

Agenda for the Selectboard meeting Wednesday, December 7, 2016 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion Item) 5 minutes
- 3) Outside Agencies Appropriation Requests (Discussion/Action Item) 30 minutes
 - a) Norwich Public Library
 - b) Advance Transit
 - c) Green Mountain Economic Development Corporation
- 4) Budget Review (Discussion Item) 60 minutes
- 5) Finance – Board to sign accounts payable/warrants (Discussion/Action Item) 5 minutes
- 6) Public Safety Building Update (Discussion/Action Item) 10 minutes
- 7) Illsley Road (Discussion Item) 10 minutes
- 8) Patchen’s Point Pull-off (Discussion/Action Item) 10 minutes
- 9) Correspondence – Claudette Brochu (Discussion/Action Item) 5 minutes
- 10) Town Manager Search – executive session may be needed (Discussion/Action Item) 15 minutes
 - a) Draft Provisions of Town Manager Contract (Discussion/Action Item) 10 minutes
- 11) Selectboard
 - a) Approval of the Minutes of the 11/16/16, 11/21/16, 11/22/16, and 11/28/2016 Selectboard Meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes

Next Meeting – December 14, 2016 at 6:30 PM

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

**APPROPRIATION REQUEST
TOWN OF NORWICH**

3a.

Category: Public Libraries

Name of Organization:	Norwich Public Library Association
Address for mailing check:	PO BOX 290, Norwich, VT 05055-0290
Contact name:	Lucinda Walker
Telephone:	802-649-1184
E-mail:	Lucinda.walker@norwichlibrary.org

Authority:

Title 22: Libraries, History, and Information Technology
Chapter 3: PUBLIC LIBRARIES
Sub-Chapter 3: Municipal Libraries
22 V.S.A. § 142. Appropriations

A municipality establishing and maintaining a library or contracting for library services may appropriate money as necessary for suitable facilities and for the foundation of a public library and shall appropriate money annually for the maintenance, care and increase of the library in an amount voted at its annual meeting. (Amended 1989, No. 28, § 11.)

Text of Article in the Town Warning.

Shall the voters of the Town of Norwich appropriate \$272,950 to the Norwich Public Library Association to be used for operating expenses of the Library, in accordance with 22 V.S.A. § 142?

Appropriation requests

Sum appropriated for current FY	Sum requested next FY
\$265,000	\$272,950

301

Norwich Public Library		
FY16 Income & Operating Expenses		
	Budgeted	Actual
FY16 Income		
Town Appropriation	\$257,500.00	\$257,500.00
Annual Appeal/Fundraising	\$74,800.00	\$64,927.00
Investment Income	\$0.00	\$6,111.00
Library Income (fees/fines)	\$4,000.00	\$5,576.00
Grants & Gifts	\$21,200.00	\$21,535.00
Grand Totals for Income	\$357,500.00	\$355,649.00
FY16 Operating Expenses	Budgeted	Actual
Salaries & Taxes (FTE 4.86)	\$227,030.00	\$227,867.00
Health Insurance	\$25,000.00	\$23,608.00
Building & Ground Expenses	\$29,050.00	\$18,530.00
Books (includes processing costs)	\$12,950.00	\$12,081.00
Audio/Visual (includes processing costs)	\$5,250.00	\$5,037.00
Electronic Databases & Periodicals	\$6,030.00	\$3,803.00
Library Sponsored Programs (all ages)	\$1,700.00	\$1,816.00
Technology (Hardware/software/ECFiber/website)	\$5,850.00	\$6,339.00
Contracted Services (bookkeeping, janitorial, tax prep)	\$13,600.00	\$13,432.00
Insurance (Property/casualty & worker's comp)	\$10,300.00	\$9,766.00
Administrative Expenses (office supplies, copier contract)	\$6,840.00	\$7,417.00
Postage (including interlibrary loan expenses)	\$2,500.00	\$2,457.00
Promotions (fundraising, advertising, printing, mailings)	\$4,750.00	\$4,634.00
Professional Development (Dues, conferences, mileage)	\$1,650.00	\$1,257.00
Grand Total Operating	\$352,500.00	\$338,044.00

Restricted Funds*	Balance as of 6/30/16	
Capital Reserve	\$65,000.00	
Collections	\$6,053.00	
Grants	\$3,757.00	
Memorial Funds	\$28,892.00	
Programming	\$3,697.00	
Strategic Planning Funds	\$6,174.00	
Major gift	\$130.00	
*Restricted Funds are specially designated and may not be used for regular operating expenses.		

MO.

**APPROPRIATION REQUEST
TOWN OF NORWICH**

Category: Social Service

Name of Organization:	Advance Transit
Address for mailing check:	PO Box 1027 Wilder, VT 05088
Contact name:	Van Chesnut, Executive Director
Telephone:	802-295-1824, x201
E-mail:	vchesnut@advancetransit.com

Authority: 24 VSA § 2691

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Describe services to be provided to Norwich residents.

Fixed route and ADA public transportation services within Norwich with connections to the Town of Hartford, VT, and the New Hampshire communities of Hanover, Lebanon, Canaan, and Enfield.

Text of Article in the Town Warning.

Shall the voters of the Town of Norwich appropriate \$13,120 to Advance Transit to be used for public transportation services, such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with 24 VSA § 2691?

Unit of service provided.

Unit of service (<u>underline one</u>)	Cost per unit
Visit Person served Job (describe) <u>Other (describe)</u> Passenger trip FY 2017 projected cost of \$3,385,400 to provide projected number of passenger trips of 610,000. Projected number of passenger trips that will be boarded in Norwich : 9,400	\$5.55 per passenger trip

Instructions:

If you provide a consistent type of service, consider what best describes it (visit, person served, job, etc.); this is your "unit of service". Now take your operating budget for providing this type of service and divide by all the units that you do in a year. This is your "cost per unit".

If your service is coordinating volunteers, remember that the service applies to the people receiving the benefit from the volunteers; it doesn't apply to the volunteers.

If you provide services by separate, unlike projects or jobs, then estimate what each of those provided to Norwich residents would cost, individually and enter as "cost per unit" for each job.

The organization will keep a log of services provided and be reimbursed quarterly up to the amount appropriated.

Appropriation requests

Sum appropriated for current FY	Sum requested next FY
\$12,860	\$13,120

Appropriation Request from an Area Development Association

Town of Norwich for Fiscal Year 2018 (July 1, 2017 through June 30, 2018)

Name of Organization:

Green Mountain Economic Development Corporation
35 Railroad Row, Suite 101 White River Junction, VT 05001
Robert Haynes, Executive Director
802-295-3710
rhaynes@gmedc.com

Address for mailing check:

Contact name:

Telephone:

E-mail:

Authority: VSA 24 § 2744

A town or incorporated village may appropriate such sums of money as it deems necessary for the purpose of advertising the scenic beauties and municipal advantages of such town or incorporated village and its environs. A town may also appropriate such sums of money as it deems necessary to any area development association covering an area wherein such town is situated, whether such association is incorporated within the state of Vermont or elsewhere or whether such association is incorporated or not; and whether or not such association is also to serve towns or cities outside of the state of Vermont. Any sum so appropriated shall be expended at the order or orders of the legislative body. (Amended 1963, No. 148, eff. June 13, 1963.)

Describe services to be provided to Norwich residents.

Green Mountain Economic Development Corporation (GMEDC) works in collaboration with the 30 towns in its district to offer support for new, growing and relocating businesses. GMEDC exists to support businesses with retention and expansion strategies, in response to their needs. GMEDC facilitates manufacturing, technology and business forums that focus on important issues and opportunities for the region's employers, small and large. It uses resources within the Agency of Commerce and Community Development (ACCD) to assist with job retention and expansion, brownfields remediation, community development block grants, permitting issues and rapid support to communities and businesses alike.

Text of Article in the Town Warning

Shall the voters of the Town of Norwich appropriate \$1,693 to the Green Mountain Economic Development Corporation to be used to offer support for new, growing and relocating businesses, such amount being reasonable necessary for the support of programs to benefit Town residents in accordance with VSA 24 § 2744?

Unit of service provided.**Unit of service****Cost per unit**

<p>Other: Annual Membership The fees for Town Membership in GMEDC are based on a formula of \$.50 per capita, using population estimates from the Vermont Department of Health and the U.S. Census Bureau. As of 2014 (the most recent estimates provided), Norwich had an estimated population of 3,386, so this year's membership would total \$1,693</p>	<p>\$.50 per capita x estimated population of 3,386 = \$1,693</p>
---	---

Appropriation requests**Sum appropriated for current FY****Sum requested next FY**

\$0	\$1,693
------------	----------------

Summary of Changes from Draft 1 to Draft 2

Draft 1 Total Town Expenditures Exclusive of Outside Appropriations		\$4,417,403
Additions:		
VLCT Dues - Town Administration		167
Designated Fund- Tracy Hall - Public Works		20,000
C & D Waste Disposal (offset in revenues by \$ 25,000) - Public Works		25,000
Designated Fund- Fire Equipment - Fire/Fast		16,610
Reductions:		
GUVSWMD Dues - Public Works		(3,414)
Designated Fund-Fire Apparatus - Fire/Fast		<u>(3,000)</u>
	Net addition to the budget	\$ 55,363
Draft 2 Total Town Expenditures Exclusive of Outside Appropriations		\$4,472,766
	Increase is now	3.35%
	Overall	2.31%
	Prop. Tax Rev. Increase is now	3.15%
	Overall	3.07%
	Overall Increase in Tax Rate	2.60%
	Includes Outside Agencies	

Town of Norwich Summary

	FY15 Budget	FY15 Actual	FY16 Budget	FY 16 Actual	FY17 Budget	FY18 Budget	FY17/FY16 % Change
TOWN ADMINISTRATION	\$ 271,895	\$ 245,520	\$ 284,990	\$ 234,921	\$ 271,521	\$ 260,551	-4.04%
BCA/BOA	1,171	512	2,032	761	1,125	1,025	-8.89%
STATUTORY MEETINGS	7,380	6,355	4,607	3,781	7,215	4,655	-35.48%
TOWN CLERK	156,701	153,438	160,810	158,720	159,989	164,556	2.85%
FINANCE	138,842	130,492	140,628	132,828	130,164	133,333	2.43%
GENERAL ADMINISTRATION	21,100	21,965	21,300	20,493	18,491	19,400	4.92%
ASSESSOR/LISTER	94,195	87,351	117,168	115,372	112,201	107,871	-3.86%
PLANNING	133,148	129,655	132,101	124,041	129,347	132,099	2.13%
RECREATION	258,554	260,680	222,754	245,415	237,082	252,442	6.48%
POLICE	538,195	527,953	558,379	541,358	575,160	583,965	1.53%
FIRE/FAST	390,444	395,642	355,951	353,434	364,471	408,632	12.12%
EMERGENCY MGMT.	70,250	65,731	73,569	74,728	72,222	71,761	-0.64%
CONSERVATION COMMISSION	16,454	16,733	21,566	22,610	6,950	7,950	14.39%
PUBLIC WORKS	1,957,237	1,886,465	1,975,619	1,721,118	2,032,292	2,062,838	1.50%
LONG TERM DEBT	46,436	46,436	-	-	-	33,388	
TOWN APPROPRIATIONS	1,000	-	-	-	-	-	
TAXES	5,000	19,753	5,000	3,745	5,000	5,000	0.00%
INSURANCES	160,350	165,198	169,436	197,631	204,762	223,300	9.05%
TOWN TOTAL	\$ 4,268,352	\$ 4,159,878	\$ 4,245,911	\$ 3,950,955	\$ 4,327,993	\$ 4,472,766	3.35%
TOWN VOTED APPROPRIATIONS					\$ 44,000		
OUTSIDE APPROPRIATIONS	\$ 383,108	\$ 383,108	\$ 345,358	\$ 345,358	\$ 354,858	\$ 363,068	2.31%
TOTAL	\$ 4,651,460	\$ 4,542,986	\$ 4,591,269	\$ 4,296,313	\$ 4,726,851	\$ 4,835,834	2.31%

L

OFFICE OF THE TOWN MANAGER

TO: NORWICH SELECTBOARD
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER
SUBJECT: FY2018 BUDGET
DATE: 12/2/2016

During our second Budget Presentation Stephen Flanders requested that I look into the Highway Garage Project and make sure that we are properly budgeted for that work. Wright Construction has conveyed to me that there is a small increase in the cost of materials for that project since we have not started the project a year after it was bid. I believe that we can cover those costs. However, while looking through the paperwork for the Highway Garage Project it has become apparent that a contingency for this work was not factored into the project budget. We should set some money aside for unforeseen circumstances. I would recommend a 10% contingency.

It was originally proposed that \$140,000 be budgeted for the Highway Equipment Designated Fund. In order for us to cover a 10% contingency on the Garage Project I would recommend budgeting \$50,000 to the Highway Garage Designated Fund. However, by doing this I would also budget \$50,000 less to the Highway Equipment Fund. Therefore, the FY2018 budgeted amount to the Highway Equipment Fund would be \$90,000 instead of the originally proposed \$140,000. This is doable because it is envisioned that the Alt. Project will be paying for the new loader. Therefore the Highway Equipment Fund, technically, will be overfunded - if the Alt. Project comes to fruition.

Earlier in the year it had been discussed that if the Alt. Projects came to fruition the overage in the Equipment Fund would be transferred to the Bridge Fund. Except, it does seem as if the Bridge Fund is properly funded at this point and the better use would be to protect against any overages in the Highway Garage Project.

Sincerely,



David Ormiston
Interim Town Manager

/mhb

David Ormiston

From: Joe Poston <JPoston@wrightconstruction.com>
Sent: Tuesday, November 29, 2016 8:43 AM
To: dorminston@norwich.vt.us
Cc: Joe Poston
Subject: Highway Garage Addition

Hi Dave,

I have received updated proposals from subs and suppliers based on a spring 2017 construction start. The adjusted price based on this time frame is \$423,336.

Let me know if you need anything more from us.

Joe Poston
Senior Project Manager/CFO
Wright Construction Company, Inc.
Phone: (802) 259-2094 ext. 211
Fax: (802) 259-2689
www.wrightconstruction.com



31 Station Road
Mt. Holly, Vermont 05758
802.259.2094 phone
802.259.2689 fax
www.wrightconstruction.com

RFP Response: Design/Build Construction Services
Public Works Facility
Town of Norwich, VT
WCC Job #: 2015-131
January 6, 2016
REVISED January 13, 2016

The following is a description, by construction division, for design completion and construction of a new 4,000 S.F. building addition. Our proposal is based on the RFP by Town of Norwich, Vermont, dated December 21, 2015 along with the description below.

Design completion/ DFS Permitting/General Conditions: WCC will provide Professional Liability Insurance and design services to complete the design for the town garage addition, to include structural design for the building foundation, mechanical and electrical stamped drawings (civil engineering by the Town of Norwich under separate contract). We expect to attend up to three meetings to complete the design. When design is complete we will prepare and submit permit application with fee to the Division of Fire & Safety.

Once the project is ready to move forward to construction we will provide all services related to the general conditions to include on and off site management, storage trailers, jobsite office and communication means, prepare and process submittals, conduct progress meetings, et al. We are prepared to offer Performance & Payment bonds upon Owner's request, cost for these are not currently carried in this proposal but could be added upon request.

\$43,775.00

Sitework/Site Utilities: We will layout site for new building addition as well as implement erosion control. Excavating/backfill for new 40'x100' SF building addition. Slab preparation will consist of 6" stone base and 6 mil poly. Excavation/backfill for sewer line for new bathroom in the foot print of the building. Excavation/backfill and pavement patching for sewer line from building to septic tank will be by the town. Wright Construction Company will provide 4" PVC pipe, labor & miscellaneous fittings. Rough/final grade, seed and mulch disturbed areas. We have included a \$3,500 allowance for the retaining wall and a \$25,000 allowance for new water well including water line to building and controls (by WRAGG Brothers of VT). Excavation/backfill any water line work by the Town of Norwich. All pavement patching to be by Owner.

\$70,825.00

Concrete: Will consist of stamped Engineered drawings for 40'x100' frost wall addition with pads and piers for metal building. 12" tall x 20" wide continuous footings with 5'x5' pads at column location, 8" thick x 5'0" tall walls and reinforced 6" concrete slab. Frost walls will receive 2" rigid insulation on outside of wall with metal flashing protection..

\$49,170.00

Demolition: Remove and dispose of framing/siding in 16' bays to allow trucks to pass through. Remove siding as required for new addition. Saw-cut and remove 1' tall concrete curb located at the 5 bays (approximately 80LF concrete curb will be cut down 6" lower to accept new slab addition). New slab will be pinned to existing slab.

\$7,632.00

Framing: Construct 2x6 wall partitions 8' tall for new bathroom, office & breakroom. Walls and ceilings to have fiberglass insulation. Ceiling will be framed with TSI 230's joist 16" O.C. with 3/4" plywood floor and temporary handrail for future mezzanine. Existing mezzanine to be removed and disposed of by Town of Norwich. Wright Construction Company will construct new 12'x40' mezzanine including 2x6 partitions, TJI 230's joist 16" O.C. with 3/4" plywood floor and 1/2" plywood on walls. New 2x12 stair tread, stringers and wood handrail. Both the mezzanine and office areas to be 12' wide.

\$17,939.00

Construction Professionals Serving New England States
SINCE 1984



Insulation: To be metal building insulation per energy code standards.

\$13,415.00

Membrane Roofing: Install new rigid insulation over the existing metal roof into the roof ribs, approximately R-5.7, to the height of the highest rib. Over the infill insulation mechanically fasten a new 1 1/2" R-8.55 Firestone isocyanurate insulation. The total R-value of 14.25. The edges will be built up with wood blocking to the height of the new insulation. The edges will then receive new custom factory baked on Kynar finished metal edge flashings. Over the insulation fully adhere a new Firestone .060 EPDM rubber roofing membrane. All present protrusions will be flashed as per firestone specifications.

\$29,649.00

Doors/Windows: We have included an \$800 material allowance for exterior door, frame and hardware for office exterior door. We have included a \$2,400 material allowance for doors, frames and hardware for 3 interior doors (bathroom, office & breakroom). We have also included an \$800 material allowance for (2) new windows located in office area.

\$8,271.00

Metal Building: Our proposal is for a single slope, pre-engineered, free standing, 40'x100' metal building addition. (Please see attached drawings). Siding and roofing will be exposed fastener. Our metal building budget includes a \$3,500 allowance for any additional bracing that may be needed to be installed in the existing building for bracing when the exterior wall is removed. This includes required engineer fees.

\$64,486.00

Finishes: Office, break room and bathroom will receive (1) layer of drywall with a level 4 finish, (1) coat of primer and (2) coats of finish paint, VCT flooring and 4" vinyl base.

\$9,261.00

Toilet & Bath Accessories: The new bathroom will receive (1) 36" grab bar, (1) 42" grab bar, mirror, toilet tissue dispenser, paper towel dispenser and soap dispenser.

\$276.00

Mechanical/ Plumbing: Consists of roughing and installing of (1) water closet, urinal, 1 lavatory, 1 shower, janitors sink, moving the existing solar hot water panels and tank with piping to the new building, 2 propane fired low intensity radiant heaters in bays, 1 propane fired furnace for office, breakroom, bathroom & mezzanine, ductwork for the furnace, indoor propane piping, toilet exhaust fan with ductwork, wall mounted exhaust fan for the new addition, carbon monoxide monitoring for the new addition, moving the existing sidewall fan, mechanical insulation, temperature controls and commissioning.

\$59,535.00

Electrical: (25) T5 HO fixtures in garage and mezzanine, layout similar to existing, (6) 2x4 3-lamp T8 troffers in office and break areas and (3) exterior LED fixtures, locations TBD. The existing panel has only 2 usable spaces, therefore a 100-amp sub panel will be located in the addition on the same wall by office area. Relocated equipment as described in outline will be reconnected. Relocation of 3, 200 amp outlets used for the welder is included. Adequate outlets will be provided in garage and office areas. There is currently no provision for specialty outlets such as welders, phone lines will be extended to new office. The existing fire alarm panel is outdated, parts are no longer readily available for it. This proposal replaces the existing panel with a new Notifier addressable panel and existing devices with addressable devices. The new panel includes a dialer. The existing horn/strobe will be re-fed by new panel. The addition will be added to the new panel. All current monitoring services will be programmed into new panel.

\$38,735.00

Proposal Amount: \$412,968.00

CONSTRUCTION PROFESSIONALS
SERVING SOUTHERN VERMONT AND NEW HAMPSHIRE
SINCE 1982

31 STATION ROAD • MT. HOLLY, VERMONT 05758 • (802) 259-2094 • FAX (802) 259-2689

Exclusions: Builders Risk Insurance, tax, asbestos testing and abatement, boulder and ledge removal, testing, civil design, trench drain, ACT250 permit, local building permit, winter conditions, relocating Owners items, air piping, surveying, storm drainage, sprinkler, utility company fees, overhead doors, propane tank, outdoor propane piping, water heater, hosebibbs, compressed air piping, well tank, CO monitoring for the existing building, any additional requirements that Division of Fire Safety may have with their plan review. We assume the native soil has adequate bearing capacity.

*Any excluded item can be added upon request

*Soil compaction and concrete testing to be paid for by Owner. Wright Construction will coordinate.

Alternates: The following items can be added to our base bid at the costs indicated.

1. Add air conditioning to areas fed by ductwork including office, breakroom and bathroom. Add: \$5,850
2. Add Payment & Performance Bonds. Add: \$4,130
3. Add pressure tank for well. Add: \$1,225
4. Add fiberglass batt insulation to walls and ceiling of office, breakroom and bathroom. Add: \$1,200
5. Add civil engineering as required, including site plan. The Town is responsible for all plans and permits required for Waste Water and well drilling. Add: \$5,750

CONSTRUCTION PROFESSIONALS
SERVING SOUTHERN VERMONT AND NEW HAMPSHIRE
SINCE 1982

31 STATION ROAD • MT. HOLLY, VERMONT 05758 • (802) 259-2094 • FAX (802) 259-2689

Office Of the Town Manager

TO: Selectboard
FROM: Dave Ormiston, Interim Town Manager
SUBJECT: Alternate Projects
DATE: June 22, 2016

The following is the current summary of Alternate Project costs. Also shown is the amount of money available from FEMA to cover the costs and the amount that needs to be raised by the town.

Available Funding

Total Original Cost	\$	567,284.28
Less Hazard Mitigation	\$	-
Total Cost of Dam	\$	567,284.28
FEMA Total (90%)	\$	510,555.85
Available for Alternate Projects (90%) FEMA	\$	459,500.27

Proposed Projects

	<u>Cost</u>	<u>Local Match</u>	<u>% Match</u>
Pool Cleanup	\$ 13,670.00	\$ 2,597.00	19%
PW Addition	\$ 432,968.00	\$ 82,264.00	19%
Front End Loader	\$ 157,500.00	\$ 59,776.73	37.95%
	\$ 604,138.00	\$ 144,637.73	
Available for Alternate Projects (90%) FEMA	\$ 459,500.27		
Total Local Match	\$ 144,637.73		

The funding sources for the local match are scheduled to come from the following sources:

<u>Proposed Projects</u>	<u>Local Match</u>	<u>Source of Local Funds</u>
Pool Cleanup	\$ 2,597.00	Town Pool Fund
PW Addition	\$ 82,264.00	Garage Reserve Fund
Front End Loader	\$ 59,776.73	Highway Equipment Fund
	\$ 144,637.73	

OFFICE OF THE TOWN MANAGER

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

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

There are several ways that we can address the shortfall.

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

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

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

Sincerely,



David Ormiston
Interim Town Manager

/ndk

12/02/16

Town of Norwich Accounts Payable

10:12 am

Check Warrant Report # 17-13 Current Prior Next FY Invoices For Fund (DPW-PAVING FUND)

RRobinson

Manually Selected For Check Acct 01(General) 11/23/16 To 12/07/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BLAKTOP	11/14/16	HWY--PAVING 22129	42-5-700565.00 PAVING	16530.00	-----	--/--/--
Report Total				16530.00		

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 \$ ****16,530.00
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

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-005123.00	2501.76	3984	12/07/16
			DEC 16	HEALTH INSUR			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-100123.00	1989.84	3984	12/07/16
			DEC 16	HEALTH INS			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-200123.00	484.82	3984	12/07/16
			DEC 16	HEALTH INS			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-300123.00	290.89	3984	12/07/16
			DEC 16	HEALTH INS			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-350123.00	1313.26	3984	12/07/16
			DEC 16	HEALTH INS			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-425123.00	506.32	3984	12/07/16
			DEC 16	HEALTH INS			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-704123.00	1483.52	3984	12/07/16
			DEC 16	HEALTH INSURANCE			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-500123.00	5604.88	3984	12/07/16
			DEC 16	HEALTH INS			
BCBS	BLUE CROSS/BLUE SHIELD OF	11/21/16	DEC 16 HEALTH INSURANCE	01-5-703123.00	8002.11	3984	12/07/16
			DEC 16	HEALTH INSUR			
BLAKTOP	BLAKTOP INC	11/10/16	CEMCOM--PAVING	01-5-675500.00	2505.00	-----	--/--/--
			22110	PURCHASED SERVICE			
BROWN	CHARLIE BROWN'S	10/18/16	B&G--TRIMMER SERVICE	01-5-704401.00	154.39	3985	12/07/16
			2785031	OUTSIDE REPAIRS			
BROWN	CHARLIE BROWN'S	10/31/16	B&G--CHAINSAW MAINT	01-5-704401.00	35.00	3985	12/07/16
			2785084	OUTSIDE REPAIRS			
BROWN	CHARLIE BROWN'S	11/18/16	B&G--SHARPENING, GAS CAP	01-5-704401.00	9.00	3985	12/07/16
			37830	OUTSIDE REPAIRS			
BROWN	CHARLIE BROWN'S	11/18/16	B&G--SHARPENING, GAS CAP	01-5-704403.00	5.95	3985	12/07/16
			37830	PARTS & SUPPLIES			
BUSINESS	BUSINESS CARD	11/20/16	TH--BATHROOM DEODORANT	01-5-706109.00	57.60	3986	12/07/16
			11/20/16	BUILDING SUPPLIES			
CASELLA	CASELLA WASTE SERVICES	11/01/16	SW--OCT 16 RECYCLING FEES	01-5-705305.00	4127.62	-----	--/--/--
			0291160	RECYCLING			
CASELLA	CASELLA WASTE SERVICES	11/01/16	SW--OCT 16 TRASH FEES	01-5-705303.00	3460.78	-----	--/--/--
			0291161	MUNICIPAL SOLID WASTE			
CED	CONSOLIDATED ELECTRICAL D	11/17/16	TH--BALLASTS	01-5-706113.00	286.06	-----	--/--/--
			9433-735599	REPAIRS & MAINTENANCE			
CHILDSUPP	OFFICE OF CHILD SUPPORT	11/30/16	CHILDSUPPORT PEND12-3-16	01-2-001115.00	1025.56	3987	12/07/16
			PEND12-3-16	CHILD SUPPORT PAYABLE			
COTT	COTT SYSTEMS INC	12/01/16	TC--DEC 16 HOSTING	01-5-100613.00	241.00	-----	--/--/--
			113008	SOFTWARE			
CRICKET'S	CRICKET'S PAINT & AUTO PA	11/15/16	HWY--DIESEL EXHAUST FLUID	01-5-703405.00	53.96	3988	12/07/16
			663809	PETROLEUM PRODUCTS			
DHMC	DARTMOUTH-HITCHCOCK	11/17/16	FD--EXAM GLOVES	01-5-555424.00	45.06	3989	12/07/16
			20161008	EMS TOOLS/ EQUIP			
EVANSMOTO	EVANS GROUP, INC.	11/14/16	HWY--202.0 GALS BIODIESEL	01-5-703405.00	337.68	-----	--/--/--
			598510	PETROLEUM PRODUCTS			
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	11/22/16	HWY--TRK#8 DIAGNOSTICS	01-5-703401.00	95.00	3990	12/07/16
			LR34612	OUTSIDE REPAIRS			
GEORGE	MICHELE S. GEORGE	12/01/16	REC-FALL YOGA	01-5-425200.00	1659.70	-----	--/--/--
			12/1/2016	INSTRUCTOR FEE			

12/02/16
10:12 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-13 Current Prior Next FY Invoices For Fund (General)
Manually Selected For Check Acct 01(General) 11/23/16 To 12/07/16

Page 2 of 6
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GMPC	11/16/16	GREEN MOUNTAIN POWER CORP STREETLIGHTS OCT/NOV 16 05119NOV16	01-5-703307.00 STREETLIGHTS	39.89	3991	12/07/16
GRANGLASS	10/31/16	GRANITE STATE GLASS PD--WINDSHIELD REPLACE E0015074	01-5-500306.00 CRUISER MAINT	515.00	3992	12/07/16
GREATWEST	11/29/16	GREAT-WEST TRUST COMPANY, DEFERRED COMP NOV 16 NOV 16	01-2-001116.00 DEFERRED COMPENSATION	620.00	3993	12/07/16
GREATWEST	11/29/16	GREAT-WEST TRUST COMPANY, DEFERRED COMP NOV 16 NOV 16	01-2-001116.10 ROTH PLAN 457	1994.54	3993	12/07/16
GUVSMD	11/16/16	GRTR UPPR VLLY SOLID WAST HCCR PUNCH CARDS SH-1116	01-2-001125.00 DUE TO GUVSMD-COUPONS	1075.00	3994	12/07/16
HOMEDEPOT	11/04/16	HOME DEPOT CREDIT SERVICE FD--SUPPLIES 593138	01-5-555422.00 FIRE TOOLS & EQUIPMENT	28.22	3995	12/07/16
HOMEDEPOT	10/17/16	HOME DEPOT CREDIT SERVICE FD--SAW BLADES 8591977	01-5-555422.00 FIRE TOOLS & EQUIPMENT	23.88	3995	12/07/16
INGRAHAM	11/22/16	ANNA INGRAHAM PD--TRAINING MILEAGE 11/22/16	01-5-500580.00 MILEAGE REIMB	25.92	3996	12/07/16
IRVINGOIL	11/09/16	IRVING ENERGY DISTRIB. & SW--48.8 GALS PROPANE 146993	01-5-705503.00 PROPANE	61.00	-----	--/--/--
IRVINGOIL	11/09/16	IRVING ENERGY DISTRIB. & SW--28.4 GALS PROPANE 147196	01-5-705503.00 PROPANE	35.50	-----	--/--/--
IRVINGOIL	11/09/16	IRVING ENERGY DISTRIB. & HWY--195.9 GALS PROPANE 147439	01-5-703503.00 PROPANE	244.88	-----	--/--/--
LAWSON	11/15/16	LAWSON PRODUCTS, INC. HWY--FITTINGS & BUMP CAP 9304516701	01-5-703403.00 PARTS & SUPPLIES	175.32	3997	12/07/16
LONGACRES	11/09/16	LONGACRE'S NURSERY CENTER HWY--COMPOST 44820	01-5-703215.00 OTHER PROJECTS	682.00	3998	12/07/16
MAGEE	11/08/16	MAGEE OFFICE PLUS INC PD--WATER SYSTEM FILTERS 900860	01-5-475302.00 REPAIRS & MAINT	52.00	-----	--/--/--
MARKINGS	11/03/16	MARKINGS, INC. HWY--LINE STRIPING 44965B	01-5-703319.00 PAVEMENT MARKING	7603.20	3999	12/07/16
MAYER	11/30/16	MAYER & MAYER NOV 16 JUDGEMENT ORDER NOV 16	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	4000	12/07/16
NORNURSE	11/07/16	NORTHERN NURSERIES TH/B&G--COMPOST 062200011340	01-5-706113.00 REPAIRS & MAINTENANCE	220.00	4001	12/07/16
NORNURSE	11/07/16	NORTHERN NURSERIES TH/B&G--COMPOST 062200011340	01-5-704301.00 FOLEY PARK & MEDIANS	220.00	4001	12/07/16
NORSOLAR	11/23/16	NORWICH SOLAR PROJECT I, PD/TH/SW/FD--SOLAR NOV 16 NOV 16	01-5-500204.00 SPEED SIGNS	82.14	-----	--/--/--
NORSOLAR	11/23/16	NORWICH SOLAR PROJECT I, PD/TH/SW/FD--SOLAR NOV 16 NOV 16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	51.34	-----	--/--/--
NORSOLAR	11/23/16	NORWICH SOLAR PROJECT I, PD/TH/SW/FD--SOLAR NOV 16 NOV 16	01-5-705501.00 ELECTRICITY	78.72	-----	--/--/--
NORSOLAR	11/23/16	NORWICH SOLAR PROJECT I, PD/TH/SW/FD--SOLAR NOV 16 NOV 16	01-5-475233.00 ELECTRICITY	203.63	-----	--/--/--
NORSOLAR	11/23/16	NORWICH SOLAR PROJECT I, PD/TH/SW/FD--SOLAR NOV 16 NOV 16	01-5-550233.00 ELECTRICITY	109.64	-----	--/--/--
PBA	11/29/16	NEW ENGLAND PBA, INC NOV 2016 UNION DUES NOV 16	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	--/--/--
PETESTIRE	11/16/16	PETE'S TIRE BARN, INC B&G--TIRE REPAIR 247285	01-5-704401.00 OUTSIDE REPAIRS	26.00	-----	--/--/--

Check Warrant Report # 17-13 Current Prior Next FY Invoices For Fund (General)
Manually Selected For Check Acct 01(General) 11/23/16 To 12/07/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
PETTY CASH	11/28/16	TRACY HALL PETTY CASH TH--11/28/16	01-5-275538.00 POSTAGE	20.63	4002	12/07/16
PETTY CASH	11/28/16	TRACY HALL PETTY CASH TH--11/28/16	01-5-300538.00 POSTAGE	5.07	4002	12/07/16
PETTY CASH	11/28/16	TRACY HALL PETTY CASH TH--11/28/16	01-5-050538.00 POSTAGE	24.24	4002	12/07/16
PETTY CASH	11/28/16	TRACY HALL PETTY CASH TH--11/28/16	01-5-703515.00 ADMINISTRATION	0.95	4002	12/07/16
POSTMASTE POSTMASTER NORWICH	11/20/16	GAD--BULK RATE PERMIT#28 11/20/16	01-5-275538.00 POSTAGE	215.00	4003	12/07/16
POWERPROD POWER PRODUCTS SYSTEMS LL	11/10/16	EMMT--GARAGE GEN REPAIR 1043907	01-5-575620.00 EMERG GEN MAINT	1756.00	-----	--/--/--
POWERPROD POWER PRODUCTS SYSTEMS LL	11/11/16	EMMT--TH GEN MAINT 1044066	01-5-575620.00 EMERG GEN MAINT	385.00	-----	--/--/--
POWERPROD POWER PRODUCTS SYSTEMS LL	11/11/16	EMMT--PD/FD GEN MAINT 1044067	01-5-575620.00 EMERG GEN MAINT	270.00	-----	--/--/--
POWERPROD POWER PRODUCTS SYSTEMS LL	11/11/16	EMMT--GARAGE GEN MAINT 1044068	01-5-575620.00 EMERG GEN MAINT	385.00	-----	--/--/--
POWERPROD POWER PRODUCTS SYSTEMS LL	11/11/16	EMMT--TOWER GEN MAINT 1044069	01-5-575620.00 EMERG GEN MAINT	250.00	-----	--/--/--
SOLAFLECT SOLAFLECT SOLAR PARK I, L	11/23/16	TH/HWY--SOLAR NOV 2016 NOV 16	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT SOLAFLECT SOLAR PARK I, L	11/23/16	TH/HWY--SOLAR NOV 2016 NOV 16	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOUTHWORT SOUTHWORTH-MILTON, INC.	11/07/16	HWY--BACKHOE HAMMER BIT INV0801702	01-5-703403.00 PARTS & SUPPLIES	454.17	4004	12/07/16
SOUTHWORT SOUTHWORTH-MILTON, INC.	11/07/16	HWY--PARTS RETURN SCR0154040	01-5-703401.00 OUTSIDE REPAIRS	-367.77	4004	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-005531.00 ADMIN TELEPHONE	12.50	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-100531.00 TELEPHONE	2.76	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-200531.00 TELEPHONE	1.75	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-275531.00 TELEPHONE	0.15	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-300531.00 TELEPHONE	2.45	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-350531.00 TELEPHONE	4.25	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-425127.00 TELEPHONE	1.95	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-475238.00 ADMIN TELEPHONE	6.31	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-550235.00 TELEPHONE & INTERNET	1.15	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-705505.00 TELEPHONE	0.16	4005	12/07/16
SOVERNET SOVERNET, INC.	11/15/16	LONG DISTANCE OCT/NOV16 3690344	01-5-703505.00 TELEPHONE	9.80	4005	12/07/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/05/16	PD/PL/FD/ASS--SUPPLIES 8041707981	01-5-300610.00 OFFICE SUPPLIES	1.00	4006	12/07/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/05/16	PD/PL/FD/ASS--SUPPLIES 8041707981	01-5-350610.00 OFFICE SUPPLIES	20.92	4006	12/07/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/05/16	PD/PL/FD/ASS--SUPPLIES 8041707981	01-5-500501.00 ADMINISTRATION	28.63	4006	12/07/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/05/16	PD/PL/FD/ASS--SUPPLIES 8041707981	01-5-555630.00 OFFICE SUPPLIES	39.09	4006	12/07/16
TENCO	TENCO INDUSTRIES, INC	11/22/16	HWY--TRK#5 TANK SENSOR 5594590	01-5-703403.00 PARTS & SUPPLIES	70.05	-----	--/--/--
TMDE	TMDE CALIBRATION LABS, IN	11/07/16	PD--RADAR CALIBRATION 27881	01-5-500306.00 CRUISER MAINT	335.00	4007	12/07/16
TOTALTREE	TOTALLY TREES	11/15/16	HWY--TREE REMOVAL 11/15/16	01-5-703309.00 TREE CUTTING & REMOVAL	410.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	10/31/16	DPW-UNIFORMS & SUPPLIES 035 4070860	01-5-703311.00 UNIFORMS	163.47	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	10/31/16	DPW-UNIFORMS & SUPPLIES 035 4070860	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	10/31/16	DPW-UNIFORMS & SUPPLIES 035 4070860	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	10/31/16	DPW-UNIFORMS & SUPPLIES 035 4070860	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/07/16	DPW-UNIFORMS & SUPPLIES 035 4073217	01-5-703311.00 UNIFORMS	163.47	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/07/16	DPW-UNIFORMS & SUPPLIES 035 4073217	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/07/16	DPW-UNIFORMS & SUPPLIES 035 4073217	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/07/16	DPW-UNIFORMS & SUPPLIES 035 4073217	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/14/16	DPW-UNIFORMS & SUPPLIES 035 4075489	01-5-703311.00 UNIFORMS	163.47	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/14/16	DPW-UNIFORMS & SUPPLIES 035 4075489	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/14/16	DPW-UNIFORMS & SUPPLIES 035 4075489	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/14/16	DPW-UNIFORMS & SUPPLIES 035 4075489	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/21/16	DPW-UNIFORMS & SUPPLIES 035 4077937	01-5-703311.00 UNIFORMS	163.67	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/21/16	DPW-UNIFORMS & SUPPLIES 035 4077937	01-5-703507.00 SUPPLIES	11.38	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/21/16	DPW-UNIFORMS & SUPPLIES 035 4077937	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/21/16	DPW-UNIFORMS & SUPPLIES 035 4077937	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
VEMRSDC	VMERS DC	11/21/16	FD/FIN/ASS--RETIREMENT PEND11-19-16	01-5-300126.00 VT RETIREMENT	32.52	3983	11/23/16
VEMRSDC	VMERS DC	11/21/16	FD/FIN/ASS--RETIREMENT PEND11-19-16	01-5-555125.00 VT RETIREMENT	124.90	3983	11/23/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VMERSDC	11/21/16	FD/FIN/ASS--RETIREMENT PEND11-19-16	01-5-200126.00 VT RETIREMENT	54.20	3983	11/23/16
VMERSDC	11/21/16	FD/FIN/ASS--RETIREMENT PEND11-19-16	01-2-001112.00 VMERS DEF CONTRB PAY	206.46	3983	11/23/16
VERMONTRE	11/25/16	VT RECREATIONAL SURFACING HWY--TURNPIKE GUARDRAIL 11446	01-5-703209.00 CULVERTS & ROAD SUPPLIES	5609.00	4008	12/07/16
VERMONTRE	11/25/16	VT RECREATIONAL SURFACING HWY--TURNPIKE GUARDRAIL 11447	01-5-703213.00 BRIDGE REPAIR & MAINT.	2000.00	4008	12/07/16
VERMONTRE	11/25/16	VT RECREATIONAL SURFACING HWY--TURNPIKE GUARDRAIL 11447	01-5-703209.00 CULVERTS & ROAD SUPPLIES	347.00	4008	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-005126.00 VT RETIREMENT	203.32	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-100126.00 VT RETIREMENT	429.12	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-200126.00 VT RETIREMENT	276.32	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-350126.00 VT RETIREMENT	276.32	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-425126.00 VT RETIREMENT	281.85	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-500126.00 VT RETIREMENT	184.36	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-703126.00 RETIREMENT	1422.22	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-704126.00 RETIREMENT	357.76	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-5-500126.00 VT RETIREMENT	1474.43	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-2-001111.00 VEMRS GRP B PAYABLE	3041.37	4009	12/07/16
VMERS	11/30/16	VMERS DB NOV 2016 RETIREMENT NOV 16	01-2-001113.00 VEMRS GRP C PAYABLE	2033.70	4009	12/07/16
VOWP	10/31/16	VERMONT OFFENDER WORK PRO CEMCOM--OCT 16 WORKDAYS WC1017	01-5-675500.00 PURCHASED SERVICE	420.00	4010	12/07/16
WEMASON	11/15/16	W.B. MASON CO., INC. SW/ASS--SUPPLIES I39397247	01-5-300610.00 OFFICE SUPPLIES	5.49	-----	--/--/--
WEMASON	11/15/16	W.B. MASON CO., INC. SW/ASS--SUPPLIES I39397247	01-5-705403.00 PARTS & SUPPLIES	2.74	-----	--/--/--
WEBSTER	11/01/16	WEBSTER & DONOVAN EXCAVAT CEMCOM--PAVING PREP 4514	01-5-675500.00 PURCHASED SERVICE	700.00	4011	12/07/16

12/02/16
10:12 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-13 Current Prior Next FY Invoices For Fund (General)
Manually Selected For Check Acct 01(General) 11/23/16 To 12/07/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				76439.85		

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 \$ ****76,439.85
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

MEMORANDUM

TO: NORWICH SELECTBOARD
FROM: STEPHEN N. FLANDERS
SUBJECT: COMMUNICATIONS SYSTEM FOR THE EOC
DATE: DECEMBER 1, 2016
CC: TOWN MANAGER
 ENCLOSURES: 2 (3 PAGES)

I spoke with Neil Fulton to understand the reason for retaining sufficient funds in the Tower Bond fund to include an antenna mast and associated communications equipment at the Fire/Police site. He emphasized several points:

- 1 The public safety site mast should support Emergency Operation Center needs, not just routine fire and police radio traffic.
- 2 The mast should be high enough in case of an emergency to provide reasonable coverage and functional redundancy to the radio equipment at the DPW tower site, in case the DPW site fails for some reason.
- 3 The public safety building should have the associated equipment that supports that same EOC redundancy.
- 4 There is essentially no such redundancy in the current police, fire and public works radio systems.
- 5 There should be a mast, not roof-mounted antennas, because roof mounts puncture the roof and may result in antenna failure, so, roof-mounted antennas don't provide the height needed to provide EOC redundancy.

An 11/29/2016 quote from Burlington Communications¹ estimates the cost of the communications system, as follows:

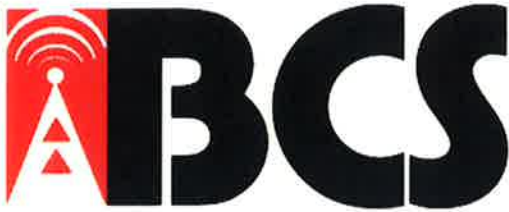
Base Setups (2 VHF and 1 UHF)	\$15,810.00
Antenna Systems - Installed on Tower	\$12,040.00
Remote Control Units for Police, Fire, and EOC	\$11,480.00
FCC Licensing	\$1,250.00
Freight and Shipping	\$950.00
Total	\$41,530.00

The updated costs for the communication systems would be The Tower Bond unspent principal account \$31,458.18, the balance should be from the communications planning fund.

Their estimate for the tower with shipping and erection, which should be compared with Jay White's budgeted line item, is:

35 Foot Self Supporting 18-inch triangular Tower, Lattice Style \$71,000.00

¹ 4735 Williston Rd. Ste 30, 7145 Williston, VT 05495



Burlington Communications
4735 Williston Rd. Ste 30
Williston, VT 05495

QUOTE

Quote # BCSQ7148
 Date 12/01/16
 Sales Rep. Todd

Phone 802-862-7092
 Fax

Quote To:
 Town of Norwich Vermont

Ship To:
 Town of Norwich Vermont

Post Office Box 376
 Norwich, VT 05055

300 Main Street
 Norwich, VT 05055

Budgetary Estimate for New Public Safety Building Communications Radio Equipment

Ln #	Qty	Description	Unit Price	Ext. Price
1		Base Setups (2 VHF and 1 UHF)		
2	1	Kenwood UHF 100W P25 Capable Radio 50 Zones/512 Channels	\$1,650.00	\$1,650.00
3	2	Kenwood VHF 110W P25 Capable Radio 50 Zones/512 Channels	\$1,650.00	\$3,300.00
4	3	Control Head Kits	\$725.00	\$2,175.00
5	3	Kenwood Power Supply	\$375.00	\$1,125.00
6	1	77" Locking Cabinet	\$2,250.00	\$2,250.00
7	1	Lightning Protection, AC Surge, and Grounding	\$750.00	\$750.00
8	1	Installation and Travel	\$4,560.00	\$4,560.00
9		SubTotal		\$15,810.00
10				
11		Remote Control Units for Police, Fire, and EOC		
12	6	Desktop Remote Control Units	\$675.00	\$4,050.00
13	6	Desk Microphone	\$95.00	\$570.00
14	3	Remote Adapters	\$475.00	\$1,425.00
15	1	Paging Encoder for EOC	\$650.00	\$650.00
16	1	MISC, Blocks, Wire, Jacks	\$225.00	\$225.00
17	1	Installation and Travel	\$4,560.00	\$4,560.00
18		SubTotal		\$11,480.00
19				
20		Antenna Systems - Installed on Tower		
21	2	High Gain VHF Base Antennas	\$1,050.00	\$2,100.00
22	1	UHF High Gain Fiberglass Antenna	\$1,025.00	\$1,025.00
23	300	COAXIAL CABLE	\$5.00	\$1,500.00
24	2	Antenna - Tower Mounting Hardware	\$495.00	\$990.00
25	1	Misc Parts, Jumpers, Ground Wire, Connectors	\$425.00	\$425.00
26	1	Installation and Travel	\$6,000.00	\$6,000.00
27		SubTotal		\$12,040.00

Ln #	Qty	Description	Unit Price	Ext. Price
28				
29	1	FCC Licensing	\$1,250.00	\$1,250.00
30				
31	1	Freight and Shipping	\$950.00	\$950.00
			SubTotal	\$41,530.00
			Sales Tax	\$0.00
			Shipping	\$0.00
			Total	\$41,530.00

PRICES SUBJECT TO CHANGE AFTER 90 DAYS



Multi-Channel Products for Kenwood -150, -180, -5710 radios



TSR(K)100A Series The TSR(K)100a series is a telephone style remote control unit designed for use with Kenwood's 7150/8150, 7180/8180, and TK5710 P25 series mobile radios. The remote has a LCD display for zone and channel identification and an 8 character alpha channel alias. The remote provides zone and channel up and down buttons, PTT indicator, on-hook PTT capability, monitor button and indicator, intercom button, scan button and indicator, privacy feature, and speaker volume control. The remote allows incoming calls to be received through the speaker in the remotes and transferred to the the earpiece when the hand-

set is removed from the cradle. Transmissions made from a remote are heard on all parallel remotes. The remote allows intercom capability between parallel remotes. The channel display and indicators on all remotes mirror that of all other TSR remotes on the system. There is no software or cables required to program the TSR/TSP units. This system will operate on any two or 4 wire voice grade circuit (-FD option must be added to termination panel.) The TSR(K)100A-DM is a desk microphone version of the TSR remote and has all of the same features. When connected the TSR/TSP system, the radio becomes dedicated to the operation of the remote system and is not used as a control point.



TSP100(K) Series This termination panel provides the interface between the TSR(K)100a remotes and the Kenwood -180, -150, and 5710 series radios. Installation is plug in with no cutting, crimping, or soldering involved. The termination panel is housed in a rugged housing and connects to the radio's DB25 connected with the provided cable. The system can use any two-wire or four-wire voice grade circuit. Four-wire operation is an available option. The radio must be programmed per CPI specifications for the radio to operate properly with the remote system. **TSP150K** is for use with the Kenwood -150 Series, the **TSP180K** is for use with the -180 Series, and the **TSP710K** for the 5710 series radio.

TSR/TSP Series Specifications

Power Requirements	120 VAC, 60Hz for wall pack operation
Indicators	2 watts minimum (in compression) into 8 ohms with less than 3% distortion using supplied power pack
Controls	Less than 3 dB increase in output with 30 dB increase beyond threshold of compression.
Line Input level	-20dBm tp +10 dBm
Line output level	-20dBm tp +10 dBm
Line impedance	200K ohms on-hook/idle 600 ohms off-hook/idle
Receive compression	Less than 3dBm change in output for 30 dBm change in input above thresh-hold
Speaker ouput	2 watts (speaker mutes when off-hook)
Max number of remotes	50
Dimensions/ Weight	9" x 4" x 7" / 4lbs.
Connections	4 pin modular for handset. RJ11 for desk microphone and phone pair

Power Requirements	13.6 Vdc limited to 100 mA. Power taken from radio connections.
TX Control	Adjusts audio level to the radio microphone input
RX Control	Adjusts audio level to phone line. Adjustable from -20 to +10 dBm
Setup	Used for test mode on power up
Line balance	Used to match the termination panel to the phone line
Phone line impedance	600 ohms
Connections to phone line	Two wire via modular phone jack. Four wire optional.
Connections to radio	Supplied cables plug into the DB25 or KCT19 connector.
Max number of remotes	50

Option	Description
-4W/FD	Full duplex on panel. Remotes are dip switch selectable.
-DE	12 Key DTMF encoder
-UE1	Multi-format encoder
-WM	Wall mount kit for remote.
-BLK	Unit is black in color
-220V	220 volt wall pack transformer



CPI Communications, Inc. 941 Hensley Lane Wylie, TX 75098
 Phone (972)429-7160 (800)869-9128 Fax (972)429-7165 www.cpicomm.com

OFFICE OF THE TOWN MANAGER

TO: NORWICH SELECTBOARD
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER
SUBJECT: TOWN HIGHWAY POLICIES & STATUTES
DATE: 12/2/2016

To my knowledge the Town of Norwich currently does not have a formal policy on how to handle deliberate injury to a town highway. However, the issue and penalty for this kind of act is outlined in various Vermont Statutes. As such, each case is reviewed on a case-by-case basis to determine whether legal action is justifiable in the eyes of the judicial branch.

Sincerely,



David Ormiston
Interim Town Manager

/mhb

David Ormiston

From: Phelps, Ethan <Ethan.Phelps@vermont.gov>
Sent: Tuesday, November 22, 2016 11:38 AM
To: David Ormiston
Subject: Patchen's Point - Norwich Water Access State Park

Hello Dave,

I am writing to you in my capacity of Parks Regional Manager and oversee state park operation and management in southeastern Vermont. This includes the 5-acre site known as Patchen's Point, which was acquired by the State in 1976 to provide water-based recreation. It has no legal right of way or access other than from the Connecticut River; it is cut off from Route 5 by the railroad ROW.

Recently, we've begun a renewed effort to try and improve management and discourage unwanted use. I have had some email correspondence with Chief Doug Robinson this morning on the problems that the Norwich PD deals with at the site, mostly underage drinking and illegal drug use.

One option that we could pursue is working with VTtrans to see if we could get the highway pull off adjacent to the site permanently blocked off. I'm curious to know what you or the Select Board would think of this.

Thanks for your time.



Ethan Phelps, Parks Regional Manager

[cell] 802-777-0388 [fax] 802-885-8890

[email] ethan.phelps@vermont.gov

[website] www.vtstateparks.com

Department of Forests, Parks & Recreation

100 Mineral Street, Suite 304

Springfield, VT 05156-3168

Miranda Bergmeier

From: claudette brochu <cbrochu30@gmail.com>
Sent: Tuesday, November 22, 2016 11:03 PM
To: Miranda Bergmeier
Subject: budget talks

I have been present at the last three SB meetings when the budget was on the agenda. Granted, I have not been able to attend the entire meetings but I wanted to share my thoughts.

Over the last two meetings, I have begun to see "budget creep" begin to occur. The initial budget is presented and then subsequent meetings see slow but steady proposed increases. Twenty thousand here, twenty thousand there. Taken individually, these increases may not seem like much of an outlay, but cumulatively may have significant impact. I urge the board to make serious attempts to off-set the proposed increases with matching decreases in other areas.

Some proposals:

1. Since the ITM and Public Works director see the Transfer Station windshield sticker fees as funds to maintain the infrastructure of the facility, shouldn't these fees be shared by all households in town and not just by those households using the facility? That is how we finance other infrastructure projects. So instead, or in addition to, increasing the windshield sticker fee, charge each household a set amount/yr to fund the infrastructure. Those of us using the facility for solid waste disposal already pay, via the coupon card, to dispose of our trash. As it is, those of us using the facility are bearing the bulk of the costs.

1a. As an example of budget creep, there was some discussion on fees for construction debris but if we go with the cost per ton, won't we then have to purchase a scale to weigh the waste? In my opinion, this was a poorly planned addition without thought about fee structure or cost of removal.

1b. Another example, 2 SB members expressed a desire to fund both hazardous waste and food waste. We haven't seen a Norwich based hazardous waste collection in years and collect everything but

1c. We would not have faced the issue of the SB not being aware of main street paving or Hopson Rd humps if the paving budget truly reflected what was warranted for paving. As it was, the paving budget had enough reserve to cover these costs without SB approval.

2. Change the fee structure for Rec to a means based structure. You make more, you pay more. I am not saying this will be easy to accomplish but I believe it can be done. There must be a way to determine the means of a household without being too intrusive. If legal, maybe matching the property tax rebate (that is not a rebate) with rec users.

3. Seriously look at what we are paying for employee salaries and benefits. We already know we pay our town employees significantly more than other towns. For non-contracted employees, keep wage increases at the cost of living. Investigate if what we are paying for health care, disability insurance, HRA/HSAs, etc are comparable to other communities. Most businesses expect employees to "buy" or share in the expense of both short-term and long term disability insurance and to fully fund their HSAs.

At one of the first budget talks by the SB, 3 of the 5 SB members stated their desire to either level fund the budget or look at decreasing the budget. I for one, will be interested to see what the SB comes up with for a final budget.

Claudette Brochu
714 Upper Turnpike

MEMORANDUM

TO: NORWICH SELECTBOARD
FROM: STEPHEN N. FLANDERS
SUBJECT: CONCEPTS FOR INCORPORATION INTO A TOWN MANAGER CONTRACT
DATE: NOVEMBER 30, 2016
CC: TOWN MANAGER

On drafting a town manager contract, I propose that the following concepts be incorporated by an attorney, who is knowledgeable in Vermont municipal and employment law:

1. *Notice for changes to infrastructure* – The town manager shall advise the selectboard of any planned changes to the town's infrastructure at least 28 days before they are scheduled and, simultaneously, provide public notice of the same, in order to receive feedback from the selectboard and the public. Shorter notice may be given in case of urgent repair of damage to the town's infrastructure. Restoration to an original state would not constitute "change", whereas increase in extent or alteration of design would constitute "change".

2. *Conclusion of contract term* – Upon conclusion of the contract term, the employee will vacate the town manager position, unless a continuing contract is agreed upon.

3. *Performance evaluation* – The town manager evaluation period shall be from 1 January to 31 December, or a fraction thereof. The selectboard will hold a public discussion of the manager's prior-year performance in January and set the performance expectations for the current year in that month.

The selectboard performance evaluation of the town manager during the prior calendar year is due by 28 February of each year. If none has been completed by that date, the town manager's performance for the prior year shall be deemed to have been satisfactory.

The selectboard shall schedule public reviews of town manager performance, with any changes in expectations, for the months of April, July, and October. Members are expected to provide individual feedback at that time, which is merely advisory. Performance feedback, which is the vote of the board and is consistent with 24 V.S.A. § 1236, shall be considered mandatory.

If the board by vote fails to provide input in time for correction of performance during the evaluation period, the town manager's performance shall be deemed to be satisfactory for that period.

If the board by vote finds the manager's performance to be less than satisfactory at any point, it shall schedule a public discussion at the earliest appropriate opportunity. The board may, in case of severely deficient performance, give the manager a 28-day performance improvement period, after which the manager may be dismissed for cause, if the performance was not improved to the satisfactory level.

If the board by vote fails to provide input in time for correction of performance during the evaluation period, the town manager's performance shall be deemed to be satisfactory for that period.

The town manager shall receive a step increase with the first payroll period in March, subject to a selectboard finding of satisfactory performance for the prior year, either by a performance review or by default in the absence of a review.

4. *Misconduct* – Should an allegation of conduct incompatible with the town manager position arise, the selectboard may schedule an executive session under the disciplinary or dismissal action against a public officer or employee provision of 1 V.S.A. § 313. A serious breach of the public trust may result in immediate dismissal for cause.

My rationale for each is, as follows, keyed to the proposed concepts:

1. Helps the town manager avoid negative reactions from the public or the board on proposed changes to the town's infrastructure. The feedback received is advisory and does not inhibit the manager's ability to execute the job properly, but it would be a performance issue, if the manager failed to give appropriate advanced notice. *Alternatively, this could be in the selectboard performance expectations of the town manager.*

2. Clarifies what happens at the end of the contract in light of *Nelson vs. St. Johnsbury*. A resolution to this issue is untested in case law.

3. Clarifies the selectboard's responsibility to give timely feedback on the town manager's performance and to intervene promptly, when correction is required.

4. Clarifies the distinction between *performance* and *conduct* issues as causes for corrective action.

I recommend engaging either Susan Gilfillan¹ of McNeil Leddy & Sheahan P.C. or Paul Gillies² of Tarrant, Gillies & Richardson to address **item 2**.

Possible motion: I move to authorize _____ to engage attorney, _____, to draft language outlined in Flanders' 30 November 2016 memo, titled "Concepts for incorporation into a Town Manager contract", with amendments, as discussed.

¹ Vermont employment law expert

² Vermont municipal law expert

DRAFT Minutes of the Selectboard Meeting of Wednesday, November 16, 2016 at 6:00 pm

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

There were about 9 people in the audience.

Also participating: Phil Dechert, Claudette Brochu, Steve Leinoff, Doug Robinson, Jill Kearney Niles, Bonnie Munday, Roberta Robinson, Andy Hodgdon, Jay White

Cook opened the meeting at 6:02 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to switch the order of the last two agenda items, so that item 6 will be "Selectboard" and item 7 will be "Town Manager Search".
2. Public Comments (Discussion Item). No public comments.
3. TRORC Clean Water Advisory Committee – Jeff Goodrich (Discussion/Action Item). As a member of the TRORC Board, Jeff Goodrich explained to the Selectboard that the TRORC Clean Water Advisory Committee is part of a federal mandate to clean up waters in Vermont. This committee provides advice on such matters. Goodrich told the Selectboard that he would like to serve on the committee. The Selectboard will discuss his application during their meeting on November 22, 2016.
4. Public Safety Building – Discussion with Jay White, architect (Discussion/Action Item). Jay White appeared before the board to answer questions. White provided the Selectboard with information about a proposed scope of services for White's future work on the project. Flanders **moved** (2nd Layton) to authorize the town manager to work with architect Jay White to draft a contract to design a facility with training space for 41 attendees, provide bid documents, and to monitor construction of the Norwich Public Safety facilities. **Motion failed 2 to 2** (no – Cook, Ashley; yes – Flanders, Layton). Ashley expressed particular concern that the Selectboard needs to adhere to its policy about contracting for services, and that process matters. The Selectboard agreed to discuss the architectural services contract and program for the building during their next meeting, on November 22, 2016.
5. Budget – Presentations, Town Departments (Discussion Item). Ormiston and the Town department heads made a presentation containing details of the proposed FY18 budget. (contents of this presentation can be found on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2016/11/FY18-Budget-Presentation-11-16-16.pdf>)

Cook suspended the meeting at 9:10 pm so the Selectboard could take a break.

Cook resumed the meeting at 9:16 pm

6. Selectboard

- a. Selectboard Submission for Town Report (Discussion/Action Item). The Selectboard discussed the proposed report and members made some suggestions for edits. Flanders will send his suggestions electronically to Cook and the rest of the board members for their discussion and approval at the next meeting on November 22, 2016.

b. Approval of the Minutes of the 11/3/16 and 11/9/16 Selectboard meetings (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the November 3, 2016 and November 9, 2016 Selectboard meetings with changes put forward. **Motion passed.**

c. Review of Next Agendas (Discussion/Possible Action Item). The board agreed to include four items on the agenda for the next Selectboard meeting on November 22, 2016:

1. TRORC Clean Water Advisory Committee
2. Pool Committee
3. Public Safety Building
 - Discuss contract with Jay White
 - Program for new building
 - Policy on bidding
4. Budget Discussion
5. Approval of 11/10/2016 minutes

7. Town Manager Search (Discussion Item). Ashley **moved** (2nd Flanders) to find that discussing the application materials and status of applicants for the position of Town Manager in public session would violate the applicants' rights to confidentiality. **Motion passed.** Ashley **moved** (2nd Flanders) to enter executive session to discuss applicants for the position of Town Manager, pursuant to Title 1 VSA § 313(a)(3) of the Vermont Statutes. **Motion passed.**

The Selectboard entered executive session at 10:13 pm.

Flanders **moved** (2nd Ashley) to enter public session. Motion passed. The Selectboard moved into public session at 10:28 pm.

At this point, Ashley **moved** (2nd Flanders) to adjourn. Motion passed. Meeting adjourned at 10:30 pm.

No further action was taken in public session.

Approved by the Selectboard on _____.

By Miranda Bergmeier
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Meeting – November 22, 2016 at 6:30 PM

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

Norwich Selectboard Special Meeting
November 21, 2016

Persons present: Linda Cook, John Carroll, Elizabeth McKinstry (left at 8:30pm), Mary Layton, Michael Goodrich, Dan Goulet, Bonnie Munday (left at 8:30pm), Ann Shriver Sargent, Christopher Ashley, Stephen Flanders.

Public session opened at 6:30 pm.

A motion was made that interviewing applicants for the position of Town Manager and discussing their application materials and status in public session would violate the candidates' rights to confidentiality.

Mary Layton moved Seconded by Stephen Flanders Vote 5 yes

A motion was made to enter executive session to consider applicants for the position of Town Manager, pursuant to Title 1 VSA section 313(a)(3) of the Vermont statutes, and also to invite the candidates to be interviewed and members of the Advisory Town Manager Search Committee into said executive session.

Mary Layton moved Seconded by Stephen Flanders Vote 5 yes
Time 6:32 pm

A motion was made to enter public session.

Chipper Ashley moved Dan Goulet seconded Vote 5 yes
Time 9:40pm

A motion was made to adjourn.

Dan Goulet moved Stephen Flanders seconded Vote 5 yes
Time 9:41pm

DRAFT Minutes of the Selectboard Meeting of Tuesday, November 22, 2016 at 6:30 pm

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

There were about 8 people in the audience.

Also participating: Stewart Richards, Anne Goodrich, Demo Sofronas, Roger Maynard, Doug Robinson, Roberta Robinson, Andy Hodgdon

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as drafted.
2. Public Comments (Discussion Item). Steward Richards expressed concern about subdivision regulations and polices put forward by the Planning Commission, and is particularly concerned about the possibility of megaprojects coming into Norwich. Roger Maynard said that he was at the meeting to hear the Pool Committee's report, and hopes that Norwich decides to replace the former pool somehow.
3. Pool Committee Interim Report (Discussion/Action Item). Anne Goodrich presented the Pool Committee's interim report – which was included in the information packet for this Selectboard meeting. Goodrich discussed the contents of the report, and asked that the Pool Committee be given access to any existing information on the former pool site. Ashley **moved** (2nd Flanders) to accept the recommendation of the Norwich Pool Committee on the concept of a streamside pool on the site of the former Norwich Pool, to make available any and all project-related information, including all engineering studies, that has been compiled regarding the existing pool site, and to spend up to \$500 to obtain further information. **Motion passed 4 to 1** (yes – Cook, Ashley, Layton, Flanders; no – Goulet).
4. TRORC Clean Water Advisory Committee – Jeff Goodrich, applicant for appointment to committee (Discussion/Action Item). After discussion, Flanders **moved** to appoint Jeff Goodrich to the Clean Water Advisory Committee of the TRORC. **Motion passed.**
5. Public Safety Building (Discussion/Action Item).
 - a. The Selectboard agreed that expanding the training space in the building was a good idea. Flanders **moved** (2nd Goulet) that the Norwich Public Safety facilities include training space for 41 attendees, seated at tables. **Motion passed.**
 - b. After discussion about the bidding process for further architectural work, Flanders said that, recognizing that architect Jay White has developed a public safety facilities design that received public approval through a bond vote, that it would be inefficient to choose a different architect to proceed to the next phase, that the scope of Mr. White's proposed fees and services are appropriate to the next steps of the project, that Mr. White was chosen through a competitive selection process, Flanders **moved** (2nd Goulet) to ask the interim town manager to exercise his option to waive the need for further competitive bidding in selecting an architect to complete the project, according to the Town of Norwich Purchasing Policy, Para. 1.1. **Motion passed, 4 to 1** (yes- Ashley, Layton, Flanders, Goulet; no- Cook).
 - c. Flanders **moved** (2nd Ashley) to authorize the town manager to work with Architect Jay White to draft a contract to finalize design of the Norwich Public Safety Facilities, provide bid

documents, monitor construction of those facilities and to provide such other services, as may be required, and to have legal review of said contract. **Motion passed.**

d. Layton said that she didn't think at this time that it was necessary to discuss agenda item 5d (Hiring Decision). The Selectboard agreed that they will continue with Jay White as architect.

6. Budget (Discussion Item). Ormiston discussed several ideas for revisions to the draft FY18 budget. VLCT dues and GUVSWD fees will be updated, based on recently-provided information. Tracy Hall will need some repairs in the future and money should be allocated to the Tracy Hall fund to prepare for future expenses. An increase in Transfer Station window sticker cost from \$20 to \$25 was suggested. As of July of 2017, Vermont law will require transfer stations to accept food waste, so funds should be allocated to that. A C&D and bulky waste program will be self-supporting. A fire department capital plan proposal was shared with the board. Ormiston also shared information about workers compensation expense history. The Selectboard asked Ormiston to prepare a summary page showing all suggested changes and provide that to them in the information packet for their meeting on December 7, 2016.

7. Finance – Board to sign accounts payable/warrants (Discussion/Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #17-12 for General Fund in the amount of \$300,959.06, for Long Term Facility Study Fund in the amount of \$6,620.67, for DPW – Bridge Fund in the amount of \$25,000.00. **Motion passed.**

8. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Ashley) to receive correspondence from Brett Vuyovich concerning activity on his property. **Motion passed.**

9. Interim Town Manager Update (Discussion Item). Ormiston provided brief discussion of issues on Illsley Road. Outside agencies newly requesting appropriations or requesting increased appropriations will attend the December 7, 2016 Selectboard meeting. No new information was available regarding the FEMA Alternative projects.

10. Selectboard (Discussion/Action Item)

a. Selectboard Submission for Town Report. Ashley **moved** (2nd Flanders) to approve the Selectboard Report for publication in the FY16 Town Report. **Motion passed.**

b. Approval of the Minutes of the 11/10/16 Selectboard meeting. Ashley **moved** (2nd Layton) to approve the minutes of the November 10, 2016 Selectboard meeting with changes put forward. **Motion passed** (yes-Layton, Goulet, Flanders; abstained-Cook, Ashley).

c. Review of Next Agendas. The board agreed to include four items on the agenda for the next Selectboard meeting on November 22, 2016:

1. Outside Agencies Appropriation Requests – Norwich Public Library, Advance Transit, and Green Mountain Economic Development Corporation
2. Budget Review
3. Public Safety Building Update
4. Town Manager Contract Drafting – executive session may be needed
5. Town Manager Search Update – executive session may be needed
5. Approval of 11/10/2016 minutes
6. Discuss Illsley Road Situation

At this point, Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.**
Meeting adjourned at 9:11 pm.

Approved by the Selectboard on _____.

By Miranda Bergmeier
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Meeting – December 7, 2016 at 6:30 PM

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

Norwich Special Selectboard Meeting
Norwich 28, 2016

Persons present: Dan Goulet, Linda Cook, Mary Layton, John Carroll, Ann Shriver Sargent, Elizabeth McKinstry, Michael Goodrich, Christopher Ashley (left meeting at 9:04 pm), John Langhus, Stephen Flanders, Bonnie Munday.

Public session opened at 6:28 pm.

A motion was made to find that interviewing applicants for the position of Town Manager and discussing their application materials and status in public session would violate the candidates' rights to confidentiality?

Moved by Mary Layton. Seconded by Dan Goulet. Vote: 5 yes.

A motion was made to enter executive session to consider applicants for the position of Town Manager, pursuant to Title 1 VSA section 313(a)(3) of the Vermont Statutes, and also to invite the candidates to be interviewed and members of the Advisory Town Manager Search Committee into said executive session?

Moved by Mary Layton. Seconded by Dan Goulet. Vote: 5 yes.

The Selectboard moved into Executive Session at 6:30pm.

A motion was made to enter public session.

Moved by Mary Layton. Seconded by Stephen Flanders. Vote 4 yes.

At 9:16 pm the Selectboard moved into public session.

Submitted by Mary Layton