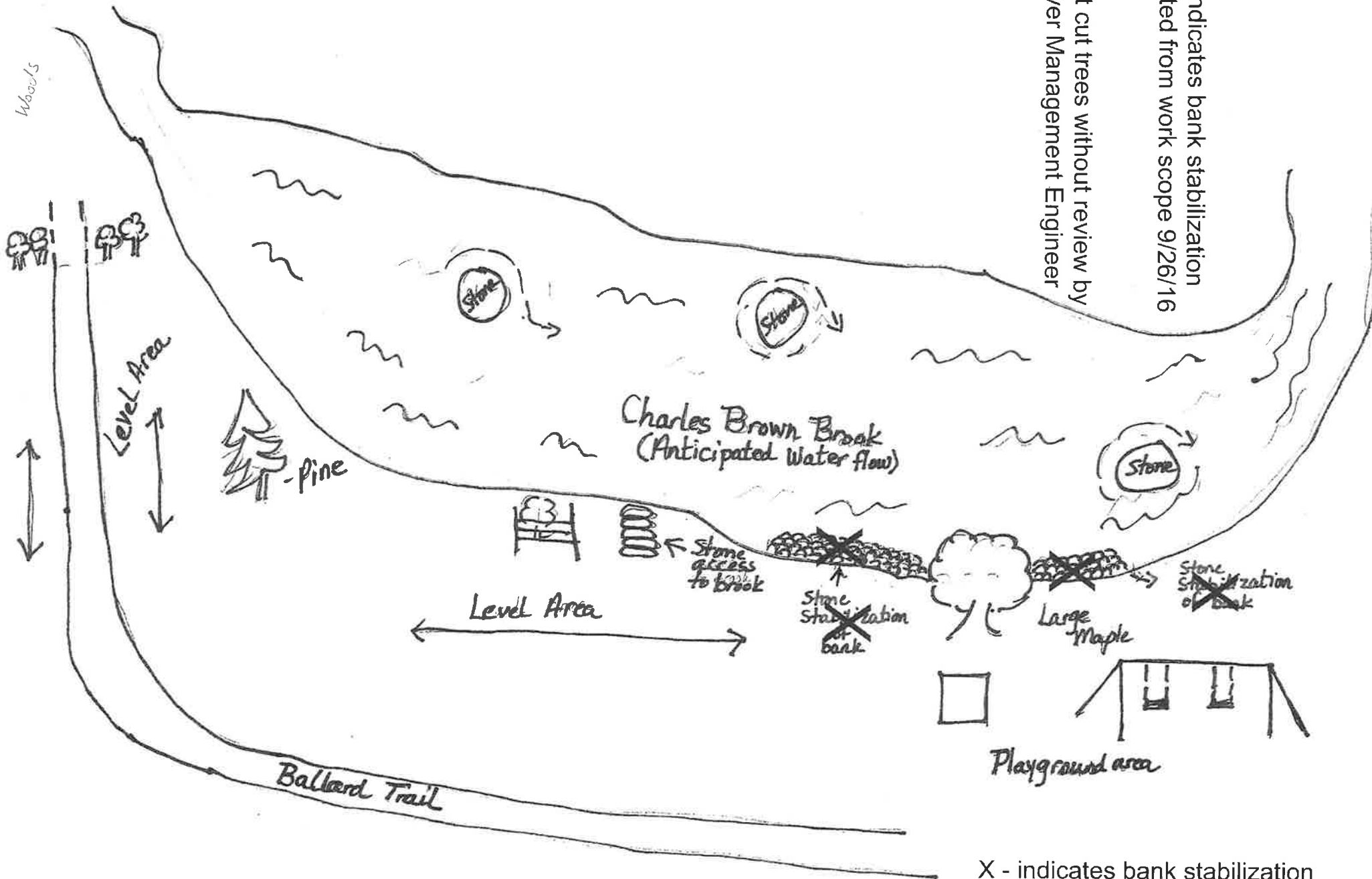
- Demolish the existing concrete pool dam.
- Remove hand-laid stone dam that is diverting the stream to the left side.
- Stabilize and armor the right bank, descending to a height of 4' with stone from the hand-laid stone dam. ~~deleted from work scope 9/26/16~~
- Finish stabilizing the bank with the material from the far side and slope the bank. This will utilize the old-growth maple and root system it provides for future bank stabilization, eliminating the disturbance of any archeological artifacts. Seed and mulch. ~~deleted 9/26/16~~
- Take remaining fill from the far side of the brook to create a level recreation area leading to the Ballard Trail.
- Place some of the larger stones from the hand-laid dam to make a set of natural stone steps from the Ballard Trail to the brook where people may want to access the brook for recreational purposes.
- Place a few large rocks in various places within the stream to create natural swirl-pools for fish and other aquatic life.
- Seed and mulch all disturbed areas.

Other considerations:

- Demolish the existing bath house which has partially caved in.
- Reestablish the gravel path from the parking lot to the woods.



X - indicates bank stabilization
deleted from work scope 9/26/16
Do not cut trees without review by
VT River Management Engineer



Do not cut trees without review by
VT River Management Engineer

X - indicates bank stabilization
deleted from work scope 9/26/16



Vermont Department of Environmental Conservation

Watershed Management Division, Rivers Program

One National Life Drive – Main 2

Montpelier, VT 05620-3522

<http://dec.vermont.gov/watershed>

Agency of Natural Resources

[cell] 802-345-3510

[fax] 802-828-1544

[phone] 802-828-1535

September 28, 2016

Mr. David Ormiston, Interim Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

sent via email to: dormiston@norwich.vt.us

**Subject: Clarification for Alternate Project #1 Norwich Pool Dam Removal (for Stream Restoration of Charles Brown Brook to reclaim the channel for Flood Resiliency in the Town of Norwich)
4022-DR-VT Norwich PW 2334 – Town Park Dam Alternate Projects Request**

Dear Dave;

The Town of Norwich is anticipating a decision on the request for three alternative projects to FEMA 4022-DR-VT Norwich PW 2334 which includes this Alternative Project #1 Dam Removal. I am providing this letter of clarification of the Town's rationale for requesting a revised Vermont Stream Alteration Permit. I requested an on-site meeting with you and Andy Hodgdon on September 22, 2016 to review the options for addressing the eroding bank of Charles Brown Brook in the area of the large maple tree that is adjacent to the portion of the failed dam breached during T.S. Irene. The town intends to remove the dam remnants, has decided not to stabilize the stream bank, will not cut trees and also has a federal permit from the Army Corps.

I have reviewed recent correspondence regarding FEMA questions of environmental concerns on the scope of work for Alternate #1 Dam Removal that was forwarded to me by Mary Andes, Special Project Analyst of VT DEMHS concerning FEMA public assistance funding approval questions from Kimberly Sykes, Recovery Division Appeals Analyst of FEMA Region I in Boston. This letter of clarification and revised permit for the dam removal are in reply to the recent August and September 2016 requests from FEMA about the work scope necessary to make the site safe and secure, questions with bank armoring, tree cutting and floodplain effects.

FEMA Request for Clarification

I have copied below some of the email text regarding CatEx N4 that was forwarded to me regarding the request for clarification in an email from David E. Robbins FEMA Region I Environmental Officer dated August 18, 2016 in reply to George "Fred" Vanderschmidt Recovery Division Deputy Director of FEMA Region I.

N4 Federal Assistance for Actions Involving Stream Work and Modification and Floodways. Federal assistance for repair and restoration actions, hazard mitigation actions other than flood control, or the new construction of facilities that are functionally dependent or facilitate open space use, when the actions are within or affect regulatory floodways, streams, and stream banks and that

- a. Involve ground disturbance of less than one-half acre,*
- b. Involve stream bank work or alteration of less than 300 linear feet,*
- c. Do not involve hardening or armoring of the stream banks unless the project uses stream or stream bank bioengineering techniques and improve fish passage or habitat,*

- d. Do not result in adverse flood risk effects to downstream communities,*
- e. Do not result in any increase of flood levels within the community during the occurrence of the base flood discharge if the action takes place within the regulatory floodway, and*
- f. Where the effect of the proposed project when combined with other existing or reasonably foreseeable development will not increase water surface elevation of the base flood more than one foot at any point within the community if it the action takes place in a floodplain with no regulatory floodway.*

The following summarizes how this project design addresses the above 6 criteria as briefly summarized in this list below, with further information below to support these brief responses:

- a. The project involves more than 0.5 ac of ground disturbance,
- b. The previously permitted bank stabilization was less than 300 l.f. of the total project,
- c. The previously permitted element of bank stabilization has been withdrawn by the Applicant, and this is the only change to the proposed project scope,
- d. The project is intended to alleviate adverse flood risks,
- e. The project does not increase flood levels in the community,
- f. The dam was constructed 1944, and removing the historic dam encroachment would not increase water surface elevation of the base flood more than one foot at any point within the community, if combined with other existing or reasonably foreseeable development. This was not a flood control dam so removal will not increase base flood flows downstream.

Project Purpose and Intent (CatEx N4d)

The Town intends to clean up the flood debris and provide flood resiliency for the community. I understand that the Town's reply to the request for clarification from FEMA includes the use of the term "Restoration" and the proposed work scope element to stabilize the streambank. "Restoration" does not include dam replacement.

The purpose of the dam removal project is to eliminate the stream flow encroachment of the concrete dam constructed after World War II and the hand-built rock dam built by local youth in the years after Irene. The project is warranted due to the resultant flood resiliency and economic benefits for the community and environmental improvements in this reach of Charles Brown Brook beside the Ballard Trail from town to the upstream Beaver Meadows natural area.

Environmental Setting (CatEx N4a, N4b and N4c)

The former Norwich Pool Dam Area is a recreational facility on 6.35 acres of town land. The proposed project area is on the order of 1 - 2 acres surrounding the dam removal and ancillary buildings and entrance to the Ballard Trail. The ground disturbance during implementation includes the existing parking lot to be used as a staging area, the short access drive from the parking lot to the work area, and areas during dam and building removal.

This dam breach is located beside Beaver Meadow Road about 1 mile from downtown Norwich and a very populated portion of the town. The environmental setting that can be characterized as a stream transition from a steep deep v-shaped narrow valley and steep stream-bed gradient without floodplain storage, which transitions just above the dam site to a broader u-shaped valley and shallower stream-bed gradient with moderate floodplain storage.

The impacts of the Irene flood have resulted in horizontal scour that has widened the channel and vertical deposition of cobbles and gravel sediments above the breached dam. The removal of the dam remnants, hand

September 28, 2016

Page 3 of 3

built stone dam and sediments will increase the channel width and floodplain storage and reduce the stream flow that is now directed towards the eroding bank. The stream energy on the eroding bank will be reduced, and the town has decided not to stabilize the eroding bank below the trees. Bank stabilization has been removed from the proposed project scope and revised state permit.

The Town of Norwich presently has a barrier fence in this area. This barrier fence addresses FEMA Disaster Assistance Policy #DAP9525.13 Section M that states "In accordance with applicable standards of safety, a facility that is not repaired, replaced or sold must be rendered safe and secure or demolished".

Public Safety and Flood Resiliency (CatEx N4d, N4e and N4f)

The public safety benefits will result from removing the constriction from the broadened valley floor and reducing the next flood hydrograph by passing more water sooner during the next flood event which will decrease the peak flood flows and increase the peak lag time in this vicinity of town. The project outcome will decrease community flood risk and will not result in adverse flood risk effects.

The dam was constructed after World War II to employ returning veterans and develop a town amenity. In the subsequent decades, the community development had increased such that the municipal fire district now has conserved land upstream of the dam site that restricts future land development. The town zoning and floodplain ordinance preclude downstream development, such that the proposed project in combination with future development would not increase flood hazards.

Revised Vermont Stream Alteration Permit

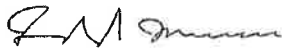
The attached state permit SA-05-043-2015-R reflects the town decision not to stabilize the eroding bank as the only change to the project scope. The expiration date of the revision has been extended to October 1, 2018.

USACE Coordination (CatEx N4a, N4b and N4c)

The Army Corps of Engineers issued a federal permit, and I have had a telephone coordination call with Michael Adams, Senior Project Manager in the Vermont Field Office to confirm, and to discuss the revised project scope and revised state Stream Alteration Permit. We discussed the town's decision not to stabilize the eroding bank and not cutting any trees, and Mike stated that doing less work does not affect the permit as issued, but that a Work Start Notification form must still be supplied to his office. The USACE permit has no expiration date, and you can confirm these replies directly with Mike Adams by calling 802-872-2893 if you have any concerns.

Thank you and please do not hesitate to call if you have any questions or comments.

Sincerely;



Todd Menees, P.E., P.H., River Restoration Engineer

Enc: Revised State permit # SA-05-043-2015-R

CC: Andy Hodgdon, Norwich DPW
Mike Kline, VT Rivers Program
Rich Kirn, VT DF&W
Mary Andes, VT DEMHS

Phil Deckert, Norwich Zoning
Rob Evans, VT Floodplain Management
John Broker-Campbell, VT Floodplain Management
Mike Adams, USACE

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

Monthly Report – September 2016

- (1) The Assessor and Clerk prepared and mailed out letters to the approximately 122 owners of improved property on Tax Maps 1, 3 and 4, requesting interior inspections of their property. These property inspections are the first phase of the 3-year cyclical inspection process that will culminate in a potential 2019 Townwide reappraisal. The Assessor began making scheduled inspections in connection with these letters.
- (2) The Assessor had a meeting on the 2016 Equalization Study with the Town's District Advisor from the Division of Property Valuation & Review. This is an analysis conducted by the Vermont Department of Taxes of Norwich property sales for the three-year period ending 31 March 2016.
- (3) The Listers met and heard an appeal of a penalty for a late-filed Homestead Declaration. The Listers voted to deny this appeal.
- (4) At their meeting, the Listers approved an Errors & Omissions request from the Assessor for the Elbow Condominium. This request sought to change the taxable value of the Elbow Condominium property due to a change in composition of the acreage enrolled in Current Use. This request was forwarded to the Selectboard for its approval, and was approved at the meeting of 28 September 2016.
- (5) The Listers also approved and signed PVR Form 4261, a list of changes to the Grand List solely due to late-received Homestead information.
- (6) The Listers reviewed a draft FY18 budget for the Office.
- (7) The Clerk gave to the Zoning Administrator various mapping updates and corrections to be passed on to the mapper for potential inclusion in forthcoming updated tax maps.

Respectfully submitted,

Jonathan Bynum
Assessing Clerk

On behalf of

William Krajewski
Assessor
Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376

rrobinson@norwich.vt.us
802-649-1419 ext 105

October 3, 2016

TO: Dave Ormiston, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for September

- Delinquent Tax collections through September were \$ 16,554.19. Delinquent Taxes as of September 30, 2016 are \$ 113,002. Last year at this time delinquent taxes were \$ 113,133. Penalty collection was \$ 1,324 and interest \$ 5,911.
- There is \$ 89,935 outstanding on the first installment of 16-17 property taxes.
- Preliminary work on the 17-18 budget has begun.
- New sub-contractor procedures are being implemented as they relate to liability and workers compensation as set forth by VLCT. Contracts, hold harmless work agreements and non-employment work agreements are now required for sub-contractors. If the above paperwork is not in place the town may/will be required to pay for workers compensation for these workers.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

sleinoff@norwich.vt.us Fax: 802-649-1775

To: Dave Ormiston, Interim Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: October 3, 2016

Fire and FAST Department

We are working on protocols with Dartmouth Hitchcock Medical Center, Hanover Fire Department and our Police Department to administer naloxone. Naloxone is used for suspected opioid overdoses. Vermont Emergency Medical Services office is distributing the drug to EMS Squads throughout the state.

Firefighter-EMT Dan Schneider moved out west and so resigned from the Department. Dan was a skilled and valuable contributor to the Department.

Training

September was a great month for NFD "hands on training". On September 10th we conducted live fire training at a building donated by the Lamperti family on Upper Loveland Rd. The Hanover and Lebanon Fire Departments provided certified live fire training instructors. Norwich and Hanover firefighters participated in the training.

The Fire and FAST Squad practiced "hands on" training in vehicle extrication at Norwich DPW. We thank DPW (who overturned the vehicles),



NFD members extinguish a training fire. (Photo by Chad Finer)

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	7	7
Auto Fires	0	2	3
Wildland Fire	0	5	8
Other Fires	0	0	0
Medical	8	59	57
Vehicle Crashes	2	20	20
Hazardous Conditions no fire	0	32	24
Service Calls	1	24	14
Good Intent Calls	3	17	26
False Alarms	2	23	33
Other	0	0	0
Total	16	187	192

Sabil and Sons (who donated and transported three vehicles). We had the opportunity to use new cordless power tools donated by the Norwich Women's Club.

Emergency Management

Advanced Transit is studying traffic signal priority control systems for its routes that go through Norwich, Hartford, Lebanon and Hanover. They are looking at systems to manage the timing of traffic lights to alter the cycles so buses can proceed through intersections in a more timely manner. This system can also improve emergency vehicle response. They are considering a GPS based system that is less expensive in the long run than existing light-emitting systems.

TOWN OF NORWICH ZONING & PLANNING

October 3, 2016

September 2016 Monthly Report – Director of Planning & Zoning

1. Planning Commission

- Continued developing affordable housing densities and zoning district boundaries for the Route 5 South & River Road Study areas.
- Discussed Town Plan required updates to energy, land use, and facility planning sections, and re-adoption schedule.
- Attended workshop on Draft Regional Energy plan and Act 174 draft regional and municipal energy planning standards.

2. DRB

- No Hearings. Prepared materials for future hearings in October.

3. Zoning Administrator – Activities included:

- Meetings with landowners on future development plans, permits, and hearings.
- Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.

4. Historic Preservation Commission

- Completed contracts with consultants for two historic district nomination projects. Work will start shortly and be complete by June 1, 2017

5. Other

- Started tax map update process.

Phil Dechert



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

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

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

October 3, 2016

RE: September 2016 Monthly Report

Dave;

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

Norwich Officers responded to 125 incidents during the month of September, and of those calls four (4) were outside the officers work schedule meaning officers responded four (4) times to calls during off duty hours.

Officers participated in the Governors Highway Safety Programs Click It Or Ticket Labor Day campaign. Extra patrols were concentrating on impaired drivers as well as distracted drivers.

One Norwich officer has completed 32 hours of instruction of animal abuse investigations. There are four level that have been completed levels I – IV. The training was hosted by the Vermont Police Academy and instructed by members of the Vermont Humane Federation's Animal Cruelty Response Coalition.

Norwich Police have purchased one new SUV Cruiser which is currently at a company named MHQ being fitted with lights, siren, radios etc.. and will be put into service in October. The old Chevrolet Impala (Unmarked Cruiser) was sold and one of the ford sedan cruisers will be transformed into the new unmarked cruiser. The new unmarked cruiser will also be put into service in October

Officers' responded to a report of suspicious activity in the Happy Hill area of Norwich. Upon the officers arrival minors were found in possession of alcohol and a small amount of marijuana. Tickets were issued accordingly.

On Saturday Oct. 22 Norwich Police will once again participate in the national Drug Take Back Day. Residents can bring any unused, unwanted, expired prescriptions to the Norwich Police Department on Saturday Oct. 22 between 10:00 AM and 2:00 PM for disposal.

REMINDERS: It is illegal in Vermont (and many other states) to use any electronic device while operating a motor vehicle.

ACTIVITY

CALL TYPES	September 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	2	9
Vehicles Crashes	4	47	71
Intrusion Alarms	6	79	75
Frauds	2	21	30

- | | | |
|---------------------------------|------|-------|
| 1. Over Time Hours | 11 | hours |
| 2. Sick Time Hours | 8 | hours |
| 3. Vac/Hol/Per Time Hours | 16 | hours |
| 4. Part Time Officer Hours | 0 | hours |
| 5. Total #of calls responded to | 125 | calls |
| 6. Training Hours | 42 | hours |
| 7. Grant Funded Hours | 11.5 | hours |

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Ahodgdon@norwich.vt.us

To: David Ormiston, Interim Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: September 30, 2016

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

Grant Projects:

- The Bridge 42 project has been completed. We are in the process of getting reimbursed by VT AOT.
- I received permission from VT AOT to use the remainder of the funds from the structures grant that weren't needed for Bridge 42 for the replacement of Bridge 48 on Bragg Hill. Hook construction built a detour and started the project.

FEMA Alternate Projects:

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

Transfer Station:

- Interstate Refrigerant Recovery recovered Freon from 8 refrigerators, 17 dehumidifiers, and 8 air conditioners.
- We will soon be starting a C&D program at the Transfer Station.

Culvert Replacements:

- We continue with our culvert replacement plan.

Roadside Mowing:

- We continue roadside mowing operations. We are now approximately 95% finished.

Electric Vehicle Charging Station at Dan & Whit's:

- We completed all of the digging for the underground conduit for the installation of the EV charging station. We are waiting for the electrician to complete his work so we can do the restoration work to the area to complete the project.

Salt Bids:

- We received the following price quotes for salt for the 2016/2017 winter season:
Cargill: \$86.03/ton (state bid)
Morton Salt: \$69.98/ton
I will purchase most of our salt from Morton, retaining Cargill as a backup.

Pending Projects:

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

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

September 2016 - Recreation Report

32nd Annual Labor Day Road Race:

We had 188 runners on a beautiful day, up 33 runners from last year. Runners chose from 2 race distances: 2.2 miles or our certified 10K. (see 4th photo in attachment to follow, of all the students who participated). 'Omer & Bob's Sports' donated four gift cards for new running shoes for the top runners and 8 running related products and Susan Zak from Bakewell Bakery donated chocolate chip cookies for prizes which folks loved, also. Hannah Kearney and the Swensen family kindly contributed a dozen wearable prizes. Todd from 'Stone Arch Bakery' in Lebanon also helped sponsor the food end of the event. Over two dozen volunteers helped make the race possible, and safe. It could not have run without all the support from the Recreation Council, 'Youth In Action' and the Norwich Police Department, who were all instrumental in the success of the race once again this year. Thanks to our awesome sponsors & volunteers!

Young racers posed for a picture at the 32nd Annual Labor Day Road Race



Recreation Program Update: There are 150 children participating in our Fall Soccer program, with 20 volunteers coaching. A dozen students quickly filled our new Youth Mountain Biking program. I've worked on getting out to observe a number of our fall programs, soccer games & practices. The process of lining up basketball coaches for the upcoming season is underway, also. For Adults, Fall Yoga, Table Tennis, Fitness, Fencing and Kung Fu continue.

Facilities: On Saturday September 17th, the community came together to install a new (bicycle) pump track at Huntley Meadow (see first 3 photos to follow). The project came about due to the vision of project coordinator and Recreation Council member, Gered Dunne. The community rallied in support of the project to make it happen. Graham Webster was instrumental in having it come to fruition. He donated multiple large machines and days of labor to the project. We had volunteers from as far away as Arkansas donating their time to make the pump track a reality. Families, individuals and little ones as young as four years old were out there working hard together. It was an inspiring day. The area is already being used and enjoyed by

many. No Town funds were spent on this project. It was all made possible from private support / funding and philanthropic individuals.

Hard-working volunteers making the pump track a reality



The Tracy Hall Gym floor re-finishing kept me busy re-scheduling classes into new spaces and negotiating overlapping schedules but everything worked out and the much needed new lines/finish look fabulous.

Meetings, Clinics & Professional Development:

The focus of our monthly Recreation Council meeting was reviewing the Labor Day Road Race as well as planning a multitude of upcoming fall activities and events, including building the pump track. The Upper Valley Recreation Association meeting allowed us to tweak our Youth Soccer Rules and get all Soccer game scheduling completed. Our Department Head meeting on 9/20 provided us all updates on goings on in reciprocal departments. Council president, Laura Duncan and Council member Rebecca Matteo joined me in attending the Annual Vermont Recreation & Parks Association (VRPA) Conference on the 22nd, held at the Lake Morey resort.

Miscellaneous:

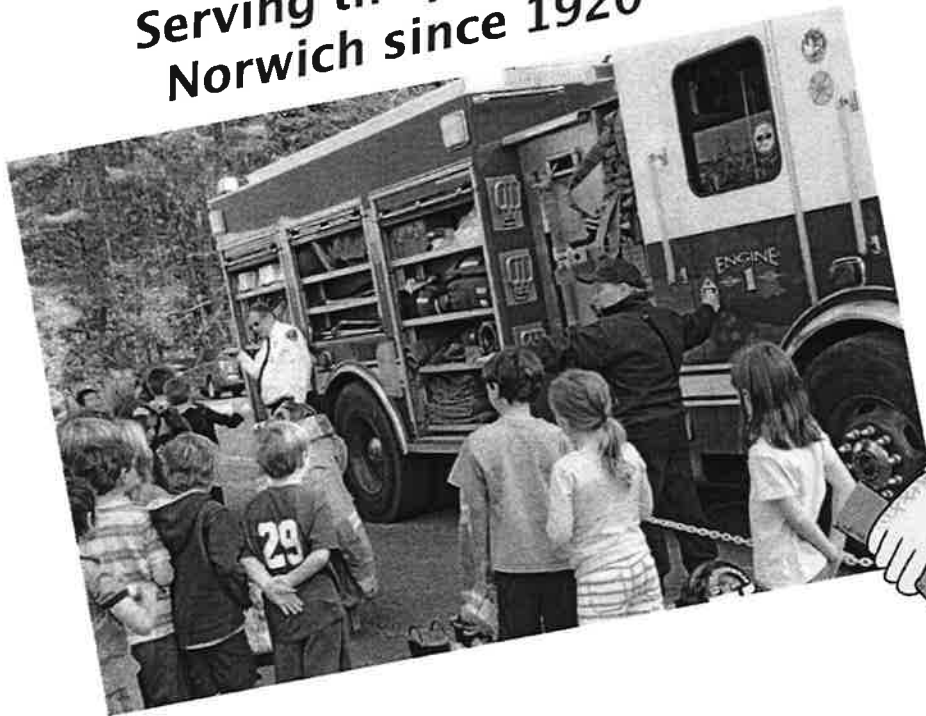
It is a joy to have Miranda join our Town team. She is wonderful to work with and brings a refreshing, positive and upbeat attitude to any challenge thrown at her. I look forward to working together with her.

Respectfully submitted by,
Jill Kearney Niles

7

Fire and Police Departments

*Serving the people of
Norwich since 1920*



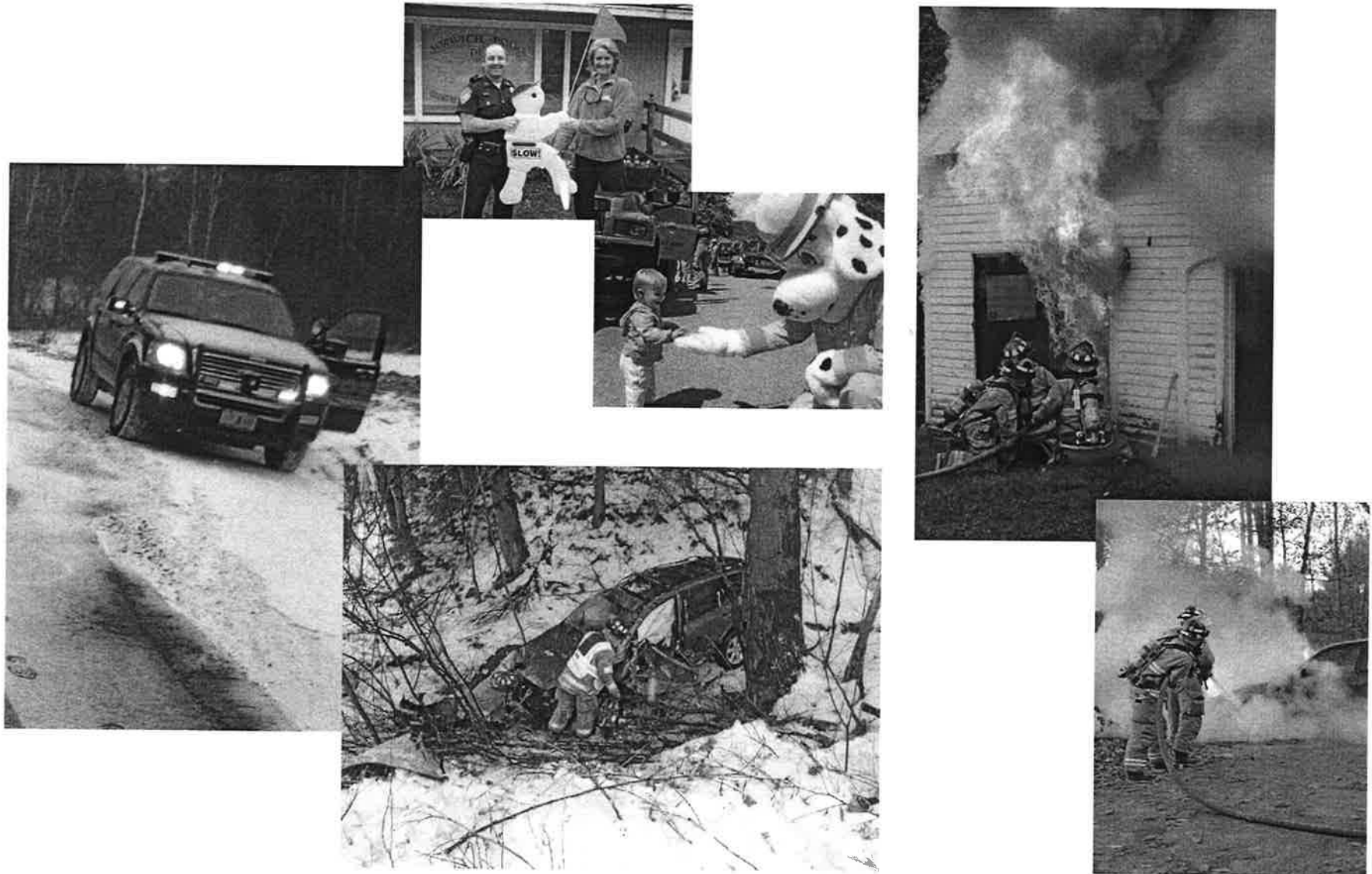
Steve Leinoff, Fire Chief, 649-1133 opt. 3
fire@norwich.vt.us

Committed to our community



Doug Robinson, Police Chief, 649-1460
doug.robinson@state.vt.us

Keeping our community safe



Our values

Fire Department

Community volunteers:

- Service Excellence
- Embrace Diversity
- Integrity and Honesty
- Family Oriented



Police Department

Professional staff:

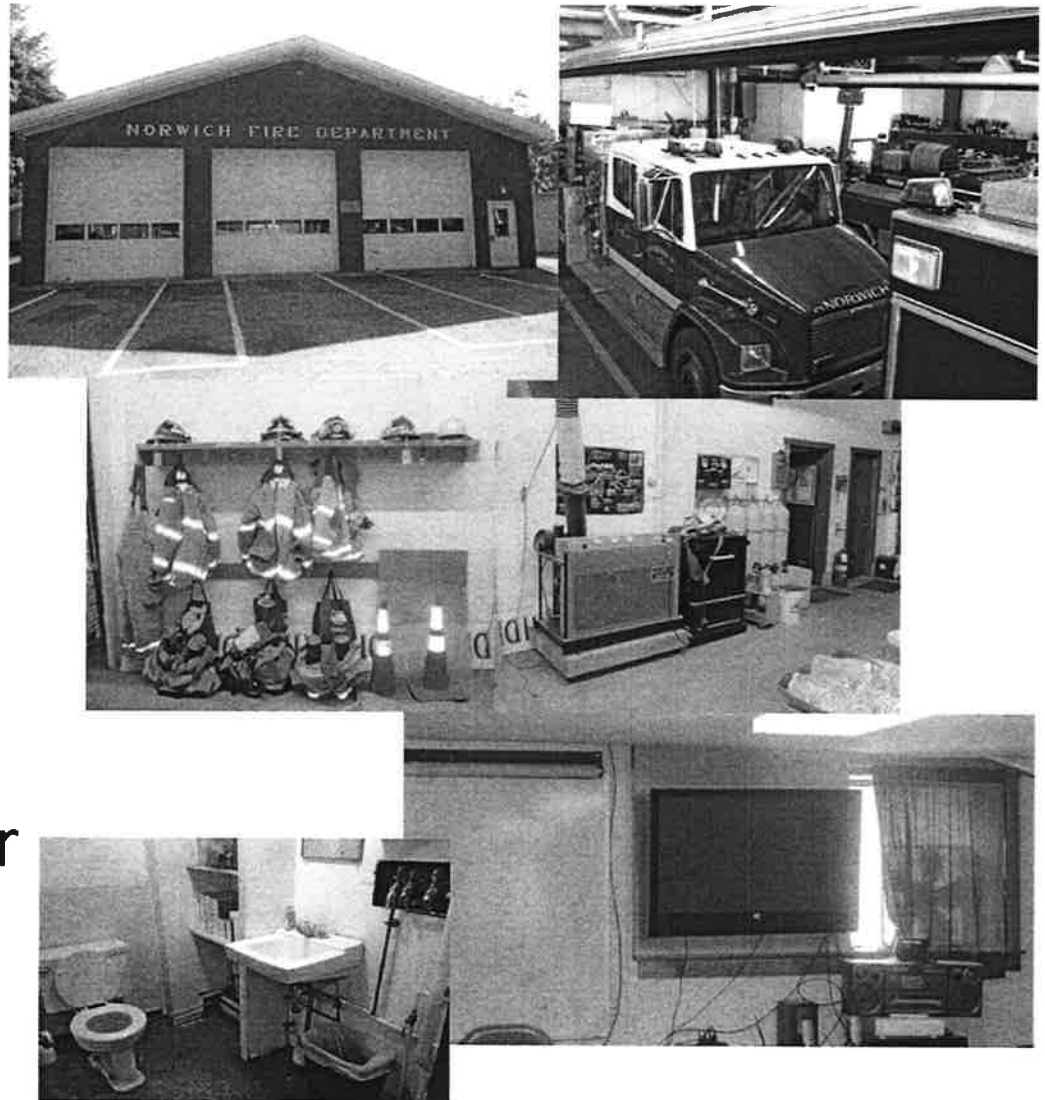
- Honesty and Loyalty
- Professionalism and Integrity
- Courage and Respect



Why are improvements needed?

Fire Department

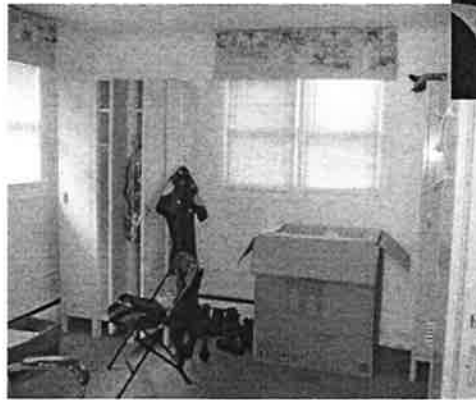
- Inadequate training space
- Inadequate parking
- No showers
- Inadequate decontamination of equipment and gear
- Inadequate storage for equipment



Why are improvements needed?

Police Department

- Housed “temporarily” more than 25 years ago
- 1957 ranch house not designed as a police station
- Building is deteriorated
- Inadequate interview rooms
- Inadequate evidence-handling

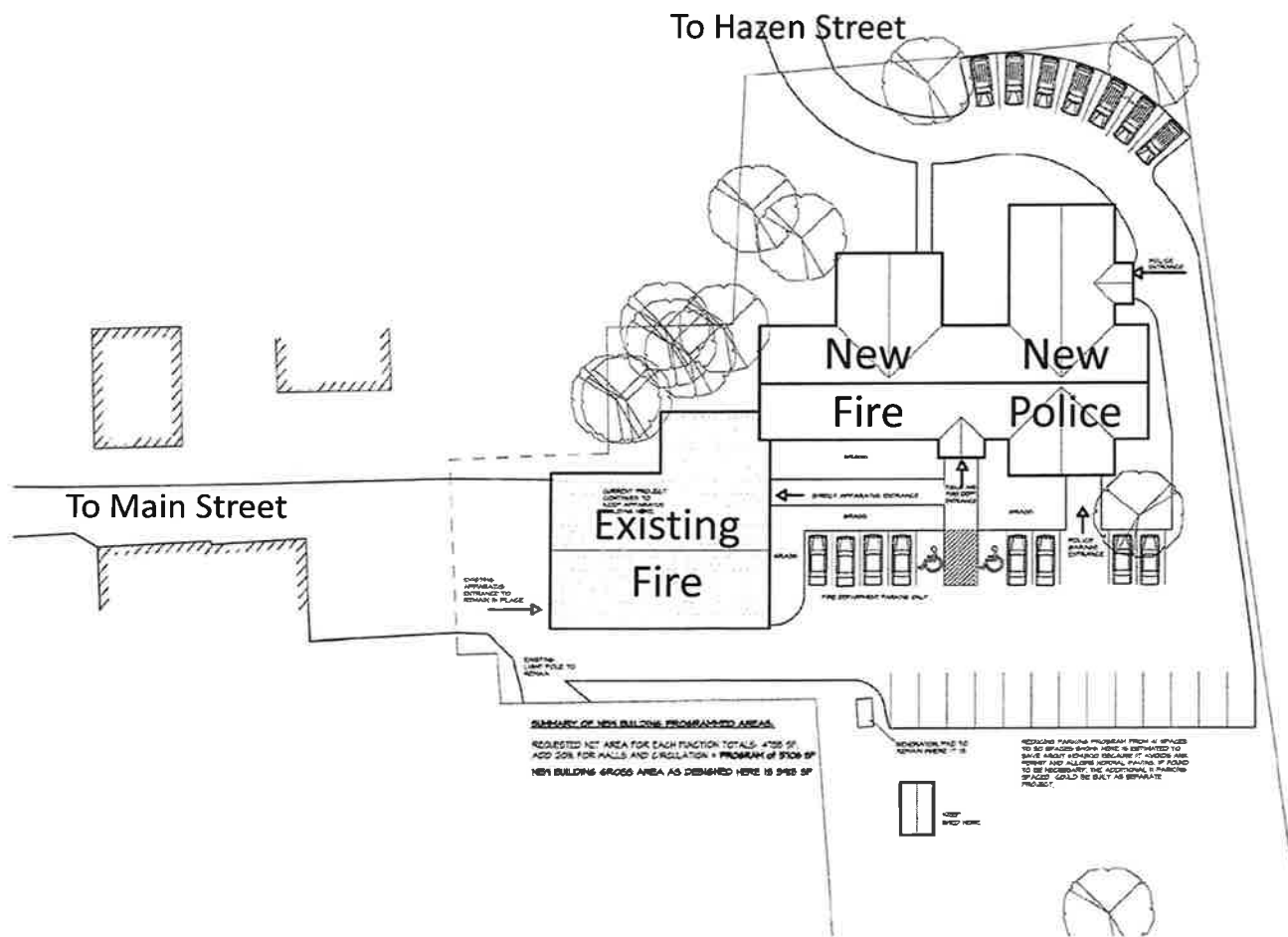


Proposed Facilities



Norwich Fire and Police Departments

Site plan



Elevations

South Elevation

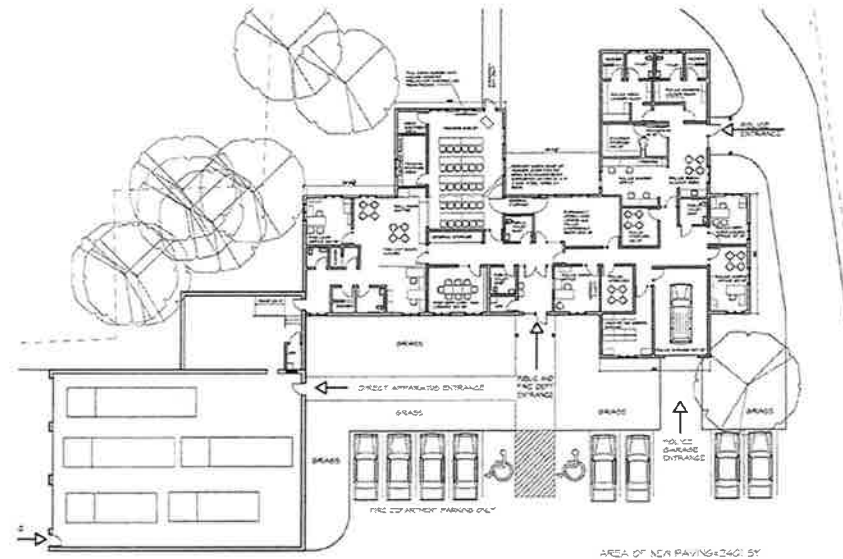


North Elevation



Police-Fire Administration

- Studied since 2000
- Reduced overall scope
- Replaces existing police station
- Joins existing fire station
- Allows for future apparatus bay replacement
- *Net-Zero energy design*



Site work includes:

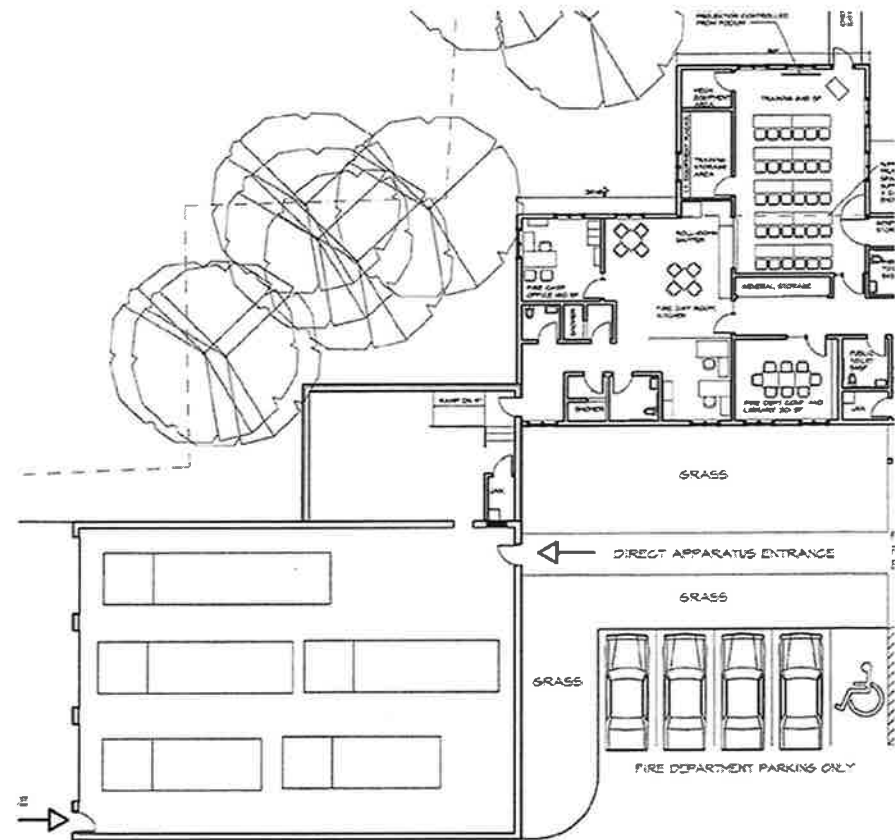
- Demolition & disposal of police station
- Removal of existing septic and oil tanks
- Parking—31 spaces
- New septic system
- Storm drains
- New water line

Fire facility

Functions

- Fire Chief's office
- Office for general record keeping
- Men's and women's bathrooms with showers
- Shop/tool room and general storage
- Shared training room for 30 people
- Eat-in kitchen

Floor Plan



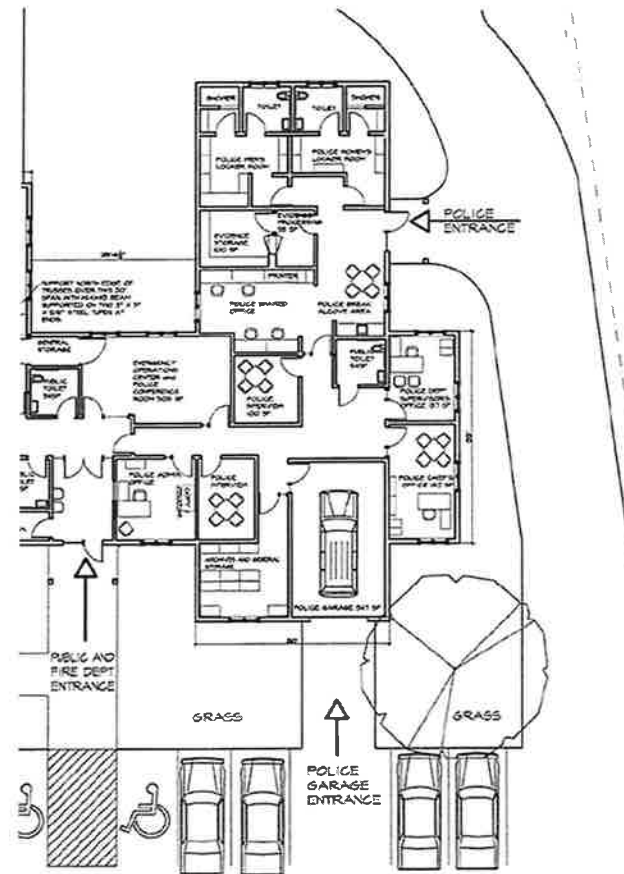
(Schematic, subject to change)

Police facility

Functions

- Offices for the police chief, a supervisor and administrative assistant
- Shared office for patrol officers
- Men's and women's locker rooms
- Break room
- Two interview rooms: (victim and suspect)
- Secure garage for patrol car and transfer of suspects
- Evidence processing and storage
- Archived storage of materials
- Departmental meeting/conference room/Emergency operations room

Floor Plan



(Schematic, subject to change)

Net-Zero energy design

Building Construction

Component	Net Zero	Code
Wall	R-40	R-23
Roof	R-60	R-49
Slab	R-30	R-10
Windows	R-4	R-2.8
Doors	R-2	R-1.3
Heating	Solar/heat pump	Oil

Modeling

Energy/Cost	Net Zero	Code
KBTU	355,880	632,000
KBTU/sf-year	37.9	68.4
Cost/year	\$12,816	\$22,311

Added construction cost: \$87,080

Annual savings: \$9,495

Payback period: 9.2 years

Budgeted amounts

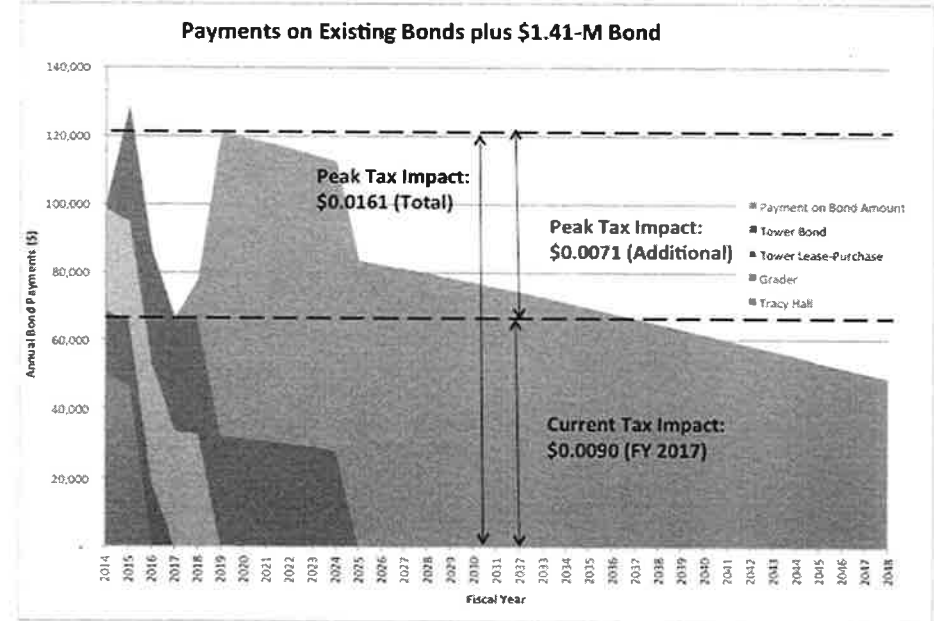
- **Scope:**
 - 1-story 5,415-ft² administrative building
 - Upgrades to fire station
 - Net-Zero energy design
- **Construction costs: \$1,161,655**
 - Site construction with 31 parking spaces: \$250,178
 - Building construction: \$911,477
- **Other costs: \$322,147**
 - Furnishings: \$37,495
 - Permits: \$15,000
 - A/E fees: \$69,699
 - Temporary rental for police office: \$20,000
 - 15% contingency: \$179,953
- **Potential overall cost: \$1,483,802**
- **Bond amount: \$1,410,000**

Bonding profile

Bond Payment Schedule

FY	Tracy Hall	Grader	Tower Lease-Purchase	Tower Bond	Payment on Current Bonds	Tax Rate Impact
2014	49,297	19,042	30,071	2,190	100,600	0.0145
2015	46,436	19,042	29,429	33,904	128,812	0.0186
2016		19,042	33,632	33,632	86,307	0.0124
2017			33,256	33,256	66,511	0.0090
2018			32,775	32,775	65,549	0.0088
2019				32,189	32,189	0.0043
2020				31,505	31,505	0.0041
2021				30,738	30,738	0.0040
2022				29,894	29,894	0.0038
2023				28,976	28,976	0.0037
2024				28,000	28,000	0.0035

Tax Impact of New Bond



(Estimated)

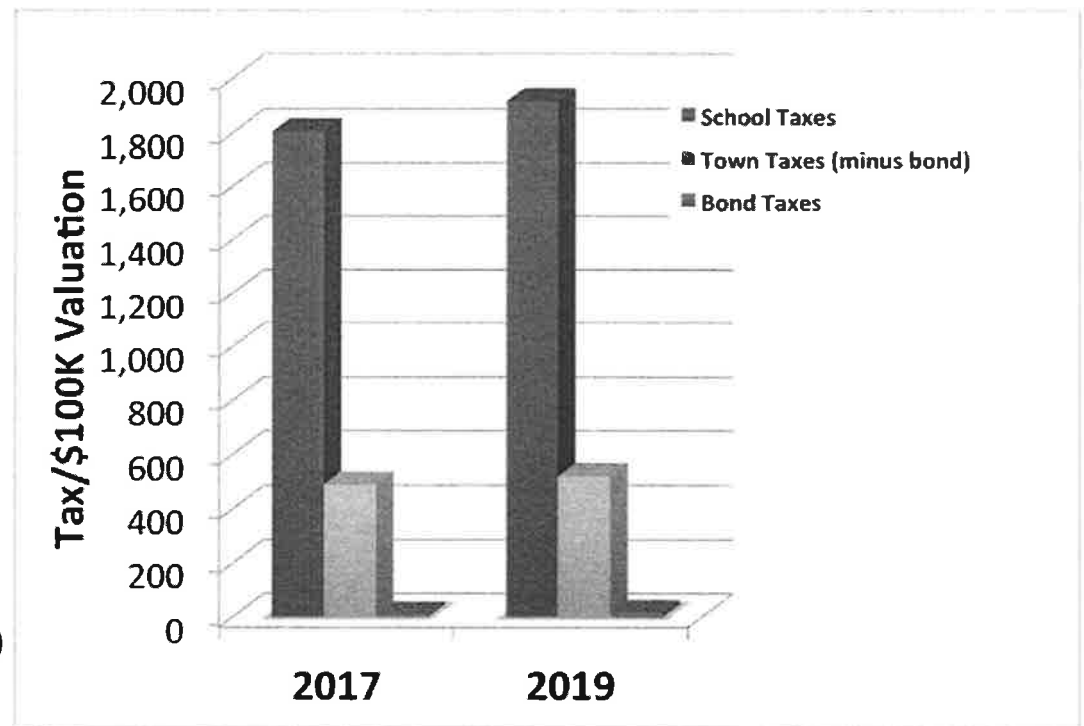
Forecast bond implications

\$1.41 Million Bond

- Duration: 30 years
- Low rate: 3.3% NIC
- Vermont Bond Bank
- Tax required/\$100K :
 - FY 2017: \$9.00
 - FY 2019: \$16.07
 - *Difference: \$7.07*
 - FY 2029: \$9.45
 - *Difference: \$0.45*
 - *Average difference: \$3.79*
- Interest: \$0.728 million

(Estimated)

Tax Comparison



(Estimated)

Bond lifetime

Near-Term Schedule

- Architect to prepare final design documents for the police/fire facility (Fall)
- Contract bids (Winter)
- Construction begins (Spring)
- Vermont Bond Bank sale (July)
- Construction complete (2017)

Long-Term Effects

- Time to pay equivalent of principal borrowed: 18 years
- New property purchasers share cost and benefits of facilities over 30 years
- 30-year bond has a *present value* about equal to its *face value*

In the voting booth

Look on the back side of the ballot!

Estimated added tax for bonding

Property Value	FY 2019	FY 2029	Period Average
\$100K	\$7.07	\$0.46	\$4.20
\$400K	\$28.28	\$1.85	\$16.80
\$600K	\$42.42	\$2.77	\$25.20

Compare addition of **\$7.07** to:

FY 17 Taxes/\$100K of valuation

School: **\$1,803**

Town: **\$498**

Acting now

Financial benefits:

- Low-cost, durable facility
- Net-zero energy savings
- Favorable bond rates

Community benefits:

- Allows police department to use modern practices
- Supports volunteer fire department delivery of expected services

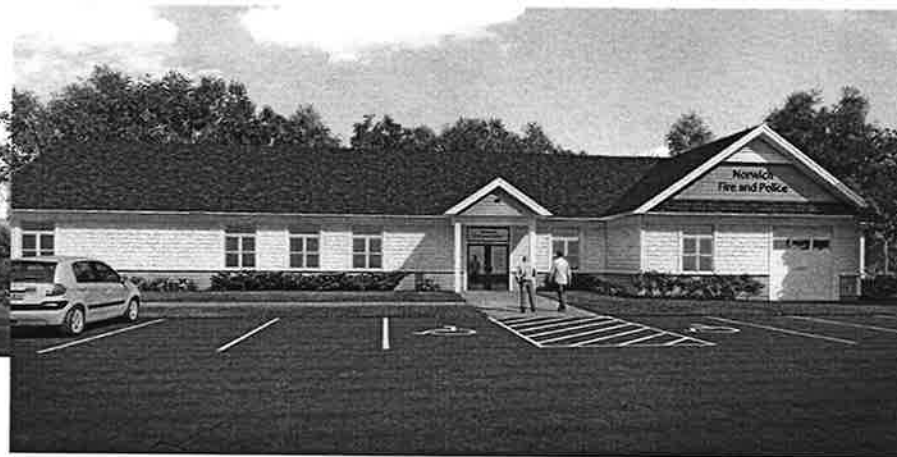
Benefits

Improving safety services

- Up-to-date capabilities
- Recruiting firefighters
- Firefighter safety
- Training for police and fire

Supporting community

- Community gathering space
- Environmentally responsible
- Low bonding cost
- Low operating costs



To The Selectboard:

From The Family Place

Re: Request for Waiver from Town Alcohol Policy

The Family Place, (TFP), a nonprofit organization located in Norwich, will be holding it's annual Gingerbread Festival and silent auction in Tracy Hall on Saturday December 3, 2016. On December 2, the Friday evening before the Gingerbread Festival, once again there will be a preview party for supporters and friends of TFP. The proceeds of the event represent a significant source of income for the agency. TFP is one of the most successful parent -child centers in Vermont. It is continually adding programs to further serve the needs of young parents and their children.

We are requesting a waiver of the ordinance regulating the possession and consumption of alcohol for the Friday night preview event in order for us to serve wine and beer.

The event will be catered by Maple Street catering, a business that holds a caterer's permit. We will provide the Town Manager with the "Request to Cater Malt and Vinous Beverages & Spirituous Liquors" for submission to the Vermont Liquor Control Board not less than 45 days before December 2. We will be certain that the caterer has a current insurance policy covering catered events, uses trained servers and will name the Town of Norwich as an additional named insured for our event.

Arline Rotman
For The Family Place
September 28, 2016

Miranda Bergmeier

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Saturday, October 01, 2016 10:42 AM
To: Miranda Bergmeier
Cc: David Ormiston; Cook Linda; Layton Mary; Goulet Dan; Ashley Christopher
Subject: Re: Selectboard draft minutes from 9-28-2016

Thank you for your very able rendition of the minutes, Miranda.

This is to ask that the following modification be considered by the board, when it adopts the minutes:

In place of "b) Flanders expressed his objection to having gone into executive session at the Selectboard meeting on 9/14/2016. Flander said that there was no reason to go into executive session, and he wants to be sure the board stays in public session until absolutely necessary. Cook added that board members should not discuss in public the details of business transacted in executive session." Please consider the following changes *in italics*:

b) Flanders expressed his objection that the Selectboard went into executive session at its meeting on 9/14/2016. Flanders said that the board had not met the standard of being clearly placed at a substantial disadvantage, requiring an executive session. He asked that the board in the future remain in public session until an executive session clearly becomes absolutely necessary. Cook added that board members should not discuss in public the details of business transacted in executive session.

Sincerely, Steve F.

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

802-649-1134 (Home)

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

On Sep 30, 2016, at 12:44 PM, Miranda Bergmeier <MBergmeier@norwich.vt.us> wrote:

Draft minutes from the Selectboard meeting on September 28, 2016 have been posted on the Town of Norwich website under Selectboard Draft Minutes at <http://norwich.vt.us/wp-content/uploads/2016/09/draft-minutes-092816-1.pdf>

Miranda Bergmeier
 Assistant to the Town Manager
 Town of Norwich
 P.O. Box 376
 Norwich, VT 05055

DRAFT Minutes of the Selectboard Meeting of Wednesday, September 28, 2016 at 6:30 pm

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders; Dan Goulet; Mary Layton, Vice-Chair; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 11 people in the audience.

Also participating: Jim Gold, Claudette Brochu, John Carroll, Anne Goodrich, Steve Leinoff, Bonnie Munday, Doug Robinson, Jay White, Jeff Goodrich

Cook opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). After discussion, Layton **moved** (2nd Goulet) to add agenda items:

6c – Pool Committee and Town Manager Search Committee Selectboard liaisons;

7d – Applications for Town Manager received after the deadline;

12c – General Process of Setting the Agenda; and

12d – Auditor Questionnaire.

Motion passed 3 to 2 (yes—Layton, Cook, Goulet; no—Ashley, Flanders)

2. Public Comments (Discussion).

a) Jim Gold commented that the past three Town Managers have failed, and suggested instead hiring a Town Administrator, rather than a Town Manager. Gold supports keeping the Interim Town Manager in place until after Town Meeting, and then switching to a Town Administrator.

b) Flanders expressed his objection to having gone into executive session at the Selectboard meeting on 9/14/2016. Flander said that there was no reason to go into executive session, and he wants to be sure the board stays in public session until absolutely necessary. Cook added that board members should not discuss in public the details of business transacted in executive session.

c) Cook stated that the Two Rivers-Ottawaquechee Regional Commission is holding public forums about Regional Energy Implementation Plan.

3. Finance – Board to sign accounts payable/warrants (Action Item). After discussion, Ashley **moved** (2nd Goulet) to approve Check Warrant Report #17-7 for General Fund in the amount of \$70,411.51, for Conservation Commission Fund in the amount of \$30,000.00, for Recreation Scholarships in the amount of \$85.00, and for DPW-Bridge Fund in the amount of \$25,244.00.

Motion passed.

4. Designated Funds (Action Item).

a) Public Works Department requests to expend up to \$11,100 from the Tracy Hall Designated Fund for the refinishing of the Tracy Hall gym floor. After discussion, Flanders **moved** (2nd Ashley) to approve the expenditure of \$11,100 from the Tracy Hall Designated Fund for the refinishing of the Tracy Hall gym floor. **Motion passed.**

b) The Town Clerk's Office requests to expend up to \$5,931 from the Record Restoration Designated Fund for the conversion of records books to microfilm and imaging. After discussion, Flanders **moved** (2nd Ashley) to approve the expenditure of to \$5,931 from the Record

Restoration Designated Fund for the conversion of records books to microfilm and imaging.

Motion passed.

5. Public Safety Building – Jay White / Jeff Goodrich (Discussion/Action Items).

a) Water/Runoff Issues, Parking Lot. Jay White and Jeff Goodrich addressed the meeting and explained that the runoff issues have been looked at extensively in the site plan. Drainage will go to the south mostly, and the soil onsite is very well-drained. No runoff problems are anticipated.

b) Vegetation and Adjoining Senior Center. There will still be significant vegetation between the site and the senior housing after work is complete. White does not feel a fence is necessary, and would be unsightly. White and Goodrich presented a display board showing site plans, elevations, and renderings of the project. After discussion, Cook **moved** (2nd Layton) to direct the Interim Town Manager to contact the senior housing property maintenance management company to discuss the project with them. **Motion failed 4 to 1** (no—Ashley, Goulet, Layton, Flanders; yes—Cook)

c) Bonding and estimated costs. White will add to the presentation board the exact amount of the bond. After discussion, Flanders **moved** (2nd Layton) that if the bond passes, the Selectboard will carry any bonding amount discrepancy discussion to a Selectboard meeting following the bond vote. **Motion passed 3 to 2** (yes—Goulet, Flanders, Layton; no—Cook, Ashley)

d) Public Hearing Presentation and Schedule. The board discussed ways to share information with the public. White said that he will produce two more presentation boards, which will be displayed in various locations in Norwich. White also said that he would make presentations at public meetings on October 26, 2016 and November 3, 2016. After discussion, Flanders **moved** (2nd Layton) to hold two public meetings on the Public Safety Building – at 6:00 pm on October 26 and 7:00 pm on November 3. **Motion passed.**

6) Pool Site Committee – Anne Goodrich (Discussion/Action Item).

a) Clarification of Charge Item. The board agreed that they want the Pool Committee to submit a list of sites being considered before any submission is made to the Vermont Agency of Natural Resources (ANR).

b) Extension of Report Date. After discussion, Flanders **moved** (2nd Ashley) to extend the deadline for the Pool site committee to submit its interim report by October 19, 2016 and its final report by December 1, 2016. **Motion passed.**

c) Pool Committee and Town Manager Search Committee Selectboard liaisons. The board agreed that liaisons are not necessary to these committees.

7) Town Manager Search (Discussion/Possible Action Item) 30 minutes

a) Update from Advisory Town Manager Search Committee. John Carroll and Anne Goodrich appeared as members of the committee. Carroll reported that the committee has begun reviewing applications, and is very close to being finished with scoring the applicants. The committee can produce for the board a list by the morning of October 5, 2016.

b) Guidance for Committee. Carroll and Goodrich asked the Selectboard to clarify how the committee will help conduct interviews. After discussion, Goulet **moved** (2nd Flanders) that the Selectboard conduct the first-round interviews with committee members as invitees. **Motion passed.** The selectboard agreed that committee members should attend interviews and do their own scoring of applicants, which the committee will submit to the board for their consideration. The board agreed that they do not need to add more as a body on the subject of what the board is looking for in a Town Manager than what they have already shared in their job advertisement.

c) Review Applications/Interview Questions. After discussion, Layton **moved** (2nd Flanders) that the Selectboard will give the search committee the same interview questions the Selectboard used when selecting the Interim Town Manager. **Motion passed.** The Board agreed that the committee will give the board feedback about the questions given to the committee.

d) Applications for Town Manager received after the deadline. The Board agreed that the applications be rejected as untimely.

8) Interim Town Manager's Report (Discussion). David Ormiston, Interim Town Manager, offered his verbal report, including information about the Norwich Pool Dam FEMA Alternate Project, seasonal road striping, the new pump track at Huntley Meadow, the new police cruiser, and the electric vehicle charging station. After discussion, Ashley **moved** (2nd Flanders) to approve the Town Manager's efforts to extend our stream alteration permit beyond October 1, 2016 for the FEMA Alternate Project. **Motion passed 4 to 1** (yes—Ashley, Goulet, Layton, Flanders; no—Cook).

9) VLCT Policy Outline (Discussion/Action Item). The board took no action on this item.

10) Error & Omission – Elbow Condominium current use calculation (Discussion/Action Item). After discussion, Flanders **moved** (2nd Ashley) to approve the Errors and Omissions report from the Norwich Board of Listers dated September 22, 2016 revising the taxable value of the Elbow Condominium. **Motion passed.**

11) Correspondence (Discussion). There was no correspondence presented.

12) Selectboard

a) Approval of the Minutes of the 9/14/16 Selectboard Meeting (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the September 14, 2016 Selectboard meeting. **Motion passed.**

b) Review of Next Agendas (Discussion/Possible Action Item). The board agreed to include three items among agenda for the next Selectboard meeting on October 12, 2016:

1. Town Manager search: Interview questions? Invite Abby Friedman of VLCT to attend meeting (possible executive session)
2. Proposed revised presentation for public safety building
3. How agenda items are received and put on the Selectboard agenda

c) General Process of the Agenda. The board agreed to include this in the agenda for October 12, 2016.

d) Auditor Questionnaire. After discussion, Flanders **moved** (2nd Ashley) that the Selectboard Vice Chair answer the questionnaire submitted by the auditor. **Motion passed.**

13) Potential Executive Session – The Board did not enter executive session.

Goulet left meeting at 11:03 pm.

At this point, Ashley **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 11:06 pm.

Approved by the Selectboard on _____.

By Miranda Bergmeier
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – October 12, 2016 at 7:15 PM

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