

**Agenda for the Special Selectboard Meeting Wednesday, December 6, 2017  
at 6:30 PM  
(Times Are Approximate)**

- 1) Approval of Agenda (Action Item) 5 minutes
- 2) Public Comments (Discussion Item) 15 minutes
- 3) Outside Agencies Seeking New or Increased FYE 2019 Budget Appropriations (Discussion Item) 20 minutes
- 4) FYE 2019 Budget (Discussion/Action Item) 30 minutes
- 5) Town Plan Receipt (Discussion/Action Item) 10 minutes
- 6) Board to Sign Accounts Payable/Warrants (Discussion/Action Item) 5 minutes
- 7) Town Manager Report (Discussion/Action Item) 20 minutes
- 8) Correspondence (Discussion/Action Item) 5 minutes
  - a) Andy Hodgdon
  - b) TRORC
  - c) Pam Smith
  - d) Recreation Department
  - e) Charlotte Metcalf
  - f) Jeff Goodrich
- 9) Selectboard
  - a) Approval of Minutes: 11/8/2017 & 11/15/2017 Selectboard meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/ Action Item) 10 minutes
- 10) Negotiated Agreement (cont'd from 12/3 discussion, if necessary) – executive session may be needed (Discussion/Action Item) 15 minutes
- 11) End of Meeting Debriefing – if needed (Discussion Item) 10 minutes

**Next Meeting – December 13, 2017 at 6:30 PM**

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

MEMORANDUM

TO: NORWICH SELECTBOARD
FROM: STEPHEN N. FLANDERS
SUBJECT: RECOMMENDED CHANGES IN PROPOSED FY 2019 BUDGET
DATE: NOVEMBER 30, 2017
CC: TOWN MANAGER

- 1. Summary—These are my proposed changes to the Town of Norwich FY19 Proposed Expenditure Budget, presented to the Norwich Selectboard on November 29. The proposed savings of \$66,860 should achieve a level-funded budget.
2. Assessor Department—This should be labeled “Board of Listers”. The proposed changes bring the \$35 cost per parcel to half way between the current \$50/parcel and the \$25/parcel median cost for Vermont towns our size. This assumes that we save for a 5-year cycle of town-wide reappraisal, noting that most towns conduct a reappraisal only when their CLA, COD and PRD numbers drift.

Table with 5 columns: Line Item, Current amount, Proposed amount, Difference, Justification. Rows include Lister Wage, Professional Assessor Services, Reappraisal Reserve Fund, Reappraisal Contract Services, Reappraisal postage, Reappraisal Advertising, Reappraisal Mileage, Reappraisal Office Supplies, Totals of Changes, and Total Board of Listers.

- 3. Fire Department—This addresses the fact that hydrants serve the fire district and that the town should only pay for water that it pumps for training or use outside the fire district. This should be billed on an actual use basis, since the tank truck has a known capacity and the new public safety building has metered water.

Table with 5 columns: Line Item, Current amount, Proposed amount, Difference, Justification. Rows include Water Usage (Public Safety Bldg), Hydrant Rental, and Totals of Changes.

- 4. DPW—The sidewalk reserve fund should be augmented \$4,000 to \$14,000 in anticipation of acquiring the Fire District sidewalks.

Agenda Item #5

Town Plan Receipt

The draft Town Plan as submitted to the Selectboard is too voluminous to scan and include in the meeting packet. Instead, the link below can be used to access the draft plan online.

The draft Town Plan can be found on the Norwich website at:

<http://norwich.vt.us/2017-town-plan-documents-Selectboard-Draft/>

12/01/17  
11:24 am


Town of Norwich Accounts Payable  
Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (TRACY HALL FUND)  
All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

6

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SPORTSYST SPORTSYSTEMS	11/06/17	TH--STAGE FLOOR COVER 19402	13-5-450322.00 TRACY HALL BUILDING	2818.00	5282	12/06/17
Report Total				2818.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*2,818.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER:   
Herb Durfee III, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Stephen Flanders      John Pepper      Mary Layton, Chair

12/01/17  
11:24 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (DPW-PAVING FUND)  
All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

6

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BLAKTOP	11/13/17	HWY--NEW BOSTON PAVING 23710	42-5-700565.00 PAVING	4294.66	5263	12/06/17
Report Total				4294.66		

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 \$ \*\*\*\*\*4,294.66  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

*Roberta Robinson*  
Roberta Robinson

TOWN MANAGER:

*Herb Durfee III*  
Herb Durfee III, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

12/01/17  
02:05 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)  
All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17 & Fund 47

6

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ACADIA	ACADIA INSURANCE COMPANY	11/21/17	PUBLIC FACILITY BLDG INS CIM5319581-1	47-5-575622.00 CONSTRUCTION COSTS	2098.00	5294	12/06/17
COMCAST	COMCAST	11/10/17	PD-TEMP LOCATION INTERNET 11/10/17	47-5-575622.00 CONSTRUCTION COSTS	105.75	5266	12/06/17
RADIO	THE RADIO NORTH GROUP INC	10/30/17	ANTENNA SYST + INSTALL 24139049	47-5-575622.00 CONSTRUCTION COSTS	10487.00	5281	12/06/17
TASCO	TASCO SECURITY INC	11/20/17	FIR-POL FACILITY AC/CCTV 11/20/17	47-5-575622.00 CONSTRUCTION COSTS	4725.00	-----	--/--/--
Report Total					17415.75		

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 \$ \*\*\*\*17,415.75  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Herb Durfee III, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

12/01/17  
01:58 pm

Town of Norwich Accounts Payable

Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)  
All Invoices For Check Acct 01 (General) 12/06/17 To 12/06/17 & Fund 08

6

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WRIGHTCON WRIGHT CONSTRUCTION CO.,	12/01/17	TOWN GARAGE ADDITION 2017076-03	08-5-702692.00 FEMA ALTERNATIVE PROJECTS	39022.46	-----	--/--/--
Report Total				39022.46	-----	=====

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 \$ \*\*\*\*39,022.46  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

*Roberta Robinson*  
Roberta Robinson

TOWN MANAGER:

*Herb Durfee III*  
Herb Durfee III, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

12/01/17  
11:24 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

6

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BEARDSLEY BEARDSLEY INC	11/16/17	DPW--VEEDER ROOT ALARM 115583	01-5-703511.00 REPAIRS & MAINTENANCE	236.75	5262	12/06/17
BLAKTOP BLAKTOP INC	11/13/17	HWY--NEW BOSTON PAVING 23710	01-5-703313.00 PAVING	60000.00	5263	12/06/17
CASORGAN CASELLA ORGANICS	11/15/17	REC--WOOD ASH 61661	01-5-425322.00 REC FIELD CARE	690.40	5264	12/06/17
CASORGAN CASELLA ORGANICS	11/20/17	REC--COMPOST 61843	01-5-425322.00 REC FIELD CARE	1200.00	5264	12/06/17
CHILDSUPP OFFICE OF CHILD SUPPORT	11/28/17	CHILD SUPP PPEND 12-2-17 PEND12-2-17	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	5265	12/06/17
COHEN COHEN STEEL SUPPLY, INC.	11/10/17	HWY--STOCK REPAIR STEEL I110142	01-5-703403.00 PARTS & SUPPLIES	477.60	-----	--/--/--
COTT COTT SYSTEMS INC	12/01/17	TC--DEC 17 HOSTING 119133	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
DAVISAUTO DAVIS AUTO SALES & RECOND	11/14/17	DPW--TRK#8 UNDERCOATING 165-1463	01-5-703401.00 OUTSIDE REPAIRS	250.00	5267	12/06/17
DAVISAUTO DAVIS AUTO SALES & RECOND	11/16/17	DPW--TRK#5 UNDERCOATING 165-1483	01-5-703401.00 OUTSIDE REPAIRS	250.00	5267	12/06/17
DAVISAUTO DAVIS AUTO SALES & RECOND	11/16/17	DPW--TRK#4 UNDERCOATING 165-1484	01-5-703401.00 OUTSIDE REPAIRS	250.00	5267	12/06/17
DAVISAUTO DAVIS AUTO SALES & RECOND	11/16/17	B&G--TRK#9 UNDERCOATING 165-1485	01-5-704401.00 OUTSIDE REPAIRS	139.95	5267	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-005125.00 DENTAL INSURANCE	116.32	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-100125.00 DENTAL INSURANCE	131.60	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-200125.00 DENTAL INSURANCE	139.66	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-300125.00 DENTAL INSURANCE	42.46	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-350125.00 DENTAL INSURANCE	65.80	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-425125.00 DENTAL INSURANCE	34.96	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-500125.00 DELTA DENTAL	232.36	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-555126.00 DENTAL INSURANCE	34.96	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-704125.00 DENTAL INSURANCE	34.96	5268	12/06/17
DELTA DEN DELTA DENTAL	11/21/17	DEC 17 DENTAL INSURANCE DEC 17	01-5-703125.00 DENTAL INSURANCE	414.48	5268	12/06/17
DHMC DARTMOUTH-HITCHCOCK	11/16/17	FD--CATHETERS 20171013	01-5-555424.00 EMS TOOLS/ EQUIP	49.64	5269	12/06/17
DIMMICK DIMMICK SERVICES	11/15/17	SW--NOV PORT A POT 3701039	01-5-705500.00 PURCHASED SERVICES	90.00	5270	12/06/17
DURFEE HERBERT A DURFEE III	11/20/17	TAD--VTCMA MILEAGE 11/20/17	01-5-005581.00 MILEAGE	36.59	5271	12/06/17
EISENDRAT JESSIE A. M. EISENDRATH	11/30/17	REC-YOGA 11/30/2017	01-5-425200.00 INSTRUCTOR FEE	375.90	-----	--/--/--



12/01/17  
11:24 am

Town of Norwich Accounts Payable  
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All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

Page 2 of 5  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EVANSMOTO	11/20/17	EVANS GROUP, INC. HWY--301.0 GAL BIODIESEL 625019	01-5-703405.00 PETROLEUM PRODUCTS	681.74		--/--/--
FIRESTORE	11/14/17	THE FIRE STORE FD--HYDRANT BAG EXCHANGE XE1646218.1	01-5-555422.00 FIRE TOOLS & EQUIPMENT	4.64		--/--/--
FIRETECH	11/17/17	FIRE TECH & SAFETY OF NEW FD--SCBA PARTS 167712	01-5-555530.00 EQUIPMENT MAINTENANCE	408.10		--/--/--
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-005531.00 ADMIN TELEPHONE	24.45	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-100531.00 TELEPHONE	3.99	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-200531.00 TELEPHONE	-0.04	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-275531.00 TELEPHONE	0.21	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-300531.00 TELEPHONE	0.47	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-350531.00 TELEPHONE	1.38	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-425127.00 TELEPHONE	4.18	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-705505.00 TELEPHONE	0.50	5272	12/06/17
FIRSTLIGH	11/15/17	FIRSTLIGHT FIBER LONG DISTANCE TELEPHONE 3841702	01-5-703505.00 TELEPHONE	12.66	5272	12/06/17
GATEKEEP	11/20/17	GATEKEEPER LOCK & SAFE, L TH--BOILER ROOM LOCKSET I-29010	01-5-706113.00 REPAIRS & MAINTENANCE	146.00	5273	12/06/17
GMPC	11/15/17	GREEN MOUNTAIN POWER CORP HWY--STREETLIGHTS 05119NOV17	01-5-703307.00 STREETLIGHTS	38.57	5274	12/06/17
GOODWIN	11/30/17	AIMEE J GOODWIN REC-ADULT FITNESS 11/30/2017	01-5-425200.00 INSTRUCTOR FEE	210.00	5275	12/06/17
GREATWEST	11/29/17	GREAT-WEST TRUST COMPANY, NOV 17 DEFERRED COMP NOV 17	01-2-001116.00 DEFERRED COMPENSATION	920.00	5276	12/06/17
GREATWEST	11/29/17	GREAT-WEST TRUST COMPANY, NOV 17 DEFERRED COMP NOV 17	01-2-001116.10 ROTH PLAN 457	1994.54	5276	12/06/17
IRVINGOIL	11/16/17	IRVING ENERGY DISTRIB. & HWY--196.1 GALS PROPANE 333390	01-5-703503.00 PROPANE	237.28		--/--/--
KEYCOMM	11/26/17	KEY COMMUNICATIONS INC PD--NOV 17 TELEPHONE 861942	01-5-475238.00 ADMIN TELEPHONE	105.21		--/--/--
LEINOFF	11/28/17	STEPHEN LEINOFF FD--BATTERIES REIMBURSE 11/28/17	01-5-555536.00 COMPUTER MAINTENANCE	32.78		--/--/--
LEINOFF	11/28/17	STEPHEN LEINOFF EM-MILEAGE PARTS PICK UP MILEAGE	01-5-575612.00 GENERATOR FUEL	99.51		--/--/--
MAYER	12/01/17	MAYER & MAYER NOV 17 JUDGEMENT ORDER NOV 17	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	5277	12/06/17
MIS1	11/27/17	SUSAN HARDY ENCOM--CONF REIMBURSE 11/27/17	01-5-005701.20 ENERGY COMMITTEE	35.00	5278	12/06/17
MIS2	11/29/17	VOSHA VOSHA PENALTY 1269277	01-5-005300.00 PROFESS SERV	16800.00	5279	12/06/17
PBA	11/29/17	NEW ENGLAND PBA, INC NOV 2017 UNION DUES NOV 17	01-2-001117.00 UNION DUES PAYABLE	322.00		--/--/--

12/01/17  
11:24 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PETESTIRE	11/15/17	FD--SNOW TIRE MOUNTING 252025	01-5-500306.00 CRUISER MAINT	79.80		
PETESTIRE	11/15/17	PD--SNOW TIRE MOUNTING 252026	01-5-500306.00 CRUISER MAINT	78.80		
PETESTIRE	11/15/17	PD--SNOW TIRE MOUNTING 252051	01-5-500306.00 CRUISER MAINT	78.80		
PETESTIRE	11/22/17	FD--SNOW TIRE MOUNTING 252202	01-5-555528.00 FIRE TRK R & M	78.80		
PIKE	11/17/17	HWY--5.18T 5'' LEDGE STN 958827	01-5-703207.00 GRAVEL & STONE	62.16		
PIKE	11/21/17	HWY--7.55T 5" LEDGE STN 958944	01-5-703207.00 GRAVEL & STONE	90.60		
POWELLJUD	11/22/17	PD--UNIFORM REIMBURSE 11/22/17	01-5-500582.00 UNIFORMS	150.00	5280	12/06/17
QUILL	11/02/17	TAD/ASS--SUPPLIES 2161827	01-5-275610.00 OFFICE SUPPLIES	56.16		
QUILL	11/02/17	TAD/ASS--SUPPLIES 2161827	01-5-300610.00 OFFICE SUPPLIES	1.96		
QUILL	11/17/17	TH--BAGS/PAPER PRODUCTS 2585105	01-5-706109.00 BUILDING SUPPLIES	314.38		
STAPLELNK	11/11/17	TC--COPYHOLDER 8047345402	01-5-100610.00 OFFICE SUPPLIES	15.99	5283	12/06/17
STAPLES.	11/25/17	PL--OFFICE SUPPLIES 41377	01-5-350610.00 OFFICE SUPPLIES	69.32	5284	12/06/17
STAPLES.	11/06/17	TH/PD--PAPER PRODUCTS 8057656001	01-5-475301.00 SUPPLIES	21.18	5284	12/06/17
STAPLES.	11/06/17	TH/PD--PAPER PRODUCTS 8057656001	01-5-706109.00 BUILDING SUPPLIES	78.98	5284	12/06/17
SWISH	11/17/17	FD--TRASH BAGS W217459	01-5-550301.00 SUPPLIES	110.05	5285	12/06/17
TANGREDI	11/27/17	REC--YOGA INSTRUCTION 11/27/17	01-5-425200.00 INSTRUCTOR FEE	892.50	5286	12/06/17
TAYLORT	11/13/17	HWY--PAVEMENT MARKING 1740	01-5-703319.00 PAVEMENT MARKING	1930.00	5287	12/06/17
TRUSSELL	11/13/17	B&G--MILEAGE 11/13/17	01-5-704405.00 PETROLEUM PRODUCTS	17.33	5288	12/06/17
TRUSSELL	11/13/17	PD--MILEAGE 11/13/17 #2	01-5-500580.00 MILEAGE REIMB	12.04	5288	12/06/17
UNIFIRST	10/30/17	DPW-UNIFORMS 035 4191519	01-5-703311.00 UNIFORMS	179.61		
UNIFIRST	10/30/17	DPW-UNIFORMS 035 4191519	01-5-703507.00 SUPPLIES	2.45		
UNIFIRST	10/30/17	DPW-UNIFORMS 035 4191519	01-5-703515.00 ADMINISTRATION	17.90		
UNIFIRST	10/30/17	DPW-UNIFORMS 035 4191519	01-5-704311.00 UNIFORMS	35.36		
UNIFIRST	11/06/17	DPW-UNIFORMS 035 4193781	01-5-703311.00 UNIFORMS	179.61		
UNIFIRST	11/06/17	DPW-UNIFORMS 035 4193781	01-5-703507.00 SUPPLIES	2.45		

12/01/17  
11:24 am

Town of Norwich Accounts Payable  
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All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	11/06/17	DPW-UNIFORMS 035 4193781	01-5-703515.00 ADMINISTRATION	13.50	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/06/17	DPW-UNIFORMS 035 4193781	01-5-704311.00 UNIFORMS	35.36	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/13/17	DPW-UNIFORMS 035 4196048	01-5-703311.00 UNIFORMS	179.61	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/13/17	DPW-UNIFORMS 035 4196048	01-5-703507.00 SUPPLIES	2.45	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/13/17	DPW-UNIFORMS 035 4196048	01-5-703515.00 ADMINISTRATION	17.90	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/13/17	DPW-UNIFORMS 035 4196048	01-5-704311.00 UNIFORMS	35.36	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/20/17	DPW-UNIFORMS 035 4198344	01-5-703311.00 UNIFORMS	179.86	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/20/17	DPW-UNIFORMS 035 4198344	01-5-703507.00 SUPPLIES	13.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/20/17	DPW-UNIFORMS 035 4198344	01-5-703515.00 ADMINISTRATION	13.50	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	11/20/17	DPW-UNIFORMS 035 4198344	01-5-704311.00 UNIFORMS	35.36	-----	--/--/--
UNITED	UNITED COMMUNICATIONS COR	11/14/17	FD--PAGER BELT CLIPS 3017937	01-5-555532.00 RADIO MAINTENANCE	93.75	5289	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-005126.00 VT RETIREMENT	560.91	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-100126.00 VT RETIREMENT	442.58	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-200126.00 VT RETIREMENT	285.00	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-350126.00 VT RETIREMENT	285.00	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-425126.00 VT RETIREMENT	285.00	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-500126.00 VT RETIREMENT	190.08	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-703126.00 RETIREMENT	1219.03	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-704126.00 RETIREMENT	357.33	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-5-500126.00 VT RETIREMENT	1218.18	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-2-001111.00 VEMRS GRP B PAYABLE	3213.02	5290	12/06/17
VMERS	VMERS DB	11/29/17	NOVEMBER RETIREMENT NOV 2017	01-2-001113.00 VEMRS GRP C PAYABLE	1680.25	5290	12/06/17
VRPA	VRPA	11/28/17	REC--Q' TERLY MEETING 11/28/17	01-5-425160.00 DUES/MTGS/EDUC	20.00	5291	12/06/17
VSFA	VERMONT STATE FIREFIGHTER	11/29/17	FD--ANNUAL MEMBERSHIP 2018 DUES	01-5-555342.00 FIRE DUES/MTGS/EDUC	288.00	5292	12/06/17
VTFRAN	VERMONT DEPT. OF TAXES	11/21/17	TS-FRANCHISE TAX L0855749632	01-5-705517.00 VERMONT FRANCHISE TAX	27.69	5293	12/06/17

12/01/17  
11:24 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-12 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 12/06/17 To 12/06/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WEMASON	11/20/17	TADMIN--OFFICE SUPPLIES I49885092	01-5-005610.00 OFFICE SUPPLIES	87.41	-----	--/--/--
WEMASON	11/27/17	TADMIN--3 IN 1 PRINTER I49916876	01-5-005611.00 OFFICE EQUIP	268.99	-----	--/--/--
WEMASON	11/27/17	TADMIN--TONER I49997177	01-5-005610.00 OFFICE SUPPLIES	63.99	-----	--/--/--
Report Total				103581.82		

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 \$ \*\*\*103,581.82  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Roberta Robinson  
Roberta Robinson

TOWN MANAGER: Herb Durfee III  
Herb Durfee III, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langous      Linda Cook      Stephen Flanders      John Pepper      Mary Layton, Chair

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

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

## NOVEMBER '17 Monthly Recreation Report

**Recreation Program Update:** There are now 66 children signed up for 1st - 6<sup>th</sup> grade Basketball with fifteen outstanding volunteers coaching. Practices began November 3rd and games will start in December. The month was spent scheduling, confirming and tweaking the game schedule for about 75 youth basketball games. Schedules and directions were sent out and posted. I met with basketball coaches for orientation prior to the first practices. I'm excited that Jessie Eisendrath, our new Youth Yoga Instructor filled her class with 19 enthusiastic young participants. Details for our Winter Program offerings are being worked on. Summer Circus Camp 2018 dates and information were finalized. Our on-line Circus '18 registration opens December 1st.

**Facilities:** Thanks goes out to our Buildings & Grounds crew who took down all the nets, removed goals, nets and benches and prepped things at Huntley Meadow for the winter. Organic fertilizer was spread to replenish the fields. Preliminary planning for the skating rink on the Green has started also.

**Meetings:** Our monthly Recreation Council meeting covered the following topics: Brie Swensen's idea of a fund-raiser for trails and bridges, Director's report, spring baseball recap, soccer survey results and discussion about meeting in smaller groups to move forward on parks and trails, long range planning, programs and communications. Since I am President of the Upper Valley Recreation Association (UVRA) this year, I hosted the quarterly / Basketball Game Scheduling meeting. There was discussion about basketball rules, basket height, concussion concerns and protocols and guidelines for cancelling outdoor practices/games utilizing the heat index. Information and a tallying plan for basketball contacts, tournaments and officials' clinics was put into place. Spring baseball updates and plans were shared before we proceeded to our youth basketball game scheduling. At our monthly Department Head meeting, Herb went over everything presented in VT Secretary of State, Jim Condos' Transparency presentation which was informative and a good reminder of the current transparency laws. As you know, I also attended the Select Board meeting related to the proposed Town and Recreation FY '19 budget. Thank-you for all the time you put in working on this huge annual project.

**Events:** Planning is underway for the annual Carol Sing, downstairs at the Norwich Inn, following the Pageant on Dec. 14<sup>th</sup>. To view Lars Blackmore's amazing Halloween Celebration collage please go to: <http://gallery.ameridane.org/Projects/Halloween-2017/>

Respectfully submitted by,

Jill Kearney Niles

8a

**Herb Durfee**

---

**From:** Andy Hodgdon  
**Sent:** Thursday, November 23, 2017 4:00 PM  
**To:** Herb Durfee  
**Subject:** Sidewalk Projects/Budgeting  
**Attachments:** Sidewalk Projects memo-Nov. 23, 2017.docx

Herb,  
As I mentioned to you, I have attached a memo with my proposed sidewalk projects and what I would recommend for budgeting for them. Once this is done, we will have no more bad sidewalks. The attached plan addresses the replacements that are most needed in both the Town-owned and Fire District sidewalks- with a good balance. I'd like to discuss this during our November 29<sup>th</sup> budget meeting so the board realizes that next year they will need to see an increase in the Designated Fund-Sidewalks.  
Please let me know your thoughts on this.  
Thanks,  
Andy



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

To: Herb Durfee, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Sidewalk Projects  
Date: November 23, 2017

The following are the sections of sidewalks that I propose replacing during fiscal year **2017/2018**:

Main Street: From the Norwich Inn to Beaver Meadow Road = 150' x 5'

- 1 ¼" crushed gravel: 12.5 tons @ \$7.20/ton = \$90.00
- Sidewalk paving: 2" Type II base, 1" Type IV top-14 tons @ \$128/ton = \$1,792
- Traffic control: \$750
- ADA entrance/exit with plates: \$320/each x 2 = \$640
- Existing granite curbing is okay

Total cost: \$3,272

Beaver Meadow Road: From the crosswalk at the Norwich Inn to the service entrance of the Norwich Inn= 150' x 5'

- 1 ¼" crushed gravel: 12.5 tons @ \$7.20/ton= \$90.00
- Sidewalk paving: 2" Type II base, 1" Type IV top: 14 tons @ \$128/ton = \$1,792
- Traffic control: \$750
- Existing granite curbing is okay

Total cost: \$2,632

Beaver Meadow Road: From the Fairview Cemetery to Huntley Street= 908' x 5'

- Removal of old sidewalk surface, gravel work, grading= \$10,800
- 1 ¼" crushed gravel: 75 tons @ \$7.20 = \$540
- Asphalt curb installed: 908 lf @\$7.30/lf= \$6,628.40
- Sidewalk paving: 2" Type II base, 1" Type IV top: 80 tons @ \$128 = \$10,240
- Traffic control: \$4,440
- ADA entrance/exits with plates= \$320/each x 2 = \$640

Total cost: \$33,288.40

Grand total of all three sidewalk sections: \$39,192.40

This will take care of the three Fire District sidewalks that are in the worst condition.

There are three more sections of Town-owned sidewalk that are in fair to poor condition that will need to be budgeted for repairs within the next few years:

### **2019**

Turnpike Road: From Main Street to the Huntley Rec. Field Entrance= 2,100' x 5'

- 1 ¼" crushed gravel: 175 tons @ \$7.20/ton = \$1,260
- Sidewalk paving: 2" Type II base, 1" Type IV top = 185 tons @ \$128/ton = \$12,680
- Traffic control: \$10,250
- ADA entrance/exits with plates: \$320/each x 1 = \$320
- Existing granite curbing is okay

Total cost: \$35,510

### **2020-2022 (Divided over three years)**

Main Street: From Ledyard Bridge to the Gateway Condos= 3,626' x 5'

- 1 ¼" crushed gravel: 300 tons @ \$7.20/ton = \$2,160
- Sidewalk paving: 2" Type II base, 1" Type IV top = 320 tons x \$128/ton = \$40,960
- Traffic control: \$17,760
- ADA entrance/exits with plates: \$320/each x 7 = \$2,240
- Existing granite curbing is okay

Total cost: \$63,120

### **2023**

Main Street: From Montshire Drive to Ledyard Bridge: 1,322' x 5'

- 1 ¼" crushed gravel: 110 tons @ \$7.20/ton = \$792
- Sidewalk paving: 2" Type II base, 1" Type IV top = 115 tons @ \$128/ton = \$14,720
- Traffic control: \$6,350
- ADA entrance/exits with plates: \$320/each x 1 = \$320
- Existing granite curbing is okay

Total cost: \$22,182

The cost of these projects over a 5 year period averages \$24,162.40/ year. I propose funding the Designated Fund-Sidewalks at \$14,000 for fiscal year 2018/2019 and then start funding it at \$25,000 starting in 2019/2020.





**TO: TRORC Member Municipalities**  
**FROM: Peter G. Gregory AICP, Executive Director**  
**DATE: November 21, 2017**  
**RE: Draft TRORC Bylaws**

In 2016, the Vermont legislature approved and the Governor signed H. 249, an act relating to intermunicipal Services. This law, (24 V.S.A., section 4345b) allows for municipalities to contract with their regional planning commission for the provision of services after the RPC amends its bylaws to authorize it to enter into intermunicipal services agreements and the agreement is approved by each municipal legislative body that wants to participate in the service. This law also requires that the RPC hold one or more public hearings on the amendments. The hearings are listed below:

**Tuesday, January 16, 2018, 6:00 p.m.**  
**Randolph Town office**

**Wednesday, January 24, 2018, 6:30 p.m.**  
**Thompson Senior Center**  
**Woodstock, Vermont**

At least 30 days prior to any hearing required under this subsection, notice of the time and place and a copy of the draft bylaws, with a request for comments, shall be delivered to the chair of the legislative body of each municipality within the region.

Attached are the draft bylaws that contain changes needed for intermunicipal services, plus changes regarding term limits, quorum and other clarifying changes.

Questions between now and then are welcomed. ***Final comments must be received by January 31, 2018.***

Thank you.

attachment

128 King Farm Rd.  
Woodstock, VT 05091  
**802-457-3188**

[trorc.org](http://trorc.org)

William B. Emmons, III, Chair  
Peter G. Gregory, AICP, Executive Director

**October 26, 2017 DRAFT**

**TWO RIVERS-OTTAUQUECHEE  
REGIONAL COMMISSION BYLAWS**

Adopted by the Commissioners on ~~June 25, 2014~~

Two Rivers-Ottauquechee Regional Commission  
128 King Farm Road  
Woodstock, Vermont 05091

(802) 457-3188 [www.trorc.org](http://www.trorc.org)

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## **ARTICLE 1. POWERS OF THE REGIONAL COMMISSION**

The legal basis and powers of the TRORC stem from and are stipulated in the Vermont Planning and Development Act, 24 V.S.A., Chapter 117, Section 4301 et seq., as amended, and such other laws as may be enacted by the General Assembly of the State of Vermont.

## **ARTICLE 2. NAME AND ADDRESS**

The name of this Regional Commission shall be the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (TRORC). The principal address of the TRORC shall be its offices.

## **ARTICLE 3. PURPOSES**

### **Section 3.1 General Purpose**

The general purpose of TRORC shall be to guide, prepare and maintain coordinated plans for the development of the region which will, in accordance with present and future needs and resources, best promote the health, safety, order, convenience, prosperity and welfare of the inhabitants of said region. Said plans shall encourage and include, but not be limited to, the following: proper population distribution, proper land use for industry, commerce, housing, recreation, forestry and agriculture; adequate facilities of transportation and communication; the proper and economic location of public utilities and services; the conservation of the supply of food, water, energy, and other natural resources; good civic design; promotion of educational and cultural opportunities; and the wise and efficient expenditures of public funds.

### **Section 3.2 Municipal Planning**

To assist towns and villages and their respective local planning, energy and conservation commissions in bringing about municipal planning to promote the health, safety and welfare of the local and regional areas with which the TRORC is concerned, together with the people thereof; to advise municipal governing bodies in all aspects of municipal governance.

### **Section 3.3 Economic Development**

To undertake studies and make specific recommendations on economic, energy, industrial, residential, and commercial development within the region; to carry out, with cooperation of municipalities within the region, economic development programs for the full development, improvement, protection and preservation of the region's physical, natural and human resources.

### **Section 3.4 Regional Planning**

To prepare and adopt a Regional Plan in accordance with the provisions of 24 V.S.A., Section 4348 and 4348(a) and consistent with the goals of 24 V.S.A., Section 4302.

To undertake other activities or duties as required by state or federal law including, but not limited to, those outlined in 24 V.S.A., Section 4345, Section 4345(a) and Section 4350.

### **Section 3.5 Municipal Service Agreements**

To possibly enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority, as defined within the municipal service agreement, capable of exercise by a municipality (subject to applicable state or federal law) as necessary or desirable for dealing with problems of local or regional concern.

## **ARTICLE 4. MUNICIPAL SERVICE AGREEMENTS**

### **Section 4.1 Voluntary Participation**

Participation by a municipality in a municipal service agreement with the TRORC shall be voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law by the legislative body of the municipality. To become effective, a municipal service agreement shall be executed by a duly authorized agent of the regional planning commission and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service. Any modification to a service agreement shall not become effective unless approved by all parties to the service agreement, including the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

### **Section 4.2 Municipal Service Agreement contracts**

A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and/or a formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement.

### **Section 4.3 Governance Committees**

When deemed appropriate by the participating municipalities and the TRORC, a municipal service agreement may include a governance committee made up of representatives of the participating municipalities and TRORC. If a governance committee is formed, the municipal service agreement shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.

#### **Section 4.4 Agreement Termination**

All municipal service agreements shall contain a termination date unless some other method of termination is expressly provided in the agreement. Service agreements shall also contain a provision describing how parties may withdraw from the agreement prior to the termination date. The method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such agreement - i.e., by majority vote of the members of the legislative body, subject to other applicable provisions of law. If, however, the service agreement involves multi-year financial obligations or other contractual obligations have been incurred in reliance on the service agreement, the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same.

- i. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days' notice unless otherwise provided in the agreement.
- ii. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months' notice prior to the beginning of a fiscal year unless otherwise provided in the agreement.

#### **Section 4.5 Multiple Agreements**

Nothing within this section shall limit TRORC's ability to enter into contracts or agreements to provide services with other entities or governmental organizations, including those serving multiple municipalities.

### **ARTICLE 5. MEMBERSHIP AND REPRESENTATION**

#### **Section 5.1 General Membership Area**

Pursuant to the laws of the State of Vermont with regard to the creation of the TRORC, the membership area of TRORC shall be the following towns: Barnard, Bethel, Bradford, Braintree, Bridgewater, Brookfield, Chelsea, Corinth, Fairlee, Granville, Hancock, Hartford, Hartland, Newbury, Norwich, Pittsfield, Plymouth, Pomfret, Randolph, Rochester, Royalton, Sharon, Stockbridge, Strafford, Thetford, Topsham, Tunbridge, Vershire, West Fairlee, and Woodstock.

#### **Section 5.2 Commissioners**

All towns within the designated region shall be represented on the TRORC by one or two Commissioners appointed by the legislative body of the town. Commissioners serve at the pleasure of their legislative body.

Each town shall be entitled to cast one vote only at TRORC proceedings. Accordingly, at any meeting where two Commissioners are present and representing the same town, they shall be entitled to cast only one collective vote.

A Commissioner may be reappointed to succeed himself or herself. In the event of death, resignation, disqualification, excessive absence or removal of a Commissioner, a successor shall be sought, as provided above.

### **Section 5.3 Members-At-Large**

To allow for the direct participation of various areawide citizen interests, TRORC authorizes the annual appointment of voting representatives from those areas of citizen interest designated by the TRORC. Such appointment shall be by favorable vote of at least 75% of the Commissioners present at a meeting noticed for this purpose. Such representatives shall be titled Members-At-Large and are entitled to full voting privileges. Members-At-Large shall serve for a period of one year or until the end of the organizational year, whichever occurs first. Current or past Members-At-Large may be appointed for ensuing terms. The number of appointed Members-At-Large shall be not more than five (5).

A Member-At-Large may be removed by a vote of at least 75% of the Commissioners representing participating towns present at a meeting noticed for this purpose and upon determination that such a person is not representative of the areawide citizen interests, as previously determined.

Members-At-Large shall not be officers of the TRORC.

In the event of death, resignation, disqualification, excessive absence, or removal of a Member-At-Large, a successor may be appointed by the Commissioners at a meeting noticed for this purpose. Such appointments shall be for the length of the unexpired term of the position vacated.

### **Section 5.4 Duties of Commissioners**

The duties and responsibilities of the Commissioners shall include demonstrating a commitment to the TRORC mission and services, attending regular Board and annual meetings, possessing a working knowledge of the Regional Plan and its policy direction, advising and facilitating management of TRORC affairs and promoting TRORC in the broader community, reviewing and approving Town Plans, setting regional policies, approving the Regional Plan, reviewing and approving annually the capital and operating budgets and independent audits, serving on subcommittees as requested, advising state and federal lawmakers on the needs of the TRORC and member communities and reporting back to member Selectboards on TRORC activities.

## **ARTICLE 6. APPROPRIATIONS TO THE COMMISSION**

### **Section 6.1 Municipal Dues**

The Commissioners shall annually establish dues in accordance with a schedule and rate established by the TRORC. The TRORC Executive Director shall notify in writing all towns within the region on or before November 1st of the sums it deems necessary to be received from said towns for the ensuing fiscal year.

### **Section 6.2 Receipt of Funds**

The TRORC may receive monies from any source without limitation, including funds made available from individuals, municipalities, the State of Vermont, the federal government, private foundations, corporate partners and trusts.

## **ARTICLE 7. FISCAL AND ORGANIZATIONAL YEAR**

The fiscal and organizational year of the TRORC shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

## **ARTICLE 8. OFFICERS, STAFF, EXECUTIVE COMMITTEE**

### **Section 8.1 Officers**

The officers of the TRORC shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. All officers shall be Commissioners representing towns.

The Executive Committee shall consist of the officers of the TRORC. The Chairperson shall have the power to appoint, upon vote of the TRORC, one or two additional members to the Executive Committee, such members being selected from Commissioners representing member towns.

### **Section 8.2 Staff**

The staff of the TRORC includes an Executive Director and other necessary administrative and professional staff as determined by the TRORC. Duties of the Executive Director shall be set by the Executive Committee with approval by the majority vote of the TRORC. Job descriptions for all staff shall be on file.

### **Section 8.3 Election of Officers**

A Nominating Committee, consisting of two Commissioners, shall be appointed by the ~~Chairperson~~ Executive Committee at least 30 days prior to the Annual Meeting and shall render its report of nominations to fill ensuing vacancies of Chairperson, Vice-Chairperson, Secretary and Treasurer at that Annual Meeting. Commissioners are entitled to vote for any qualified person whether or not nominated by the Nominating Committee. The officers of the TRORC shall be elected at the Annual Meeting by majority vote of the Commissioners present.

### **Section 8.4 Term of Office**

The term of office of all officers shall take effect July 1st and shall be for one year or until their successors have been duly elected. Officers shall serve no longer than five consecutive years in any one office, but nothing precludes Commissioners from serving again after being out of office for one year or more.

### **Section 8.5 Vacancies in Office**

In the event that any office is vacated, such office shall be filled by a majority vote at the next TRORC meeting. Officers so elected shall hold office for the balance of the current term or until their successors are elected.

### **Section 8.6 Duties of Officers and Staff**



The **CHAIRPERSON** shall preside at all meetings of the TRORC with the full right to vote as a member of the TRORC. The Chairperson shall call the meetings and fix the time and place thereof; shall create and terminate all special committees and serve as ex-officio non-voting member thereof, (except that the Chairperson may vote in case of a tie). The Chairperson, or his or her designee, shall execute all documents in the name of the TRORC, and shall perform such other duties as the TRORC may from time to time delegate.

The **VICE-CHAIRPERSON** shall perform all the duties of the TRORC in his or her absence.

The **SECRETARY** shall perform all duties customary to that office, including the overseeing of the minutes of all TRORC meetings and such committee meetings as the Chairperson may designate.

The **TREASURER** shall oversee all financial records of the TRORC and conduct periodic financial reviews. The Treasurer, or his or her designee shall be the custodian of all monies and shall present a statement to the Commissioners at regular meetings and an annual report following the close of the fiscal year.

~~An~~The **EXECUTIVE DIRECTOR** shall be in charge of the office and shall conduct a regional planning program, subject to the approval of the TRORC within the framework of 24 V.S.A., Chapter 117, as amended, and shall be in charge of all general correspondence of the TRORC. In addition, the Executive Director shall assist the officers in performing their duties; shall notify Commissioners of their election to office or appointment to committees; shall receive all money due or granted to the TRORC; shall prepare an annual budget and program for the fiscal year which shall be reviewed by the Executive Committee prior to submission for approval by the TRORC; shall keep accounts which shall at all times be open to inspection of the Commissioners and shall manage the staff of the TRORC. The Executive Director may prepare recommendations to the TRORC regarding any potential municipal service agreements and report on their status as appropriate. The Executive Director shall undertake such other duties as the as TRORC shall assign.

### **Section 8.7 Purpose and Duties of Executive Committee**

The general purpose of the Executive Committee is advisory in nature and they shall meet monthly to facilitate the management of the TRORC's affairs during the period between meetings of the TRORC. The Executive Committee shall supervise the affairs of the TRORC between its regular meetings and will act for the TRORC only when immediate action is required and the TRORC voting membership is unable to take the necessary action in time.

The **EXECUTIVE COMMITTEE** shall review and approve the content of agenda for monthly TRORC and annual meetings; review and recommend approval of major TRORC policies, procedures and contracts; review all new project and program proposals, monthly financial reports and the annual audit and refer them, with a report thereon, to the TRORC for action; recommend to the TRORC positions to be taken on behalf of the TRORC by its Committees or Staff; carry out all decisions or actions authorized or delegated by the TRORC; distribute minutes of its meetings for review by the Commissioners; review the bylaws at least every two years to meet the current

requirements of the TRORC; make recommendations to the TRORC concerning entering into, withdrawal from and terminating municipal service agreements; approve the selection of any legal counsel; and approve the duties and limits of authority of the Executive Director, conduct an annual performance appraisal of the Executive Director and set his or her compensation; and recommend a set of goals for the organization and for the Executive Director.

~~The duties of the Executive Committee shall be to:~~

- ~~a.) Review all new project and program proposals, monthly financial reports and the annual audit and refer them, with a report thereon, to the Commission for action;~~
- ~~b.) Recommend to the Commission positions to be taken on behalf of the Commission by its Committees or Staff;~~
- ~~e.) Carry out all decisions or actions as from time to time may be authorized or delegated by the Commission.~~

~~The Executive Committee shall distribute minutes of its meetings for review by the Commissioners.~~

### **Section 8.8 Special Committees**

The Chairperson may appoint Special Committees to carry out activities in furtherance of the TRORC's purposes and objectives.

### **Section 8.9 Annual Reports to Towns**

The Chairperson and the Executive Director shall prepare and present a written annual report to the towns in November of each year.

## **ARTICLE 9. MEETINGS**

### **Section 9.1 Meetings**

Regular meetings of the TRORC shall be held generally once a month, at a time and place designated by the Chairperson unless notice to the contrary has been given by the Chairperson.

### **Section 9.2 Special Meetings**

Special Meetings may be called by the Chairperson and must be called by the Chairperson upon the written request of five (5) participating members of the TRORC, addressed to the office of the TRORC.

### **Section 9.3 Annual Meeting**

The Annual Meeting of the TRORC shall be held in June at a date and place designated by the Chairperson. The Chairperson and Executive Director of the TRORC shall render an annual report to the TRORC. An annual budget and work program will be adopted and election of officers will occur at the Annual Meeting.

### **Section 9.4 Notice of Meetings**

Notice of regular, special, and annual meetings of the TRORC and TRORC subcommittees shall be given in writing or in person by the TRORC's office to each

Commissioner, and Members-At-Large, at least seven days in advance of such meeting. Meetings noted above will be posted on the TRORC's website.

### **Section 9.5 Quorum**

For the purpose of holding meetings and transacting business of this TRORC, a quorum shall require official representation of not less than 12 13 member towns. ~~fifty percent of those member towns with duly appointed Commissioners. Further, any duly appointed Commissioner who fails to attend three consecutive meetings shall no longer be counted in quorum determinations. Commissioners who re-establish regular attendance shall then cause their town to count in quorum determinations numbers.~~ In the event of a tie vote upon any matter before the TRORC, including the vote of the Chairperson, such motion, resolution, or action shall be considered defeated. For the purpose of transacting legal business, the meeting shall be chaired by one of the officers of the TRORC. Only municipal board members shall vote on approving municipal plans and planning processes per 24 V.S.A. §4350(e).

### **Section 9.6 Postal or Electronic Balloting**

By order of the TRORC Board or the Executive Director, any vote may be taken by postal or electronic ballot (email) prior to the next ensuing meeting of the TRORC by mailing or emailing such votes to the office of the TRORC.

### **Section 9.7 Voting Procedure**

In all votes of the TRORC, Commissioners who are counted as present at the meeting shall cast either an aye or nay votes, without abstention unless a conflict of interest has been declared.

## **ARTICLE 10. AMENDMENTS TO BYLAWS**

These Bylaws may be amended by the affirmative vote of three-quarters of all Commissioners present and voting at any regular or special meeting called upon twenty days notice. Such amendments shall be outlined in such notice.

## **ARTICLE 11. ROBERT'S RULE OF ORDER**

Robert's Rules of Order Revised shall govern the proceedings of the TRORC in all cases which are not otherwise specifically covered in these Bylaws and any other special rules the TRORC may adopt.

HANDOUT  
PAN SMITH  
11/29/17  
SC

## Town of Norwich, Vermont FY19 Proposed Salaries

Director of Public Works	\$90,403
Town Manager	90,017
Police Chief	89,159
Recreation Director	70,843
Planning Administrator	69,614
Finance Officer	69,018
Fire Chief	67,151
Town Clerk	65,430

REC HANDBOOK  
11/29/17

8d

# RECREATION BUDGET COMPARISON SUMMARY

Numbers from \*FY '17 Recreation Budgets - other Vermont towns with similar populations.

<u>TOWN</u>	<u>POP.</u>	<u># OF STAFF</u>	<u>BUDGET</u>	<u>REVENUE</u>	<u>FUNDING % - REC. Dep't /Town \$</u>
Hartland	3,393	2 FT	\$255,000	\$145,000	57% & 43%
Stowe	4,314	2 FT & 1 @ 2/3	\$462,304	\$172,205	37.25% & 62.75 %
Windsor	3,553	3 FT	\$250,000	\$105,000	42% & 58%

\*Woodstock 3,048 3 FT & 3 PT \$285,900 Stays in Rec. Dep't Town contributes \$285,900

\*The Woodstock Recreation Department is separate from the actual Town of Woodstock and is run as a 501-C (non-profit). For the current FY'18, \$285,900 is allotted to the Recreation Department from Town Tax \$ to help them

For Norwich I have the Budget #'s we are presenting for FY '19. The past few years have been similar.

NORWICH	3,414	1 FT	\$253,551	\$199,000	78.5% & 21.5%
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## Herb Durfee

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**From:** Charlotte Metcalf <smetcalf@sover.net>  
**Sent:** Thursday, November 30, 2017 4:01 PM  
**To:** Herb Durfee  
**Subject:** please share this document with the Select board  
**Attachments:** LISTERS and ASSESSORS.docx

Hi Herb,

I realize I gave you hard copy of an abbreviated document the other night at the select board meeting. I was a bit distressed that my comments may have been taken lightly by some the room. I have elaborated a bit here on the frivolous and unfair assessments that were occurring from 2004 -2009 to make sure the younger members of the select board understand the seriousness of what was happening. I was not bragging about my ability to handle my own grievance, i was trying to demonstrate how frivolous and outrageous the performance of the Listers office had been. I would appreciate it very much if you would forward this email to the board with the slightly more detailed document I wish to present for the record.

Thanks  
Charlotte Metcalf

Select board meeting

Nov. 29, 2017

I am here tonight to plead with the Select Board to do everything possible to convince Bill and Matt Krajewski to remain as our Assessors. When Liz Blum became Chair of the Listers, she asserted that she did not think Listers should be examining the homes of other taxpayers. She vowed to have a professional do it instead. This alarmed me at the time because of my terrible experience with the assessor employed in the Lister's office from 2004-2009. I believe Liz has been thoroughly vindicated by the Lister's choice of the Krajewskis to do appraisals.

Having grieved my assessment every year from 2004-2009, I am able to speak to the performance of the Lister's office during those years. Suffice it to say that every attempt to raise my assessment by \$700,000 in each one of those years was thwarted, either in grievance or by the Board of Civil Authority. The cases were so clear that I could easily make them without legal assistance or cost. However they represented many hours of preparation that detracted from summer activities, not just for me but for a number of other people.

I should have known when Steve Wheelock made his first appearance at my home with Dennis Kaufman, that he did not intend to compliment me when he said "This house is beautifully appointed". However, it was after I let him in to do measurements in a tenant's home that I realized he was a veritable voyeur. I waited outside out of respect for my tenants' privacy, and when Steve reemerged he could not wait to tell me of evidence he'd found in the bedroom that would lead one to imagine what might transpire there. This man should never have been an assessor in our town

Steve and Dennis continued to find \$700,000 discrepancies from the grand list for three more years. For two years, I was assessed for all the solar arrays and equipment I had had since 2000 on my property. I was taxed for twice the original cost on two systems that had already reached their half-life. When after a town meeting and vote to eliminate the possibility of taxes on PV systems, the listers still persisted in taxing me and me alone among all of the people in town with solar equipment. Their excuse was that since I was net metering I must be a "commercial" solar provider, another frivolous but effective way to reassess my property one last time.

At the last of my BCA encounters, I was simply asked bottom line what I "would like", and after a house visit from 3 BCA members, I was granted full recovery to the 2004 Grand List figure for the last time. The Listers and Assessor had simply run out of new things to itemize for taxation.

Sincerely,  
Charlotte Metcalf

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## Herb Durfee

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**From:** Herb Durfee  
**Sent:** Friday, December 01, 2017 12:43 PM  
**To:** 'Jeff Goodrich'; 'Peter G. Gregory'  
**Cc:** Miranda Bergmeier; John Pepper; 'johnlanghus@gmail.com'; 'lcook2825@gmail.com'; 'marydlayton@gmail.com'; 'stephen.n.flanders@gmail.com'  
**Subject:** RE: TROCRC

Thx, Jeff/Peter.

Herb  
Herbert A. Durfee, III  
Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
802-649-1419 ext. 102  
802-649-0123 (fax)

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**From:** Jeff Goodrich [<mailto:Jeff.Goodrich@pathwaysconsult.com>]  
**Sent:** Friday, December 01, 2017 11:18 AM  
**To:** Herb Durfee  
**Cc:** Miranda Bergmeier; Peter Gregory ([pgregory@trorc.org](mailto:pgregory@trorc.org)); Jeff Goodrich  
**Subject:** RE: TROCRC

Herb, FYI.

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**From:** Peter G. Gregory [<mailto:pgregory@trorc.org>]  
**Sent:** Friday, December 01, 2017 11:06 AM  
**To:** Jeff Goodrich <[Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)>  
**Subject:** Re: TROCRC

Jeff;

Your understanding of the changes and the reasons for the changes are correct.

I am available to answer any further questions you, Herb or the Selectboard has on this matter.

Thanks.

Peter

**Peter G. Gregory, AICP**  
**Executive Director**

Two Rivers-Ottawaquechee Regional Commission  
128 King Farm Road | Woodstock, Vermont 05091  
(802) 457-3188 | (802) 457-4728 - fax | (802) 558-9064 - cell  
[pgregory@trorc.org](mailto:pgregory@trorc.org) | [trorc.org](http://trorc.org) | [TRORC facebook](#)



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**From:** Jeff Goodrich <[Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)>  
**Sent:** Friday, December 1, 2017 10:02 AM  
**To:** Peter G. Gregory  
**Cc:** Jeff Goodrich  
**Subject:** RE: TROCRC

Peter, my understanding is that the proposed TRORC bylaw changes stem from enabling legislation that will not affect the current relationship of member towns with TRORC and that the Town-TRORC relationship will continue, with member towns providing annual dues. Sections 3.5 and 4 in the proposed bylaws will allow member towns to engage TRORC for additional and/or specific services either individually, or in an aggregate manner with other member towns, as deemed appropriate by all parties. The potential benefit of this approach, which is currently the case, is cost sharing and efficiencies of service; the bylaws simply further codify any such relationship pursuant to recent enabling legislation. Please let me know if my understanding is correct and/or if I have missed anything.

Jeff

**From:** Peter G. Gregory [<mailto:pgregory@trorc.org>]  
**Sent:** Thursday, November 30, 2017 3:04 PM  
**To:** Jeff Goodrich <[Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)>  
**Cc:** Herb Durfee ([hdurfee@norwich.vt.us](mailto:hdurfee@norwich.vt.us)) <[hdurfee@norwich.vt.us](mailto:hdurfee@norwich.vt.us)>  
**Subject:** Re: TROCRC

Busy day for me but let's make this work. Any chance between 9:00 and 10:00 am?

Thanks!

Peter G. Gregory, AICP  
Executive Director

Two Rivers-Ottauquechee  
Regional Commission  
[www.trorc.org](http://www.trorc.org)

802-457-3188  
802-558-9064 cell

On Nov 30, 2017, at 1:13 PM, Jeff Goodrich <[Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)> wrote:  
Herb, glad to. But... I am recovering from the flu and playing catch up (it must be an age thing!).

Peter, any chance for a call tomorrow?

Jeff

**From:** Herb Durfee [<mailto:HDurfee@norwich.vt.us>]  
**Sent:** Thursday, November 30, 2017 1:10 PM

To: Jeff Goodrich <[Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)>  
Cc: Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)>; John Pepper <[Pepper@norwich.vt.us](mailto:Pepper@norwich.vt.us)>;  
[johnlanghus@gmail.com](mailto:johnlanghus@gmail.com); [lcook2825@gmail.com](mailto:lcook2825@gmail.com); [marydayton@gmail.com](mailto:marydayton@gmail.com); [stephen.n.flanders@gmail.com](mailto:stephen.n.flanders@gmail.com)  
Subject: TROCRC

Jeff,

Put your TROCRC Norwich Rep hat on. I recently received the proposed changes to the regional commission's bylaw changes. For the benefit of the Selectboard, would you please provide your perspective on the proposed changes and what impact, especially financially, the Town could expect. Thx

P.S. The Board will have in their 12/6/17 meeting packet a copy of the correspondence sent by the Commission (i.e., the hearing notice and the proposed bylaw changes).

Herb  
Herbert A. Durfee, III  
Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
802-649-1419 ext. 102  
802-649-0123 (fax)