

**Agenda for the Special Selectboard Meeting Wednesday, December 13, 2017
at 6:00 PM**

(Times Are Approximate)

- 1) Call to Order ** 6:00 PM **
- 2) Approval of Agenda (Action Item) 5 minutes
- 3) Drake Mediation Discussion – executive session may be needed (Discussion/Action Item) 30 minutes

** The Selectboard plans to return to open session at approximately 6:30 PM **
- 4) Public Comments (Discussion Item) 15 minutes
- 5) Possible Reclassification of Route 10A (Discussion Item) 10 minutes
- 6) FYE 2019 Budget (Discussion/Action Item) 30 minutes
 - a) Prudential Committee Discussion – Prudential Committee invited
- 7) Errors & Omissions regarding Grand List (Discussion/Action Item) 10 minutes
- 8) Board to Sign Accounts Payable/Warrants (Discussion/Action Item) 5 minutes
- 9) Town Plan Process (Discussion/Action Item) 10 minutes
- 10) Correspondence (Discussion/Action Item) 5 minutes
 - a) Tim Briglin
 - b) Charlotte Metcalf
 - c) Barbara Currier, Norwich Fire Dist. Prudential Committee member
 - d) Cheryl Lindberg
 - e) Marcia Calloway
 - f) Board of Listers
 - g) Pam Smith
 - h) Claudette Brochu
 - i) Child Care Center in Norwich
 - j) Town Manager, Herb Durfee
- 11) Selectboard
 - a) Approval of Minutes: 11/29/2017 & 12/3/2017 Selectboard meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/ Action Item) 10 minutes
- 12) Union Contract– executive session may be needed (Discussion/Action Item) 30 minutes
- 13) End of Meeting Debriefing – if needed (Discussion Item) 10 minutes

Next Meeting – January 10, 2018 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.



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

To: Herbert Durfee, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Class 1 Town Highway Designation
Date: November 23, 2017

I am writing to get your thoughts on exploring the possibility of reclassifying the Route 10A corridor from Ledyard Bridge to Tracy Hall as a Class 1 Town Highway. Since this is the main artery that runs through town, I feel it would be to our advantage to have more control over its maintenance and to take advantage of the benefit of the State's reimbursement of \$11,173.76 per mile for the maintenance. This section is approximately .87 of a mile.

Currently we are responsible for the snow removal, sweeping, sidewalks, mowing, plantings, and the bike lane paving markings per the corridor enhancement agreement.

If the town were to accept this section as a Class 1 Highway, the State would still be responsible for the pavement resurfacing, centerline striping, and the maintenance costs of the three sets of traffic lights.

A Class 1 conversion was considered in 2010 by the Town for the following two segments:

- From the intersection of Route 5 and Route 10A, proceeding northward along Route 5 North (Church Street) to the intersection of Route 5 and River Road. This segment is 1.422 miles.
- Route 10A from Ledyard Bridge to the Marion Cross School.

The extension to River Road was proposed because they were considering building the new fire station at the former Agway site.

At this point I think it is time to reconsider the section that I mentioned between Ledyard Bridge and Tracy Hall because it would benefit the Town to do so, as we are doing most of the maintenance there now with no reimbursement from the State. At least we would be paid for what we are doing. I would see it as a win for us.

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News > Local-Regional (/News/Local-Regional/)

Jim Kenyon: Trees Uprooted in Norwich

Wednesday, December 06, 2017

For as long as I can remember, Norwich has had a fascination — an obsession, really — with the so-called gateway into town.

I'm talking about the mile of highway that starts at Ledyard Bridge on the Connecticut River, climbs up the hill, continues through the stoplights at Interstate 91, and ends at the town green.

It wasn't too many years ago that a developer's plan to build \$500,000 townhomes on a vacant lot along the gateway led to much angst among residents. But Norwich's worst fears were never realized — the project didn't turn out to be a blight on the landscape that caused people to make a quick U-turn back to the interstate.

To make folks feel welcome upon arriving in Norwich, a big gateway sign was erected. The sign notes that the town's founding dates back to colonial times, but neglects to warn drivers they're entering Vermont's second biggest speed trap. (Woodstock is an indisputable No. 1.)

But even with its fancy sign, bike lanes and apple orchard in an adjacent field, the gateway apparently still needed more sprucing up.

This fall, near the entrance to the Montshire Museum of Science, the town planted seven Princeton elms in the road's median island.

"We're trying to keep the gateway to Norwich nice looking," Director of Public Works Andy Hodgdon told me.

I don't fault Hodgdon for spending \$1,365 of taxpayers' money on seven trees. He's just following the will of the people. The gateway, officially known as Route 10A, is to Norwich what the Avenue des Champs-Élysées is to Paris. But there was a problem: The median island is state property. And Norwich didn't have permission to plant the trees.

As (bad) luck would have it, a higher-up with the Vermont Agency of Transportation happened to drive by on the day the 10-foot-high trees were being planted.

The state official got in touch with Tammy Ellis, the agency's administrator for this part of the state. "Do you know they're doing this?" he asked.

Ellis didn't.

"It was my mistake," Hodgdon told me. "I just didn't follow the procedure. We figured we had a little more jurisdiction than we did."

After being informed of its mistake, the town applied for a state landscaping permit — albeit after the elms were already in the ground.

If Norwich figured it would be better to beg for forgiveness than to ask for permission to plant the trees in the first place, it was mistaken, Ellis said.

The regulations are pretty straightforward on the planting of trees in a state highway right of way, she said. In a Nov. 15 letter, Ellis informed the town that it had two weeks to remove the trees.

Ellis' letter clearly didn't rank with Ronald Reagan's "Mr. Gorbachev, tear down this wall!" speech 30 years ago in Berlin, but I sense she took a certain amount of satisfaction from being able to say, in essence, "Norwich, dig up those elms!"

Ellis, who has worked at the transportation agency for 30 years, is one of the rare state administrators who isn't afraid to speak her mind to reporters. Norwich's planting of the trees without asking the state, "is a sore subject with me," she said. "The town knew better."

She then gave me a brief history of that section of state road. A few years ago, Norwich approached the transportation agency about reclassifying the gateway, to give the town more say in its upkeep.

In exchange for maintaining the road, including plowing snow, Norwich would be able to do with it as it saw fit (e.g. plant trees in the median). But after the state had spent a lot of time and money to make it happen, the town backed out of the deal, Ellis told me when I stopped by her White River Junction office on Monday.

Politics aside, the state had good reasons for wanting the trees out of the median. A full-grown Princeton elm can grow to be 40-feet tall or higher. Falling limbs — or entire trees — are safety hazards. The roots can also tear up the road's pavement, and state taxpayers "are the ones who pay the price for it," Ellis said.

Norwich Town Manager Herb Durfee, who has been in town only since May, told me that he signed off on the tree planting. (Selectboard approval wasn't required.)

As a land-use planner by trade, Durfee said, he supports an "aesthetic treatment," to the gateway. "There has to be a balance between aesthetics and safety," he said. "I thought it really added something to the gateway."

Last week, the town dug up the trees — beating the state deadline by a day or two. A lot of people in town, including herself, “enjoyed seeing the new trees,” Selectboard Chairwoman Mary Layton said. “It’s too bad they couldn’t stay.”

The young trees are now in storage until the town decides its next move. It could just plant the elms on town property somewhere else or it could appeal Ellis’ decision to Vermont’s secretary of transportation.

Durfee plans to discuss the matter with the Selectboard in the near future. It might also be time to revive talks with the state about the town taking over the stretch of highway, he said. It could make the town eligible for more state transportation funds and “give us a little bit more local control of our gateway,” he said.

Durfee is catching on quickly. In a town as wealthy as Norwich, looks *really* are everything.

Jim Kenyon can be reached at jkenyon@vnews.com.

6a

Herb Durfee

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Thursday, December 07, 2017 6:40 AM
To: Barbara H. Currier
Cc: David Ormiston; Lindberg Cheryl; Norwich Fire District; Jonathan Vincent; Michael Goodrich; Alicia Groft; Layton Mary; Miranda Bergmeier
Subject: Re: Hydrant Rental Fee -- A map would be informative

Thank you for this material, Barbara.

The board had a preliminary discussion of this topic, last night, but deferred further discussion until the Prudential Committee could be represented at the SB meeting, next week.

What we heard from an employee of the Water Department, who spoke as a knowledgeable Norwich citizen, not as a representative of the Fire District, was that it's really the presence of the hydrant infrastructure, not the water flowing through it that incurs the costs. This insight complemented the memo that you sent.

Of interest to me, is a fair way to apportion those costs between the between the two municipalities. It might help the board's deliberations to receive a map of the hydrant system to supplement your memo and be included in next week's SB packet.

Sincerely, Steve F.

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

802-649-1134 (Home)

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

On Dec 6, 2017, at 1:40 PM, Barbara H. Currier <Barbara.H.Currier@dartmouth.edu> wrote:

Herbert A. Durfee, III

Town Manager, Norwich, VT

Dear Herb,

The Norwich Fire District Prudential Committee would like to submit the attached information in support of the Hydrant Rental Fee under discussion in the Town budget preparation. We ask that you share this analysis

with the Select Board and hope that this information will eliminate any confusion about the Hydrant Rental Fee.

We thank Steve Flanders for sharing his thoughts on the Hydrant Rental Fee with the Prudential Committee.

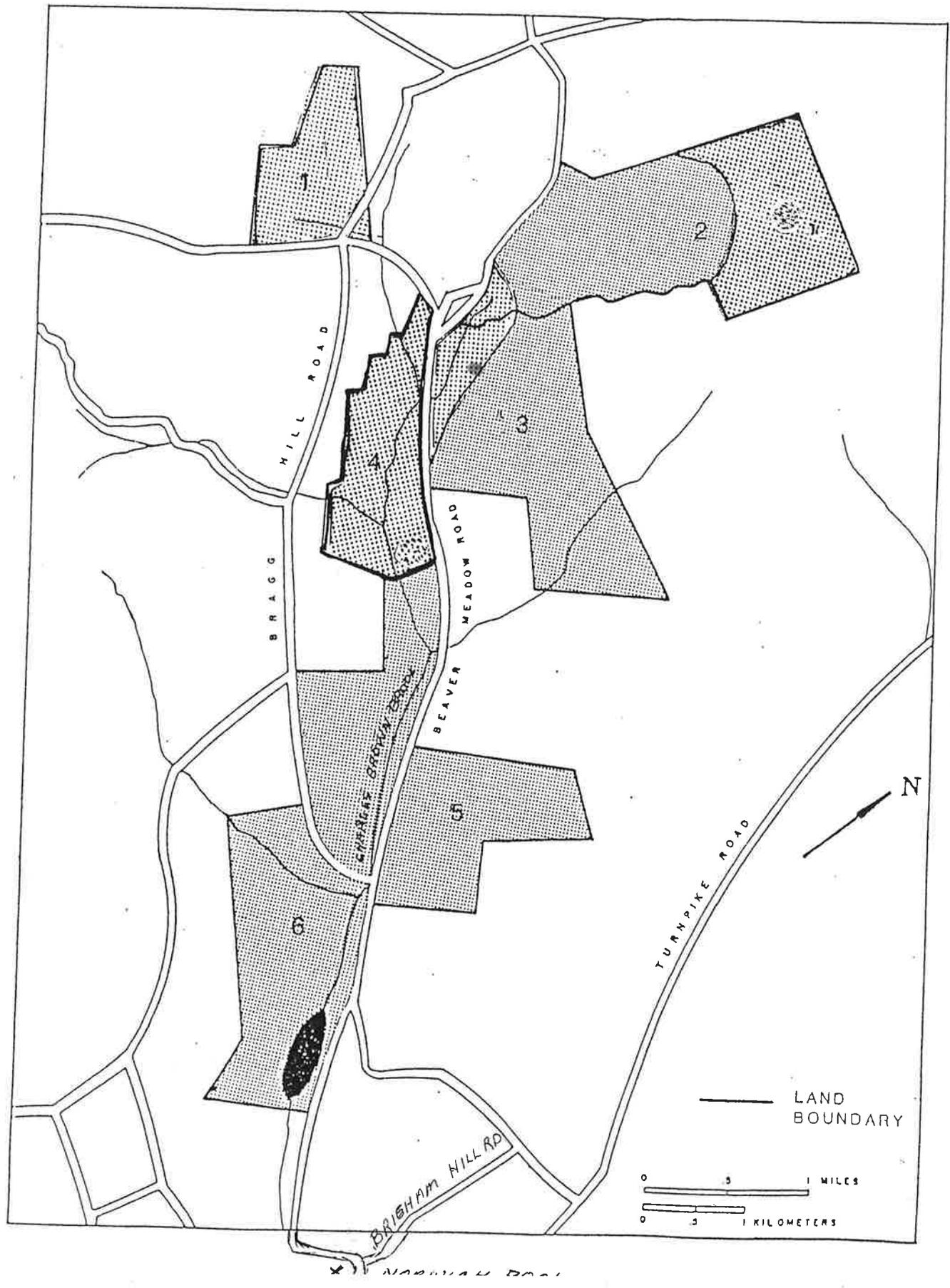
Sincerely,

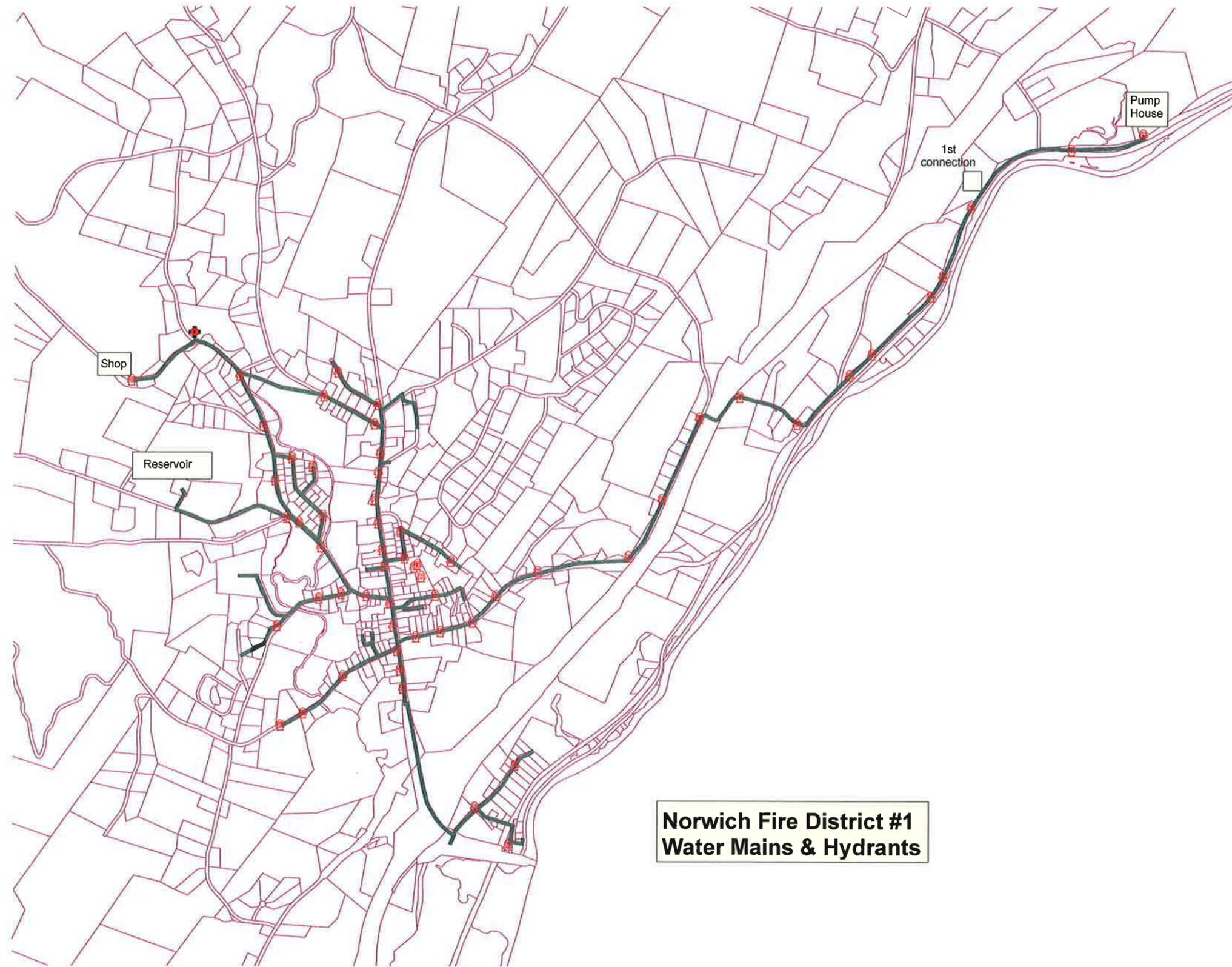
Barbara H. Currier

Norwich Fire District Prudential Committee Member

<Hydrant Rental Fee.docx>

NORWICH FIRE DISTRICT WATERSHED LAND





**Norwich Fire District #1
Water Mains & Hydrants**

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

To: The Norwich Selectboard
From: The Norwich Board of Listers
Date: December 13, 2017
Subject: Errors and Omissions

The Norwich Board of Listers has determined that the following parcels are in need of revision on the 2017 Grand List. Changes cannot at this date be made to the 2017 Grand List without prior approval from the Selectboard. Accordingly, the Listers request approval for correcting the following errors.

Request #1

Owner: Demars, Daniel & Leslie
Location: Meetinghouse Road
Parcel ID: 05-133-100
2017 Assessed Value: \$164,800
2017 Current Use Deduction: \$64,200

Reason: This property was removed from Current Use by order of the State. The owners did not refile their paperwork in a timely manner.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to remove the State-calculated Current Use deduction from the property.

Current Valuation

Total Fair Market Value	164,800
Current Use deduction	-64,200
Current Grand List Total	100,600

Proposed Valuation

Total Fair Market Value	164,800
Current Use deduction	0
Revised Grand List Total	164,800

Total adjustment is plus 64,200 in taxable value.

The Listers request permission to remove a 64,200 deduction for Current Use to the property, adjusting the taxable value to 164,800.

Request #2

Owner: Lamppa, John & Tate, Jennifer
Location: 276 Bradley Hill Road
Parcel ID: 11-038-000
2017 Assessed Value: \$247,700

Reason: This property was recently added to Current Use by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to add the State calculated Current Use deduction to the property.

Current Valuation

Total Fair Market Value	247,700
Current Use deduction	0
Current Grand List Total	247,700

Proposed Valuation

Total Fair Market Value	247,700
Current Use deduction	-44,800
Revised Grand List Total	202,900

Total adjustment is minus 44,800 in taxable value.

The Listers request permission to add a 44,800 deduction for Current Use to the property, adjusting the taxable value to 202,900.

Request #3

Owner: Van Arman, Jay & Deborah
Location: 128 Union Village Road
Parcel ID: 10-211-000
2017 Assessed Value: \$1,240,300
2017 Current Use Deduction: \$278,800

Reason: Agricultural buildings on this property were removed from Current Use by order of the State.

2017 Grand List Revised Value Request

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

Current Valuation

Total Fair Market Value	1,240,300
Current Use deduction	-278,800
Current Grand List Total	961,500

Proposed Valuation

Total Fair Market Value	1,240,300
Current Use deduction	-234,900
Revised Grand List Total	1,005,400

Total adjustment is plus 43,900 in taxable value.

The Listers request permission to apply a 234,900 deduction for Current Use to the property, adjusting the taxable value to 1,005,400.

Request #4

Owner: Polashenski, Christopher & Lake, Norah
Location: 742 VT Route 132
Parcel ID: 05-095-300
2017 Assessed Value: \$573,500
2017 Current Use Deduction: \$100,900

Reason: This property has a revised Current Use value by order of the State.

2017 Grand List Revised Value Request

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

Current Valuation

Total Fair Market Value	573,500
Current Use deduction	-100,900
Current Grand List Total	472,600

Proposed Valuation

Total Fair Market Value	573,500
Current Use deduction	-464,400
Revised Grand List Total	109,100

Total adjustment is minus 363,500 in taxable value.

The Listers request permission to apply a 464,400 deduction for Current Use to the property adjusting the taxable value to 109,100.

Request #5

Owner: Polashenski, Edward & Jessica
Location: VT Route 132
Parcel ID: 05-086-400
2017 Assessed Value: \$219,900

Reason: This property was recently added to Current Use by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to add the State-calculated Current Use deduction to the property.

Current Valuation

Total Fair Market Value	219,900
Current Use deduction	0
Current Grand List Total	219,900

Proposed Valuation

Total Fair Market Value	219,900
Current Use deduction	-213,100
Revised Grand List Total	6,800

Total adjustment is minus 213,100 in taxable value.

The Listers request permission to add a 213,100 deduction for Current Use to the property adjusting the taxable value to 6,800.

Request #6

Owner: Upper Valley Land Trust
Location: Turnpike Road
Parcel ID: 10-078-000
2017 Assessed Value: \$1,053,200
2017 Current Use Deduction: \$968,100

Reason: This property has a revised Current Use value by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to revise the State-calculated Current Use deduction for the property.

Current Valuation

Total Fair Market Value	1,053,200
Current Use deduction	-968,100
Current Grand List Total	85,100

Proposed Valuation

Total Fair Market Value	1,053,200
Current Use deduction	-991,400
Revised Grand List Total	61,800

Total adjustment is minus 23,300 in taxable value.

The Listers request permission to apply a 991,400 deduction for Current Use to the property adjusting the taxable value to 61,800.

Request #7

Owner: Upper Valley Land Trust
Location: Turnpike Road
Parcel ID: 10-078-300
2017 Assessed Value: \$148,700
2017 Current Use Deduction: \$63,600

Reason: This property has a revised current use value by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to revise the State-calculated Current Use deduction for the property.

Current Valuation

Total Fair Market Value	148,700
Current Use deduction	-63,600
Current Grand List Total	85,100

Proposed Valuation

Total Fair Market Value	148,700
Current Use deduction	-143,100
Revised Grand List Total	5,600

Total adjustment is minus 79,500 in taxable value.

The Listers request permission to apply a 143,100 deduction for Current Use to the property adjusting the taxable value to 5,600.

Request #8

Owner: Metcalf, Lucy Trust
Location: 433 Pattrell Road
Parcel ID: 05-110-000
2017 Assessed Value: \$1,187,500
2017 Current Use Deduction: \$388,300

Reason: This property has a revised Current Use value by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to revise the State-calculated Current Use deduction for the property.

Current Valuation

Total Fair Market Value	1,187,500
Current Use deduction	-388,300
Current Grand List Total	799,200

Proposed Valuation

Total Fair Market Value	1,187,500
Current Use deduction	-396,600
Revised Grand List Total	790,900

Total adjustment is minus 8,300 in taxable value.

The Listers request permission to apply a 396,600 deduction for Current Use to the property adjusting the taxable value to 790,900.

Request #9

Owner: Hanlon, Francis & Josie
Location: 398 Bradley Hill Road
Parcel ID: 11-042-000
2017 Assessed Value: \$1,257,500
2017 Current Use Deduction: \$107,100

Reason: This property has a revised Current Use value by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to revise the State-calculated Current Use deduction for the property.

Current Valuation

Total Fair Market Value	1,257,500
Current Use deduction	-107,100
Current Grand List Total	1,150,400

Proposed Valuation

Total Fair Market Value	1,257,500
Current Use deduction	-122,300
Revised Grand List Total	1,135,200

Total adjustment is minus 15,200 in taxable value.

The Listers request permission to apply a 122,500 deduction for Current Use to the property adjusting the taxable value to 1,135,200.

Request #10

Owner: Larowe, Nancy
Location: 22 Town Farm Road
Parcel ID: 11-083-000
2017 Assessed Value: \$416,500
2017 Current Use Deduction: \$179,500

Reason: This property has a revised Current Use value by order of the State.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to revise the State-calculated Current Use deduction for the property.

Current Valuation

Total Fair Market Value	416,500
Current Use deduction	-179,500
Current Grand List Total	237,000

Proposed Valuation

Total Fair Market Value	416,500
Current Use deduction	-218,500
Revised Grand List Total	198,000

Total adjustment is minus 39,000 in taxable value.

The Listers request permission to apply a 218,500 deduction for Current Use to the property adjusting the taxable value to 198,000.

Request #11

Owner: Hulleberg, Thomas & Graham, Kristin
Location: 694 Goodrich Four Corners
Parcel ID: 11-068-000
2017 Assessed Value: \$2,292,500
2017 Current Use Deduction: \$203,500

Reason: This property has a revised Current Use deduction due to a partial removal of land from the program.

2017 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to revise the State-calculated Current Use deduction for the property.

Current Valuation

Total Fair Market Value	2,292,500
Current Use deduction	-203,500
Current Grand List Total	2,089,000

Proposed Valuation

Total Fair Market Value	2,292,500
Current Use deduction	-184,900
Revised Grand List Total	2,107,600

Total adjustment is plus 18,600 in taxable value.

The Listers request permission to apply a 184,900 deduction for Current Use to the property adjusting the taxable value to 2,107,600.

The Norwich Board of Listers

Cheryl A. Lindberg
Dennis Kaufman
Kris Clement

12/08/17
10:51 am

Town of Norwich Accounts Payable
Check Warrant Report # 18-13 Current Prior Next FY Invoices For Fund (General)
For Check Acct 01(General) All check #s 12/13/17 To 12/13/17

8

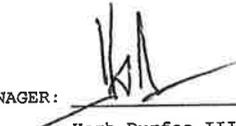
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
KNIGHTB	12/07/17	PL- CLG GRANT GOODRICH 4 INV-0021	01-5-350416.00 HIST PRES GRANT	2850.00	5302	12/13/17
PAPAZIAN	12/06/17	PL--CLG GRANT MID CENTURY 12/6/2017	01-5-350416.00 HIST PRES GRANT	3230.00	5303	12/13/17
Report Total				6080.00		

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 \$ *****6,080.00
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

8

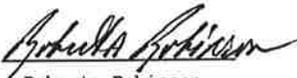
12/08/17
10:51 am

Town of Norwich Accounts Payable
Check Warrant Report # 18-13 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)
For Check Acct 01(General) All check #s 12/13/17 To 12/13/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WHITEJAY	12/01/17	PD-FD FACILITIES 12/1/17	47-5-575622.00 CONSTRUCTION COSTS	3623.85	5304	12/13/17
WRIGHTCON	11/30/17	PUBLIC SFTY BLDG-NOVEMBER 201704306	47-5-575622.00 CONSTRUCTION COSTS	277743.45	5305	12/13/17
Report Total				281367.30		

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 \$ ***281,367.30
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

10a

Miranda Bergmeier

Subject: FW: Clean water town roads

From: Tim Briglin [<mailto:tim@tuckermancapital.com>]
Sent: Tuesday, December 05, 2017 11:29 AM
To: selectboard@straffordvt.org; selectboard@thetfordvermont.us; David Ormiston; Miranda Bergmeier;
Selectboard@SharonVT.net
Subject: FW: Clean water town roads

I hope this is an efficient way to reach four selectboards. At some recent selectboard meetings I've attended, I've heard some discussion of municipal roads and compliance with clean water initiatives in Vermont. I got the information, below, from David Deen who is the Chair of the House Environment Committee. I found it to be helpful and thought it might be useful information for you.

Be well,
Tim

From: David Deen
Subject: Re: Clean water town roads

The Municipal Roads General Permit (MRGP) is not in place yet. It does not become effective (assuming the agency is on time) until 7/31/18 and then towns have 2 years to survey their roads and identify those sections of roads that create a discharge to the waters of the state. Compliance is based on a plan the town generates to address any problems and they have until 2038 to be in compliance with their own plan. Many responsible towns have already begun the survey work with help from their RPC to identify the sections they will need to address in their implementation plan.

The work will cost the towns, no question, and that is the reason that a sustainable source of funds is necessary for the Clean Water Fund since it has always been the presumed source of assistance to municipalities as they address water pollution and nutrient loading coming from their roads.

Details of the MRGP and the contact information for Jim Ryan the lead staff person developing the permit are here <http://dec.vermont.gov/watershed/public-notices/mrgp-public-notice>. Jim would be more than glad to come to a town and straighten out the increasingly inaccurate information people are receiving and responding to in these articles.

David

Representative David L Deen }>}}}}}'>
5607 Westminster West Road
Westminster, VT 05346
802-869-3116
Fax 802-869-1103
strictlytrout@vermontel.net

Herb Durfee

From: Charlotte Metcalf <smetcalf@sover.net>
Sent: Thursday, December 07, 2017 9:40 AM
To: Mary Layton; linda cook; John Langhus; John Pepper; Herb Durfee; stephen.n.flanders@gmail.com
Cc: Charlotte Metcalf
Subject: current events not reflected in the 2017 town plan
Attachments: EMAILS.docx

Dear Board Members,

Thank you for your patience in receiving my comments and answering my questions last night. Though it is true that some of the material had already found its way in to your packets a while back, I hope you understand that each of the emails in question require some individual attention and were not just presented to be looked at one time.

Because I will be unable to attend next weeks board meeting I would like you to consider one further question as you begin to read the Plan you received last night. As I was writing my note to the listserv in response to Liz Russell, I called up the plan for a moment yesterday to find some information. I noticed at the beginning there was mention (a chart) of growth in surrounding towns which included Hartford and Hanover.

As I drove home from the meeting I was wondering what Jeff Lubell meant in his June 21 email to Phil Dechert, Jeff Goodrich and Susan Brink when he said "I would be worried about people talking about current events because we have not updated the plan to reflect those events."

Given that the new plan stretches to Hartford , it is not hard to conclude there would be a possible symbiotic relationship with that town particularly regarding its wastewater system. It occurred to me that Harftford i HAS been growing since the 2011 plan (several new businesses and 2 senior living high rises) and Dartmouth is looking at a potential increase of 25% to its student body. I do not know if those are the "current events" to which Jeff Lubell refers, but I hope your considerations of the plan will "reflect" them. They could impact Hartfords ongoing ability to accommodate a private development in Norwich.

if needed
12/6/17



From: Charlotte Metcalf smetcalf@sover.net
Subject: Affordable Housing-Mega Projects
Date: December 6, 2017 at 3:50 PM
To: norwich-request@lists.vitalcommunities.org

This letter is in response to Liz Russell's question of Stuart Richards. I am not a student of the 2011 and 2017 town plans as Stuart probably is. However, I do have in hand some emails from the Zoning Director and Planning Board which seem to reflect a determination to rezone parts of Route 5 South AFTER the 2017 Plan is approved by the Select Board.

In one email to Phil Dechert and Jeff Lubell Jeff Goodrich speaks of permitting "150 units to achieve an asking price of \$1.5 million dollars" for the Dyke property. I believe Stuart may be correct in assuming 8 parcels /acre would be allowed under Mixed Use zoning. I also believe the 2017 plan now extends to the Hartford line so that 350 acres may be under review.

In another email on Feb 25 Jeff Lubell says to Phil Dechert "Any change that we make that people think could be read as facilitating those zoning changes will be targeted in ways that could hold up approval. I assume we have ample authority under the existing town plan to pursue these zoning changes."

On July 25th Mr. Lubell writes to Jeff Goodrich, Sue Brink, and Phil Dechert regarding the review process : "I like the idea of asking people outside the current Planning Commission to speak about different areas so long as they are prepared to focus on the benefits of the town plan, rather than its shortcomings."

and Phil Dechert writes to TRORC member Peter Gregory that the 2017 plan "update addresses all the issues/recommendations in the TRORC review, except specific reference to zoning changes, and higher density housing in the Route5S?River Rd area have been removed and will continue to be "studied".

The question for us all remains whether a second vote of the town will be permitted if the zoning is not implemented in the original plan but is later proposed as an amendment as early as January 2018.

Technically it may be true that "zoning" for over 150 Mixed Use units is not specified in the 2017 plan but we really cannot fault Stuart Richards for suspecting it will be carefully "studied" as soon as the plan is approved.

Sincerely,
Charlotte Metcalf

EMAILS REVEAL ATTEMPT TO COVER INTENTIONS:

Feb 25,2017 Lubell>Goodrich,cc.Dechert

“Any change that we make that people think could be read as facilitating those zoning changes will be targeted...could hold up approval.” “I assume we already have ample authority under the existing town plan to pursue those zoning changes.”

March 30, 2017 Dechert>Lubell

“...land use draft for tonight. I have modified it by removing many direct references to Route5 S/River Road”

March 30 Dechert>PC Members

“need to justify changing the Regional Plan Land Use....to “Village Settlement” instead of current designation of “Interchange” and “Rural”.

March 28 Dechert > Kevin Geigor(TRORC)

“like to discuss strategy”

March 28 Geigor to Dechert

“Glad to yes. If I remember right this may involve stealing land from Native Americans.”

May 01 Dechert to C. Metcalf

“Route 5 S/River Rd mixed use project is on hold while the PC is completing required updates to the zoning regulations mostly involving housekeeping issues ..not Rte 5 S.

May 22 after VN interview w. Rob Wolfe, Dechert>Wolfe

“the current drafts of the town plan do not propose new Mixed-Use Districts and will not include any maps of proposed zoning district change.”

May 21 Dechert>Liz Russell

“Unfortunately this group is being led by Stuart and a group of NIMBY’s on Hopson Lane”

June 21 Lubell >Brink,cc Goodrich, Dechert

“work a reaffirmation that we’ll take all comments seriously in to the discussion of the town plan process. I like the idea of asking people outside the current PC to speak about areas covered so long as they are prepared to focus on the benefits of the town plan, rather than its shortcomings” “I’d be worried about having people talk about current events..we haven’t updated the plan to reflect those events.”

Sept 27 Dechert >Peter Gregory(TRORC),Herb Durfee,Jeff Goodrich,cc Kevin Geigor

“higher density housing in the Route 5 South and River road area have been removed and will continue to “be studied”.

10c

Herb Durfee

From: Herb Durfee
Sent: Wednesday, December 06, 2017 4:50 PM
To: John Pepper; 'johnlanghus@gmail.com'; 'lcook2825@gmail.com'; 'marydayton@gmail.com'; Miranda Bergmeier; 'stephen.n.flanders@gmail.com'
Cc: Miranda Bergmeier; 'Barbara H. Currier'; cheryl.lindberg; 'Jonathan Vincent'; Michael Goodrich; 'Alicia Groft'
Subject: FW: Hydrant Rental Fee
Attachments: Hydrant Rental Fee.docx

Board Members,

At the request of Barbara Currier, below and attached please find information relevant to the hydrant rental fee. This information will also be part of your correspondence file for your 12/13/17 meeting.

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)

From: Barbara H. Currier [<mailto:Barbara.H.Currier@dartmouth.edu>]
Sent: Wednesday, December 06, 2017 1:40 PM
To: David Ormiston
Cc: stephen.n.flanders@gmail.com; cheryl.lindberg; Norwich Fire District; 'Jonathan Vincent'; Michael Goodrich; 'Alicia Groft'
Subject: Hydrant Rental Fee

Herbert A. Durfee, III
Town Manager, Norwich, VT

Dear Herb,

The Norwich Fire District Prudential Committee would like to submit the attached information in support of the Hydrant Rental Fee under discussion in the Town budget preparation. We ask that you share this analysis with the Select Board and hope that this information will eliminate any confusion about the Hydrant Rental Fee.

We thank Steve Flanders for sharing his thoughts on the Hydrant Rental Fee with the Prudential Committee.

Sincerely,
Barbara H. Currier
Norwich Fire District Prudential Committee Member

Fire Hydrant Rental Fee

To provide information for the upcoming budget discussions, the Norwich Fire District has put together this cost summary as background and support for the Hydrant Rental Fee. The Hydrant Rental Fee does not include the cost of water used by the Town for either Fire Department training or fire-fighting. Rather, it captures the costs associated with keeping the fire hydrants visible, accessible and in good working order.

Within the Town of Norwich are 6 different models of hydrants by 4 different manufacturers, all which require different parts and tools to maintain. The man-hours needed to accomplish the various components of hydrant maintenance are listed below:

- Flush hydrants twice a year (80hrs per flush x 2=160hrs)
- Paint hydrants (2hrs per hydrant + materials) (2hrs x 67hydrants=134hrs)
- Weed whacking/ brush removal (4hrs per month x 5 months a year= 20hrs)
- Plowing/ shoveling + expenses per storm (18-24hrs per storm x 8 times/winter= 192hrs)
- Marking of hydrants for winter and removal (24-28hrs)
- Misc. hydrant repair + materials (48hrs per year)
- Replacement of hydrants (\$3000 for hydrant + 1-day labor \$480 + excavation contractor)
- Installation of hydrant riser (8hrs per riser + riser and materials)

- Average main break \$5000 - \$8000 materials + contractor (24 hrs. Norwich water department employees)

Bolded numbers above were used to figure total person hours for the scenarios summarized here, which cover a range of reasonable and expected yearly hydrant maintenance.

Total man hrs.= 586hrs x \$60=\$35,160 (73.25 days per year)

Total man hrs.=539hrs x \$60=\$32,340 (67.37 days per year)
(Only Painting ½ hydrants)

Total man hrs. =506hrs x \$60= \$30,360 (63.25 days per year)
(Only painting ¼ hydrants)

As the three scenarios show, the total yearly cost will vary based on number of snow storms and whether or not there are main breaks during the year. (Unfortunately, the Town historically has not paid the cost of main breaks occurring as a result of Fire Department training exercises.) Even considering the minimum cost of hydrant maintenance, the Town pays only a fraction of the total cost, despite fire protection being the only use of the hydrants.

10d

Herb Durfee

From: Mary Layton <marydlayton@gmail.com>
Sent: Wednesday, December 06, 2017 4:21 PM
To: cheryl lindberg
Cc: Miranda Bergmeier; lcook2825@gmail.com; Stephen Flanders; John Langhus; John Pepper; Herb Durfee; Miranda Bergmeier
Subject: Re: Statewide Parcel Mapping Project - final meetings (and webinar!) scheduled

I think correspondence would be the best place for consideration at the moment.

Sent from my iPhone

On Dec 6, 2017, at 2:36 PM, cheryl lindberg <cheryl.lindberg@valley.net> wrote:

Mary and Herb,

I would like to have this email listed under correspondence if it hasn't already been included on a Selectboard agenda.

Thank you,
Cheryl

From: cheryl lindberg [<mailto:cheryl.lindberg@valley.net>]
Sent: Wednesday, November 29, 2017 11:07 AM
To: Selectboard@norwich.vt.us; marydlayton@gmail.com; lcook2825@gmail.com; Stephen Flanders (stephen.n.flanders@gmail.com); John Langhus (johnlanghus@gmail.com); John Pepper (Pepper@norwich.vt.us)
Cc: 'Herb Durfee'; Miranda Bergmeier (MBergmeier@norwich.vt.us)
Subject: FW: Statewide Parcel Mapping Project - final meetings (and webinar!) scheduled

Selectboard members,

Please review the email below and perhaps attend one of the upcoming meetings to better understand the project or you can register for the webinar. I think it would be worthwhile to discuss this at an upcoming Selectboard meeting and decide if Norwich wants to get on board with the next sign-up opportunity.

Cheryl

From: Vermont Municipal Government Discussion Network [<mailto:MUNINET@LIST.UVM.EDU>] **On Behalf Of** Pelch, Leslie
Sent: Wednesday, November 29, 2017 9:41 AM
To: MUNINET@LIST.UVM.EDU
Subject: Statewide Parcel Mapping Project - final meetings (and webinar!) scheduled

This project will update or create digital parcel data for every town in Vermont! If you don't know what it is about or how it will touch your town, please attend a meeting near you OR participate in the Webinar scheduled for December 7!

Click on the title below to get more info (or to register for the webinar!)

November 29, 2017 - 1:00 pm [Parcel Mapping Project Information Meeting - Rutland Region](#)
December 4, 2017 - 12:00 pm [Parcel Mapping Project Information Meeting - Southeastern Vermont](#)
December 6, 2017 - 5:00 pm [Parcel Mapping Project Information Meeting - Lamoille County](#)
December 7, 2017 - 10:30 am [Webinar: Parcel Mapping Project Information](#)
December 11, 2017 - 6:00 pm [Parcel Mapping Project Information Meeting - Northeastern Vermont](#)
December 13, 2017 - 10:30 am [Parcel Mapping Project Information Meeting - Bennington County Region](#)
January 18, 2018 - 1:00 pm [Parcel Mapping Project Information Meeting - Northwest Region](#)

More information about Statewide Parcel Mapping (including an interactive map showing which mapping companies are working with which towns during the first year of the project!) here: <http://vcgi.vermont.gov/data/parcels/overview>

Leslie

Leslie Pelch, GISP, PMP | Outreach Coordinator
Vermont Center for Geographic Information
1 National Life Dr, Davis Bldg, 6th Floor | Montpelier, VT 05620-0501
802-882-3002
vcgi.vermont.gov

Connect with us via [Facebook](#), [Twitter \(@VCGI\)](#), [Linked In](#), and our [Wordpress Blog](#)



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A Division of the Agency of Commerce and Community Development
Statewide Property Parcel Mapping Program F.A.Q.

Frequently Asked Questions

[Q1. What is the Property Parcel Mapping Program?](#)

[Q2. The property maps created by my contractor look great! Why is this effort needed?](#)

[Q3. How will this project and program affect my town?](#)

[Q4. How will the standardized data be available to towns, consultants, state agencies, etc.?](#)

[Q5. Will funding be provided in the future for parcel data updates?](#)

[Q6. How will the ongoing program keep the parcel data accurate and up-to-date?](#)

[Q7. How will the data development project work?](#)

[Q8. What is the timeline of this project?](#)

[Q9. Who created the property parcel mapping program?](#)

Q1. What is the Property Parcel Mapping Program?

A1. A Program to coordinate the development and maintenance of a statewide, consistent, up-to-date property parcel boundary GIS database.

Q2. The property maps created by my contractor look great! Why is this effort needed?

A2. GIS mapping can be a very powerful tool that enables local and state government to be more efficient.

Many property maps are created in a CAD format, then converted into GIS. The hard copy maps looks great, but the resulting GIS files may be missing key information or they may be created in such a way as to be confusing to use. If you do not use GIS software or if you have never tried to use data from more than one town, you may have no idea that this is the case.

Statewide, consistent parcel data will allow state and regional, public and private organizations to use digital parcel data across regions and statewide to perform mapping and analysis tasks more efficiently.

Q3. How will this data development project affect my town?

A3. It depends:

- If your town currently keeps your tax maps up to date and has digital parcel data that reflect those maps: the project will FUND the update and upgrade of your data for one year so that it meets the NEW state data standard (which means easy joining to your grand list!).
- If your town hasn't updated your maps and/or digital parcel data recently: the project will FUND the update and upgrade of your data for one year so that it meets the NEW state data standard (which means easy joining to your grand

list!).

- If your town doesn't have tax maps or doesn't have digital parcel data: the project will FUND the creation of your parcel data so that it meets the NEW state data standard (which means easy joining to your grand list!).
- Please note that this project will not fund the creation of paper tax maps or vendor-supplied online applications.

Q4. How will the standardized data be available to towns, consultants, state agencies, etc.?

A4. The Standardized data will be available in a few different ways:

- The parcel data will be incorporated into the state GIS database, which is accessible via the [VT Open Geodata Portal \(http://vcgi.vermont.gov/opendata\)](http://vcgi.vermont.gov/opendata). Data will be available for download and via web services.
- Parcel data will also continue to be available for viewing via [online mapping applications \(http://vcgi.vermont.gov/maps/interactive\)](http://vcgi.vermont.gov/maps/interactive) like the ANR Atlas and the E911 Viewer, making it easily accessible and usable to GIS users and non-GIS users. As the data is standardized and updated, those improvements will appear in these applications:
- State agencies will have direct access to the updated, standardized data, joined to the grand list data.

Q5. Will funding be provided in the future for parcel data updates?

A5. - There is currently no funding or mechanism to develop funding to actually pay for parcel data updates past the initial data development project. See next Q & A for information on how the program WILL support your town's parcel data update process.

Q6. How will the ongoing program keep the parcel data accurate and up-to-date?

A6. It is hoped that once a town's parcel data is updated or created to meet the state standard that the town will continue to update the data on an annual basis. The Program will provide support to towns in the following ways, depending on the needs of each town:

- Technical support to help you use your parcel data and work with your mapping company to perform regular updates
- Working with Mapping Contractors to understand the parcel data standard and providing Quality Assurance tools that help ensure the standard is met. Contractors will be able to simply pass a copy of the standardized data along to VCGI when they send updated maps/data to the town.
- Regional Planning Commissions will also be available to support towns in the management of their mapping contracts. RPCs and the Program Manager will be available to provide training to town officials regarding hiring mapping contractors and managing the relationship.
- Data update support - if you have very little ownership/subdivision change in your town and you do not wish to work with a mapping company to do regular updates, the program may be able to perform your digital parcel data updates on an annual basis. Your town office will provide program staff the necessary land records to indicate changes that have occurred. The program will not be producing tax maps, but the data will be freely available for the town's use.
- The program will compile your town's data with other towns data each year to create the statewide parcel data

Q7. How will the data development project work?

A7.

- AOT will be hiring a number of mapping contractors ([see list here \(/sites/vcgi/files/aboutvcgi/parcels/Contractors%20Working%20on%20the%20Vermont%20Statewide%20Parcel%20Mapping%20Project.pdf\)](http://sites/vcgi/files/aboutvcgi/parcels/Contractors%20Working%20on%20the%20Vermont%20Statewide%20Parcel%20Mapping%20Project.pdf)) to update or create parcel data for all of the towns in the state, over a 3-year period. Only contractors who meet AOT's eligibility criteria will be approved to work on this project. The criteria will include, but not be limited to, capacity to provide data products that meet the [new](#) Parcel Data Standard.

- Each contractor will be assigned by AOT to do the mapping for certain towns and the decision as to which towns they work in will take into consideration town preferences. Towns that wish to participate in the program should contact Municipal Contact (Leslie Pelch at VCGI) (mailto:leslie.pelch@vermont.gov?subject=msg%20re%3A%20statewide%20parcel%20mapping%20project) to indicate interest!
- AOT will pay the contractors directly for the work required by the project. **This is not a grant or reimbursement project.** Towns will set up separate contracts with the mapping contractor of their choice to purchase additional products like paper maps and custom online maps if they wish to. The cost for the additional products should be lower than usual due to the work paid for by the project.

Q8. What is the timeline of this project?**A8.**

- 10 Mapping Companies were contracted to work on this project during September of 2017
- Companies will be assigned to phase 1 towns by early November of 2017
- 73 towns will have updated or newly created data by mid-2018. The remaining sections of the state will be done in the ensuing 2 years.

Q9. Who created the property parcel mapping program?

A9. It was created via legislation in the Transportation Bill in 2016 (Act 158, page 184):

"The purpose of the Statewide Property Parcel Mapping Program is to:

- (1) develop a statewide property parcel data layer;
- (2) ensure regular maintenance, including updates, of the data layer; and
- (3) make property parcel data available to State agencies and departments, regional planning commissions, municipalities, and the public."

P. O. Box 1207
Norwich, VT 05055
November 13, 2017

10e

HANDBOUT
12/4/17 FROM
MARIA

COPY

Attorney General Thomas J. Donovan, Jr.
Office of the Attorney General
State of Vermont
109 State Street
Montpelier, VT 05609

Peter Gregory, Executive Director
Two Rivers-Ottawquechee Regional Commission
128 King Farm Road
Woodstock, VT 05091

Re: Regional and Local planning for Norwich, Vermont

Dear Attorney General Donovan, and Mr. Gregory:

Further to advice from Commissioner Emily Boedecker, Department of Environmental Conservation¹, I am directing my concerns to Mr. Gregory but also to the Attorney General's Office.

As Mr. Gregory is aware, I have expressed concerns about the Norwich Town Plan process and proposed Town Plan.² My letter to Commissioner Boedecker, with attachments obtained through FOIA request, set out our concerns about the lack of due process, lack of transparency, apparent agenda, and unexplained reversal of opinion held by the Regional Commission.³ Specifically, we do not understand why a vague Plan, recommending an expanded village, with the potential for sprawl, was not consistent with the Regional Plan in 2011, but is acceptable in 2017.

Our confusion is compounded in light of the Vermont Supreme Court ruling In re B&M Realty, LLC, 2016 VT 114, summarized in the enclosed Attorney General Opinion.⁴ There, the Court upheld the Regional Plan requirements and specifically pointed to the public interest in reserving land at Interchange Areas for specific purposes to thus "...minimize the blighting effects of sprawl and strip-development along major highways and to maintain rural character." Id., paragraph 47. The B&M Realty result is consistent with the 2013 "TRORC Enhanced Consultation: Town of Norwich."⁵ In 2013 the TRORC found a conflict between the Norwich Town Plan and the TRORC Regional Plan citing "...the [high] potential for sprawl and strip development along Route 5 beyond the interchange...." Id. at 4. Notwithstanding the TRORC's prior opinion, the Norwich Planning Commission has apparently convinced the TRORC to approve an expanded village area,⁶ and,

¹ See Boedecker to Calloway dated 11/07/2017, attached.

² See e-mails beginning 08/03/2017 between P. Gregory and Norwich elected and appointed officials.

³ See Calloway to Boedecker dated 10/31/2017, enclosed, with attachments.

⁴ "Ruling In Favor of Natural Resources Board, Vermont Supreme Court Rejects Act 250 Permit For Proposed Development At Exit 1 Interchange," dated October 21, 2016.

⁵ See "TRORC Enhanced Consultation: Town of Norwich/2013" attached to the Boedecker letter.

⁶ See e-mails dated 09/27/2017 between P. Gregory and Norwich elected and appointed officials, as well as 10/06/2017 between K. Geiger and P. Gregory and Norwich elected and appointed officials; the latter e-mail exchange is in the Boedecker attachments.

Attorney General Thomas J. Donovan, Jr.
Peter Gregory, Executive Director, TRORC
Page 2
November 13, 2017

at the October 26, 2017, Planning Commission meeting the Norwich Director of Planning and Zoning (Phil Dechert) indicated that the change of the map dated 10/10/2017 was at the insistence of the TRORC.⁷ Why would the TRORC fight against sprawl in Quechee and insist upon a change in Norwich, that could produce the same result, but which four years ago garnered the same objection from the TRORC? The people of Norwich deserve an answer.

As you are aware the significance of Regional approval of a Town Plan is massive and allows a municipality to receive state planning funds or levy impact fees on new development and receive funding⁸ and "...state grants to fund improvements or receive specialized technical assistance."⁹ Thus Regional Commission approval of a Town Plan can irrevocably change the character of a community and can directly or indirectly impact individual fortunes. Indeed, with an approved Town Plan, a municipality can apply for a Designated Village Center, and Act 250 regulations and land gains tax may be avoided.¹⁰ Yet, with all the power that approval of a Town Plan can bestow, the Regional Commissions are creatures of statute and an "independent quasi-municipal organization"¹¹, "seemingly without direct state oversight. Given the documentation we have amassed and enclosed here, and the concerns we have as citizens of Norwich and Vermont, we ask that the Attorney General's Office enquire with us about the apparent change of policy for Norwich.

Thank you for your attention and your assistance.

Sincerely,



Marcia S. Calloway

⁷ See TRORC Map "Norwich 10/10/2017" in the Boedecker attachments.

⁸ 24 VSA 4350(d)(3), (4).

⁹ See "Agency of Commerce & Community Development, Department of Housing & Community Development, "The Municipal Plan, State Planning Manual - Module 1," April 2017, page 7.

¹⁰ See State of Vermont Agency of Commerce & Community Development flyer: "Designated Village Centers" attached.

¹¹ See Commissioner Boedecker to Marcia Calloway 11/07/2017.

Vermont Department of Environmental Conservation
Commissioner's Office
One National Life Drive, Main 2 [phone] 802-828-1556
Montpelier, VT 05620-3520 [fax] 802-828-1541

Agency of Natural Resources

November 7, 2017

Marcia S. Calloway
PO Box 1207
Norwich, VT 05055

Dear Ms. Calloway:

I am in receipt of your letter to this office dated October 31, 2017.

Two Rivers-Ottawaquechee Regional Commission (TROC) is an independent quasi-municipal organization. It is not under the direction or supervision of the Department of Environmental Conservation. Concerns that you have regarding any actions of TRORC should be brought to the attention of:

Peter Gregory, Executive Director
Two Rivers-Ottawaquechee Regional Commission
128 King Farm Rd.
Woodstock, VT 05091
pgregory@trorc.org

Sincerely,



Emily Boedecker, Commissioner
Department of Environmental Conservation

Phil Dechert

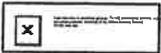
From: Peter G. Gregory <pgregory@trorc.org>
Sent: Monday, August 07, 2017 11:15 AM
To: Herb Durfee
Cc: Phil Dechert
Subject: Re: Comments on Draft Norwich Town Plan dated May 25, 2017

My pleasure. And could be!

Take care.

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 | trorc.org | [TRORC facebook](#)

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Monday, August 7, 2017 10:46 AM
To: Peter G. Gregory
Cc: Phil Dechert
Subject: RE: Comments on Draft Norwich Town Plan dated May 25, 2017

Thx for the heads up, Peter. FYI, I bet none of this issues would be raised if the NPC endorsed the plan changes she and Stuart Richards are proposing! 😊

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)

From: Peter G. Gregory [mailto:pgregory@trorc.org]
Sent: Thursday, August 03, 2017 5:59 PM
To: Herb Durfee; Phil Dechert; Jeff Goodrich
Subject: Fwd: Comments on Draft Norwich Town Plan dated May 25, 2017

FYI.

 Peter

Peter G. Gregory, AICP
Executive Director

Two Rivers-Ottauquechee
Regional Commission
www.trorc.org

802-457-3188
802-558-9064 cell

Begin forwarded message:

From: Marcia Calloway <msbcalloway@gmail.com>

Date: July 28, 2017 at 9:20:29 AM EDT

To: pgregory@trorc.org, Katie.Buckley@vermont.gov

Subject: Comments on Draft Norwich Town Plan dated May 25, 2017

To: Peter Gregory, Executive Director, TRORC

Katie Buckley, Commissioner, Vermont Dept. of Housing and Community Development

Enclosed please find comments reflecting concerns about the Draft Norwich Town Plan.

Marcia Calloway

P. O. Box 1207
Norwich, VT 05055
October 31, 2017

Emily Boedecker, Commissioner
Vermont Agency of Natural Resources
Department of Environmental Conservation
Main Building – 2nd Floor
One National Life Drive
Montpelier, VT 05620-3520

Re: Regional and Local planning for Norwich, Vermont

Dear Commissioner Boedecker:

I have read with hope the Mission statement, Guiding Principles, and Philosophy of Management and Supervision on the DEC website. The issue involves The Two Rivers-Ottawaquechee Regional Commission (hereinafter referred to as the “TRORC”) and the Town of Norwich. As you know, Regional Commissions are creatures of statute but appear to be private organizations without state supervision. However as there seems to be some intersection with your department, I write in the hope that you can help us or otherwise refer us appropriately as we attempt to achieve due process and transparency in a situation that has been unfolding in Norwich. In particular, I refer to the DEC’s statement:

“Decisions will be clear and consistent with law, rule, policy and the mission of the Department. Whenever a decision would be inconsistent with past policy, the deviation should be justified or the policy will be changed to assure consistent future action.”

Pursuant to a Freedom of Information Act Request, I recently obtained copies of documents from the Town of Norwich pertaining to the on-going development of our Town Plan. In December 2016, the Town Plan expired; that Plan had not been approved by the TRORC because it was too vague and encouraged sprawl of the village to the southern border with Hartford. See TRORC Enhanced Consultation: Town of Norwich, 2013, attached hereto.

Notwithstanding the 2013 TRORC decision not to approve the expired Town Plan, in February 2017 the Norwich Planning Commission (hereinafter referred to as “NPC”) proposed to the town a change of zoning for that targeted area (being just 1.3 percent of the town) to ‘high density/mixed use.’ Around the same time the following happened:

- The largest undeveloped parcel of meadow and forestland, containing significant wetland, on 34.7 acres, went on the market for \$1.5 million – though currently valued at \$189,800.
- The NPC apparently realized that the Town Plan was expired and began ‘urgent’ work to ‘re-adopt’ it.
- Notwithstanding statutory requirement to, from the outset of the town plan process, “solicit the participation of local citizens and organizations by holding informal working

sessions that suit the needs of local people,” there were no such ‘informal working groups scheduled or offered. See 24 V.S.A. 4384(a). Instead, the Commission began re-working selected portions of the expired Town Plan with a focus on Affordable Housing and higher density development and commercial use. Their vision is for a new zone which stretches from the existing historic village all the way south down Route 5 to the Hartford town line. See attached map “11. Planning Areas.” In the process, they apparently ignored the TRORC’s data on the housing needs for all of Windsor County.¹

- At least two of the NPC members as well as the Director of Planning and Zoning have exchanged e-mails which evidence an interest in ensuring that the Town Plan will not use language which could prevent development of the 34.7 acre parcel of land on Route 5 South.²
- The Senior Planner at the TRORC has communicated with the Director of Planning and Zoning (see e-mail copies attached) which
 - mention taking lands from Native Americans³ and
 - explain away the inconsistencies between the Regional Plan and the Norwich Town Plan.⁴

For months we have been attending NPC meetings and complaining to the Select Board. Our concerns are both personal and as citizens of the Town of Norwich and the State of Vermont, specifically:

- Personally, our home is in a small development of five houses. We have a covenant running with the land, which prevents houses with more than three bedrooms being built here. Notwithstanding we are in the zone to become ‘village center’ and we were included in the presentation materials in February 2017 for change from residential to

¹ See http://www.trorc.org/wp/wp-content/uploads/2015/10/HousingNeedsinEastCentralVermont2013_3-21-14.pdf and particularly page 11 attached hereto showing small projected growth in households in Windsor County through 2030.

² See e-mails dated July 23 and July 24, 2017 between NPC member J. Lubell, NPC chairman J. Goodrich, and Norwich Director of Planning and Zoning P. Dechert, attached.

³ See e-mail from Kevin Geiger, Senior Planner, TRORC to Norwich Director of Planning and Zoning P. Dechert, attached. My husband is Colin Calloway an author and historian who made a reference, to the historical tactics used to disposess Native Americans, in the February 2017 zoning change presentation held by the NPC.

⁴ See e-mail from Kevin Geiger Senior Planner, TRORC to Norwich Director of Planning and Zoning, and copies to Peter Gregory, Executive Chair, TRORC, among others, dated October 26, 2017.

'high density/mixed use.' The area around our home is very wet with a vernal pond in back of our house, marshland to the east of us on Route 5, and significant wetlands to the south of us and on the 34.7 acre parcel referenced above. When large portions of Norwich suffered severe rain damage in July 2017, our area was not affected at all. The wetlands did their job. Whereas, approximately ten years ago, when the Norwich Director of Planning and Zoning allowed a former neighbor to bring in truckloads of soil to raise the level of their house and double its footprint, our cellar completely flooded. We are therefore extremely concerned about the effect of unknown numbers of housing units and the vague promise of 'mixed commercial uses' on all of that neighboring wetland. The NPC does not hear that concern and the Director of Planning and Zoning refers to us as NIMBYs⁵.

- As citizens of this town, we are concerned that the people have not been included in the planning process as intended by statute. Since the expiration of the town plan there have been no meetings for local people and groups to discuss the vision of this town as it exists in 2017 and for what we as a town hope it will look like in the future. We do not know that people of Norwich truly want to see our village extended south to the Hartford town line and we do not know that they want to see 'high density' housing on Route 5 with unknown types of commercial uses. All of that could have been discovered if the statute was followed.
- As citizens of Vermont, we cannot understand why the TRORC would suddenly approve the same vague language and potential for "sprawl" which it would not approve in 2011 when the prior town plan was submitted and which it warns about in its Regional Plan adopted in August 2017.⁶ Why is vagueness and sprawl now acceptable? Where is the change of state policy to encourage sprawl around Vermont villages? Why is it now acceptable to leave the decision-making process for development projects vague and unspecified? Is it because everyone is interested in developing the 34.7 acre parcel? How is this change of Regional tone consistent with the DEC Guiding Principle: "Always consider the consequences of today's decisions for future generations."

Although the TRORC is apparently not the employee of any state agency, to the extent they work with the DEC, I respectfully cite the DEC Philosophy of Management and Supervision, and ask that the DEC help us or direct us:

⁵ Not In My Backyard. See e-mail from the Director to another town resident, dated May 31, 2017 enclosed.

⁶ "Indiscriminate commercial strips, residential sprawl characteristic of an urban setting, and the loss of open space have occurred in some areas of the region, particularly those closest to the interstate highways and heavily traveled state roads." 2017 TRORC Regional Plan, Land Use Section 4.

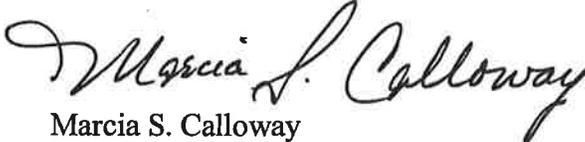
Emily Boedecker, Commissioner
Vermont Agency of Natural Resources
Department of Environmental Conservation
Page 4
October 31, 2017

“The Department will assure that complaints about actions by Department employees will be fairly and thoroughly investigated and resolved.”

At the October 26, 2017 NPC meeting, it was decided that the draft town plan would be sent to the TRORC for an informational ‘read’ before being submitted to the Select Board. The Norwich Director of Planning and Zoning indicated at that meeting that the change on the enclosed map was at the insistence of the TRORC.⁷ Based on all of the above, I respectfully request that the DEC assist us or refer us as we try to understand why a vague plan recommending village sprawl developed without statutory due process is suddenly acceptable to the TRORC. As you know, approval of a town plan will open doors for development and thus Norwich can be irrevocably changed depending upon the TRORC decision.

Thank you for your time and for any assistance you may be able to provide.

Sincerely,


Marcia S. Calloway

⁷ See TRORC Map “Norwich 10/10/2017,” attached.

June 7, 2017 - The following report has comments relating to changes in the new Draft Town Plan.

The Purpose of Enhanced Consultation

The Two Rivers-Ottawaquechee Regional Commission's contract with the Department of Economic, Housing, and Community Development (Vermont Agency of Commerce and Community Development), and Vermont Statutes require the Commission to carry out consultation meetings with all of the towns in the region. The goals are to develop a more consistent and meaningful relationship between the RPC and the Municipality, and to improve the effectiveness of municipal and regional plans, and planning programs by achieving the goals of Title 24, §4302.

Outcome of Consultation

Through this consultation process we hope to better understand the needs of our communities and to have our communities understand how we can work together to advance better planning. Consultations will involve the discussion of important local and regional issues, local planning and training needs, new statutory requirements, planning programs and opportunities available through the TRORC, and importantly, consideration of how effectively the municipal plan addresses Vermont's statutory planning goals.

This consideration will include a qualitative review of the municipal plan, with suggestions as to how the plan might be improved to more effectively satisfy the statutory goals referenced above. Specific findings are reported on each of the following questions:

1. Which parts of the plan are particularly effective in implementing the statewide goals?
2. In which areas do we believe the plan falls short in advancing those statewide goals?
3. What specific opportunities exist to improve the town plan so that it more effectively addresses the statewide goals?

This consultation and plan review is separate and distinct from the formal municipal plan approval process carried out pursuant to 24 V.S.A. §4350, but it does contribute to the municipal confirmation action specified under that section of the Planning and Development Act.

Enhanced Consultation Agenda Items for Thursday, April 25, 2013

- Important local & regional issues
- Local planning and training needs
- New statutory requirements
- Planning programs and opportunities
- TRORC services
- Qualitative review of Municipal Plan

Norwich Town Plan Review

The Norwich Town Plan was adopted on December 14, 2011. The 2011 Plan represented a substantial revision from previous plans.

Required Elements

1. **Statement of Objectives, Policies, and Programs:** The Plan is a very clearly written series of goals, policies and action items.
2. **Land Use Plan:** The Norwich Town Plan contains a Land Use Plan which includes most of the required items. It is well written and contains a reasonable amount of detail, with the exception of specifying the types of commercial uses allowed in each Land Use Area. Norwich does not specify detailed "types" of commercial uses but relies on Site Plan Review Criteria and performance standards to address the physical and visual impact of proposed non-residential uses on the immediate neighborhood and the Town. The plan does specify that the existing village business district is most appropriate for businesses serving the needs of the local community rather than those primarily drawing customers from outside Norwich.
3. **Transportation Plan:** The Transportation plan includes a detailed overview of existing transportation infrastructure. Municipal policy on new roads is indicated. Support for new roads has been removed
4. **Utility and Facility Plan:** The Utilities and Facilities plan is only a general inventory. It does not contain any information regarding future needs of facilities, potential costs of maintenance or upgrades and potential financing methods as is required by statute. Specific information on town buildings including current condition, future planned improvements and financing policies for construction and long term maintenance have been added to the Facilities Section on Pages 8-3 and 8-4.
5. **Natural Areas, Scenic and Historic Features:** The Plan discusses natural, scenic and historic areas effectively. Specific scenic features could be more clearly identified. Map of Ridgeline and Scenic Areas has been added to the Maps section.
6. **Educational Facilities Plan:** Education is adequately addressed.
7. **Implementation Plan:** The Plan contains a broad range of action items that tie into four implementation themes which are excellent. Action items do not identify the specific municipal panel or group that would implement them. A list will be in the Appendix at end of document
8. **Relationship to adjacent towns and the region:** The Plan provides an analysis of the land use patterns of surrounding towns, carefully identifying areas that are or are not consistent.
9. **Energy Plan:** The Energy Plan does not adequately address the community's energy resources, needs, scarcities or costs as is required by statute. Additional information has been added on energy sources, usage, costs, and future projections as the Town actively moves to more sustainable renewable energy.
10. **Housing Element:** The Plan effectively recognizes Norwich needs additional affordable housing and discusses possible avenues to encourage such growth.

11. **Economic Development Plan (new):** The Plan contains an economic development element that provides an overview of Norwich's economy and discusses sustainable economic development. The location, type and scale of economic development are addressed in the Land Use chapter.

Statewide Planning Goals

1. **Land Use:** The Plan recognizes the need for good planning in order to protect its natural resources, preserve agricultural land and maintain its rural character and scenic beauty. Many of the land use patterns proposed appear designed to concentrate dense mixed-use development within the village center. But, the size of the area designated as Village Center/Route 5 is a concern because it appears to encourage village-scale commercial (including retail) development beyond the natural edges of the Village. The language regarding types of commercial land uses allowed in Land Use areas is fairly vague. See #2 in Required Elements
2. **Economic Development:** The Plan looks at economic development from a standpoint of sustainability, which is excellent. It recognizes the balance between expanding municipal infrastructure to encourage economic development and avoiding undue expense for the community.
3. **Education:** Adult education and vocational education are addressed.
4. **Transportation:** The Transportation element recognizes the need for multi-modal transportation and acknowledges the benefits of concentrating development near existing facilities. Norwich does seem willing to expand the number of roads which may have a negative impact on the landscape. Support for the expansion of new roads is removed
5. **Natural, Scenic, and Historic Resources:** The Plan does a very good job of addressing natural, scenic and historic resources. Quality habitat blocks are identified.
6. **Air, Water, Wildlife, and Land Resources:** Norwich's Plan appears to effectively maintain and improve air, water, wildlife and land resources.
7. **Energy:** Efficient use of energy and the development of energy resources are discussed.
8. **Recreation:** As proposed by the Plan, growth will not negatively impact the value and availability of recreational resources. Recreational opportunities are discussed.
9. **Agriculture and Forestry:** The Plan has sub-section that discusses agriculture and forestry in a thorough manner. However, there is no guidance as to **how** action items relating to forestry and agriculture might be implemented. Existing Site Plan Review and Subdivision Review Criteria specifically address minimizing adverse impact on farm land and larger blocks of forest land. These criteria implement Actions I.3.d, e, f, & g and I.10.a, b, & c.
10. **Efficient use of natural resources/extraction and restoration of earth resources:** Mineral resources are minimally addressed. This is addressed in Objective I.2 and Actions I.2.a – f.
11. **Safe and affordable housing:** All forms of housing are addressed in the Plan, including accessory dwelling units.
12. **Community Facilities and Services:** The Plan seeks to maintain a pattern of growth that does not exceed the community's ability to provide services and appears to carefully consider the

costs of increased development and the potential expansion of services that would be needed to accommodate such increases.

13. **Child Care:** Child care is effectively addressed.

Regional Plan

The Norwich Town Plan is thorough and well-written Plan that considers many elements of planning that other communities do not, and should be lauded for this approach. However, a conflict between the Norwich Town Plan and the Two Rivers-Ottauquechee Regional Plan does exist.

The Land Use Area designated as Village Center/Route 5 is large, extending well beyond the natural boundary of Norwich's village. Assuming that all uses appropriate in a village center are allowed in all locations designated on the Future Land Use Area Map, the potential for sprawl and strip development along Route 5 beyond the interchange is high. A lack of specificity regarding the types of commercial uses allowed in this area make it challenging to determine the extent of the conflict, but in analyzing Norwich's zoning ordinance, it appears that retail uses are allowed along Route 5 and around the Exit 13 I-91 Interchange. In order to ensure the health of villages and downtowns within our Region and to remain consistent with the goals of §4302 (which explicitly call for a pattern of compact village and urban centers surrounded by open countryside), the Regional Commission has established the policy that:

"Principal retail establishments must be located in Town Centers, Designated Downtowns, or Designated Growth Centers to minimize the blighting effects of sprawl and strip development along major highways and maintain rural character."

Because of the apparent allowance of a broad range of commercial development that clearly could include principal retail establishments such as a dry goods store or grocery store, TRORC staff would be unable to recommend the Norwich Town Plan for board approval as it is written. In order to be harmonious with the Regional Plan, land uses outside of the natural village boundary would need to exclude principal or primary uses. Uses such as those at King Arthur Flour which have a retail component that is secondary to the primary use of the compound (which serves as the business' headquarters) remain acceptable.

As it is written, the Norwich Town Plan and the Regional Plan conflict within parts of the Village Center/Route 5 Land Use Area. This conflict would manifest itself for any development proposed in this area that requires an Act 250 permit.

Summary

Strengths

- The Plan a very clearly written series of goals, policies and action items.
- The Plan addresses elements that are generally not considered in the scope of a Town Plan, including sustainability and long range fiscal planning – this is excellent.
- The Plan recognizes the balance between expanding municipal infrastructure to encourage economic development and avoiding undue expense for the community.
- Analysis of the land use patterns of surrounding towns is very good. It carefully identifies areas that are or are not consistent.
- The Plan recognizes the need for good planning in order to protect its natural resources, preserve agricultural land and maintain its rural character and scenic beauty.

Weaknesses

- The Village Center/Route 5 Land Use Area is not consistent with State Land Use goals or the Regional Plan. The Regional Plan does not recognize the longterm pre-existing Commercial District on the east side of Route 5 South and that the existing Village has limited capacity for growth/expansion. This needs to be addressed by the Regional Commission with consultation with the Town in future revisions to the regional land use plan.
- Norwich does seem willing to expand the number of roads which may have a negative impact on the landscape. Support for expansion of roads has been removed from this draft.
- The Plan does not contain any information regarding future needs of facilities, potential costs of maintenance or upgrades and potential financing methods as is required by statute. This information has been included in the Facilities section.
- The Energy Plan does not adequately address the community's energy resources, needs scarcities or costs as is required by statute. These have been included in the Energy Chapter.
- Action items do not identify the specific municipal panel or group that would implement them. A list will be added in the Appendices.

Opportunities

- Work with the Regional Planning Commission to meet the requirements of state statute.
- Collect information regarding community facilities from the Selectboard to provide further detail to Utilities/Facilities chapter.
- Utilize TRORC energy chapter template to draft an energy chapter that meets state planning requirements.
- Consider identifying the specific municipal panel or group that will implement action items.

Just over half of the people who work said that their home is conveniently located near workplaces. Yet despite all of this praise for the location of their home, 68% said that they wish they drove less, suggesting that there is a need for greater connection between the location of their home and needed amenities. This could be resolved through better access to transportation options, or more people living in more dense neighborhoods closer to services.

County demographic projections

After double digit rates of growth during in the 1990s, growth in the number of households living in the East Central Vermont region has slowed considerably. As of the 2010 Census, a total of 36,640 households considered Orange and Windsor counties their home location.⁶

Although *population* fell in Windsor County between 2000 and 2010, the number of *households* continued to rise by roughly 2.4% over the decade due to decreasing household sizes. As more of Vermont’s baby boomers enter their senior years, household size will likely continue declining due to the growing prevalence of single and two person households.

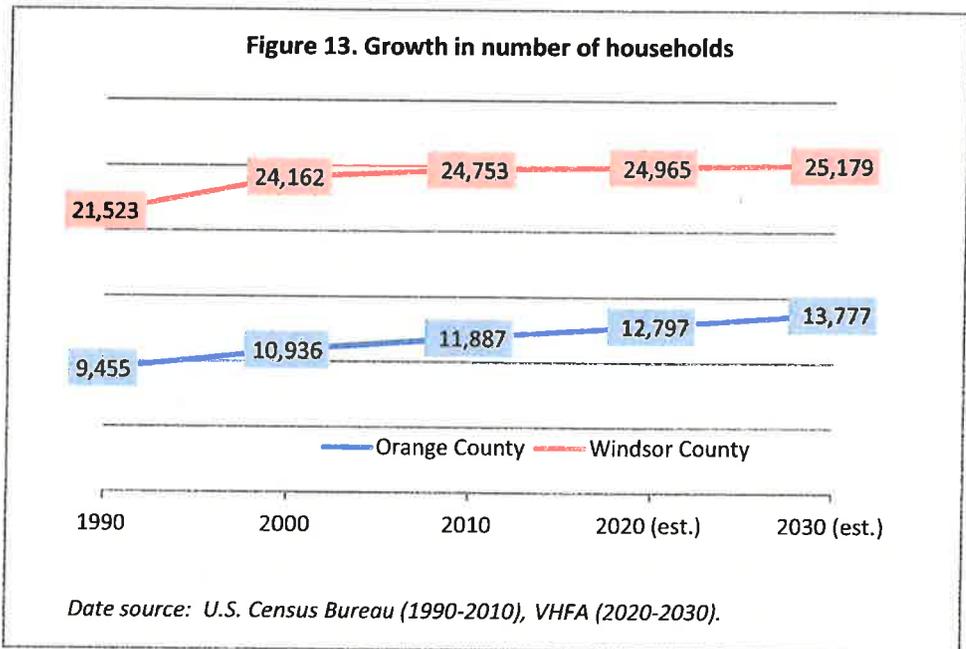
We expect the number of households in Windsor County to increase by roughly 1% between 2010 and 2020. If this rate remains constant during 2020-2030 decade, the total number of households residing in Windsor County will be an estimated 25,179 by 2030.

We expect the number of households in Orange County to increase by roughly 8% between 2010 and 2020, somewhat slower than the 9% growth rate between 2000 and 2010. If this rate remains constant during 2020-2030 decade, the total number of households residing in Orange County will be an estimated 13,777 by 2030.

If these projections hold true, Orange County will become the home of an additional 90 households each year on average and Windsor County, an additional 20 households.

Regional housing market conditions

The East Central Vermont region contains a variety of housing sub-markets. Windsor County’s ski areas and inclusion in the Lebanon, New Hampshire labor market area make it particularly complex. The presence of many vacation homes and seasonal employees coupled with diverse wage levels among year-round residents are all important factors in identifying this county’s housing needs. Both counties demonstrate a need for more affordably-priced housing options



⁶ Census respondents who consider the East Central Vermont region their home “most of the time” are counted as residents.

Phil Dechert

From: Jeff Lubell <jefflubell@yahoo.com>
Sent: Sunday, July 23, 2017 7:31 AM
To: Jeff Goodrich
Cc: Phil Dechert
Subject: Re: quick question

Follow Up Flag: Follow up
Flag Status: Flagged

Sorry, I actually have the same question about this action as well in the same chapter:

Action J.1.c Require new development to be located and designed in a manner that minimizes its impacts on the town's identified scenic resources.

Could this be the basis for a challenge under Act 250 to new development in or on the outside of, say an open field?

From: Jeff Lubell <jefflubell@yahoo.com>
To: Jeff Goodrich <jeff.goodrich@pathwaysconsult.com>
Cc: Phil Dechert <pdechert@norwich.vt.us>
Sent: Sunday, July 23, 2017 7:27 AM
Subject: quick question

I am going through the town plan and had a question about Action 1.3.e in the Natural and Historic Resources section.

Would this Action be an obstacle to development of, let's say, the Dyke property under Act 250? I don't object to the principle, I just want to make sure we are stating it in a way that would not interfere with sensible development.

Action 1.3.e Require development to be located along the edges of fields or on the least productive land in order to preserve primary agricultural soils, allow for continued agricultural use and maintain the scenic character of Norwich's rural landscape.

Let me know what you think.

Thanks.

Jeff

Phil Dechert

From: Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>
Sent: Monday, July 24, 2017 5:35 PM
To: Jeff Lubell (jefflubell@yahoo.com)
Cc: Phil Dechert; Jeff Goodrich
Subject: RE: quick question

Follow Up Flag: Follow up
Flag Status: Flagged

So, between the three of us, a couple responses based on my years in the VT regulatory process that changes continuously...

1. The broad question about Dyke if more than 9 units are constructed pursuant to Act 250 would likely consider at least:
 - a. Wetlands.
 - * The wetlands on-site will be classified by a State Biologist as Class II requiring a 50-foot setback; direct and buffer impacts need to be permitted.
 - * Any impacts in excess of 3,000 sq. ft. will also require US Army Corps of Engineering approval (this is likely a significant hurdle).
 - b. State-designated ag soils (e.g., criterion 9B). Post-2006 judicial requirements mandate alternatives analysis and clustering.
 - c. Infrastructure capacity relative to water and sewer.
 - d. Access to a State highway, which will likely require addressing the VTtrans 1111 process, definitely if the access is directly off Route 5.
 - e. Sprawl (e.g., 9L).
 - f. Etc.
2. Fiscal considerations if I were the Dyke family revolve around the current asking price of \$1.5M.
 - a. Subdivide into 5 lots of 7 acres or so and sell each for \$300K for a total of \$1.5M. The approach could be done w/on-site water and wastewater and would avoid Act 250.
 - b. Permit 150 units to achieve a \$1.5M asking price including Act 250, municipal utilities, etc.
 - c. Let me think... if I were a typical land owner, which approach would I take, the high risk or the MUCH lower risk approach?

If you think I am not approaching your question directly, think about the argument of an applicant in the two scenarios presented...

Jeff

Jeffrey S. Goodrich, P.E.
President

Pathways Consulting, LLC

Planning • Civil & Environmental Engineering • Landscape Architecture • Surveying • Construction Assistance

Main Office:

240 Mechanic Street, Suite 100
Lebanon, New Hampshire 03766

Phone: (603) 448-2200 Ext. 105 Fax: (603) 448-1221

Vermont Office:

2060 Hartford Avenue
Wilder, Vermont 05088
Phone: (802) 295-5101

www.pathwaysconsult.com

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Phil Dechert

From: Kevin Geiger <kgeiger@trorc.org>
Sent: Tuesday, March 28, 2017 2:20 PM
To: Phil Dechert
Subject: RE: Norwich Town Plan Update - Land Use sections

Glad to. Yes, if I remember right this may involve stealing land from Native Americans.]

Kevin W. Geiger, AICP CFM

Senior Planner
Two Rivers-Ottawaquechee Regional Commission
128 King Farm Road, Woodstock, VT 05091
Ph: 802-457-3188 ext. 24

TRORC
www.trorc.org

From: Phil Dechert [mailto:PDechert@norwich.vt.us]
Sent: Tuesday, March 28, 2017 12:08 PM
To: Kevin Geiger <kgeiger@trorc.org>
Subject: Norwich Town Plan Update - Land Use sections

Kevin,

I would like to talk with you regarding the update to the Land Use sections of the Norwich Town Plan. Specifically there is an area south and east of the village which has been labeled the "Route 5 South/River Road Mixed Use District" [see attached map] and has been designated for higher density market rate and affordable housing along with non-residential. The area is currently Rural Residential with a section of Commercial on the east side of Route 5 South. We have been working on the zoning changes but need to make changes in the Town Plan update.

We were hoping to be far enough along to be more specific in the Town Plan but proposed changes have become very controversial with some residents claiming the proposals will ruin the town. (Hundreds of units, municipal wastewater, traffic jams, poor people, etc.)

The PC would like to still represent this area on a map as subject to future re-zoning of some type with opportunities for higher density residential and mixed use. Chris had said that he and Peter had agreed that the update to the regional plan could re-designate this area out of Rural and "Interchange" to Village Settlement. I would like to discuss strategy and coordination with the regional plan.

Phil

Phil Dechert
Director of Planning & Zoning
Town of Norwich
PO Box 376
Norwich VT 05055
802 649-1419 Ext. 4

Phil Dechert

From: Kevin Geiger <kgeiger@trorc.org>
Sent: Friday, October 06, 2017 2:17 PM
To: Phil Dechert
Cc: Pete Fellows; Peter G. Gregory; David Ormiston; 'Brandy Saxton'; David Ormiston; Jeff Goodrich
Subject: RE: land use text map

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks Phil. My goal in looking at the draft town plan now was just to check the land use language and maps against those of the regional plan to identify areas of potential incompatibility. These comments are focused on that and not the whole plan. As usual, if the town would like a full review for approval we are glad to do that.

As you know, the plan's future land use map is intentionally a little vague, while ours is not, and so there can be concerns at the edges. Also, the proposed Route 5 South/River Road land use area does not match the current "town center" and "interchange" areas on our map (ours does not connect from the village over to the interchange, have as much of River Road, or go all the way south to the Hartford line). I am not saying either map is better or more correct, just that there are mismatches now, and in my view these will be lessened on our end over the next year. Of course, in the meantime there is a mismatch. However, in planned internal revisions to the land use map of the regional plan, many of these map mismatches would become less. Also, the proposed change clearly does not intend the village to go all the way to Hartford as the current town plan's map we reviewed last seemed to show.

Leaving the proposed map and looking at the proposed text, the plan's approach to goals/objectives/actions is not broken down by specific land use area, but rather can apply to all areas or to specific situations or uses. The plan intentionally positions itself that way with the details laid out in the zoning. In fact, the plan states, "The town's land use regulations and related implementation tools are the detailed instructions that will ensure that the vision described in this land use plan is achieved over time."

Thus, from a plan compatibility test angle (since the statutory burden on us is to solely compare plans), it can be difficult to just look at one particular part of the draft town plan against the regional plan. For example, Action K.3.d is to "allow for appropriate business/services needed in the community". One could look at this against our regional plan's prohibition on principal retail outside of regional centers and not be sure if they match since there is no spatial part of the action.

The statute requires that during review we find the town plan "compatible" with the regional plan, but the test is not if they match perfectly, but whether the town plan would "significantly reduce the desired effect" of the regional plan. There can be questions as to exactly what the draft town plan means at times, but I do not see anything that is clearly incompatible at this time. And when I look at the plan more as a whole and take into account the zoning, the picture is clearer and possible incompatibilities dimmer.

Sincerely,

Kevin

Kevin Geiger, AICP CFM

Phil Dechert

From: Elisabeth Russell <elisabethwaterworth@gmail.com>
Sent: Wednesday, May 31, 2017 7:08 PM
To: Phil Dechert
Subject: Re: Land

Yes, I saw that in Claudette's post. I was going to listen, not to speak.

What would be the point of putting town plans to a vote?
How would one argue against the idea?

On May 31, 2017, at 12:27 PM, Phil Dechert <pdechert@norwich.vt.us> wrote:

I am discussing with the Town Manager to see if one or both of us should be there.

Unfortunately this group is being led by Stuart and a group of NIMBY's on Hobson Lane. We have pulled all the Route 5 South/River Road recommended changes out of the Town Plan update and will re-visit that topic after updating the zoning regulations. Stuart has a petition out to make town plan adoptions, re-adoptions, or amendments subject to a town vote rather than adopted by the Selectboard after multiple hearings.

Phil

Phil Dechert
Director of Planning & Zoning
Town of Norwich
PO Box 376
Norwich VT 05055
802 649-1419 Ext. 4

-----Original Message-----

From: Elisabeth Russell [mailto:elisabethwaterworth@gmail.com]
Sent: Wednesday, May 31, 2017 11:58 AM
To: Phil Dechert
Subject: Re: Land

Patio-good idea.

Helpful info re the Rt. 5 land. Thanks.

THink I will have to go to this ad hoc mtg. tomorrow night - it sounds like trouble.

Liz

On May 31, 2017, at 9:07 AM, Phil Dechert <PDechert@norwich.vt.us> wrote:

Liz,

The 35 acre lot is on the market for 1.5 M. This is an unrealistic price especially with no specific information on onsite wastewater capacity and wetland boundaries. I am told the owner is researching these two issues.

From my perspective, large portions of the open field are wetlands which will limit development. Probably the best building sites are on the hill at the back of the field. Yes this is a nice open field that everyone likes to look at, but it is also an area on a state highway, close to schools, businesses, and public transportation. According to Jake Guest, it is not a great agricultural field. This is a good location for "workforce housing". A well designed Site Plan will be critical for a compact development with minimal adverse visual impact.

I believe there are other properties in town much more worthy of conservation or a combination of land conservation and WF housing.

Happy to discuss these issues with you any time. Maybe the patio at the Inn will open soon.

Phil

Phil Dechert
Director of Planning & Zoning
Town of Norwich
PO Box 376
Norwich VT 05055
802 649-1419 Ext. 4

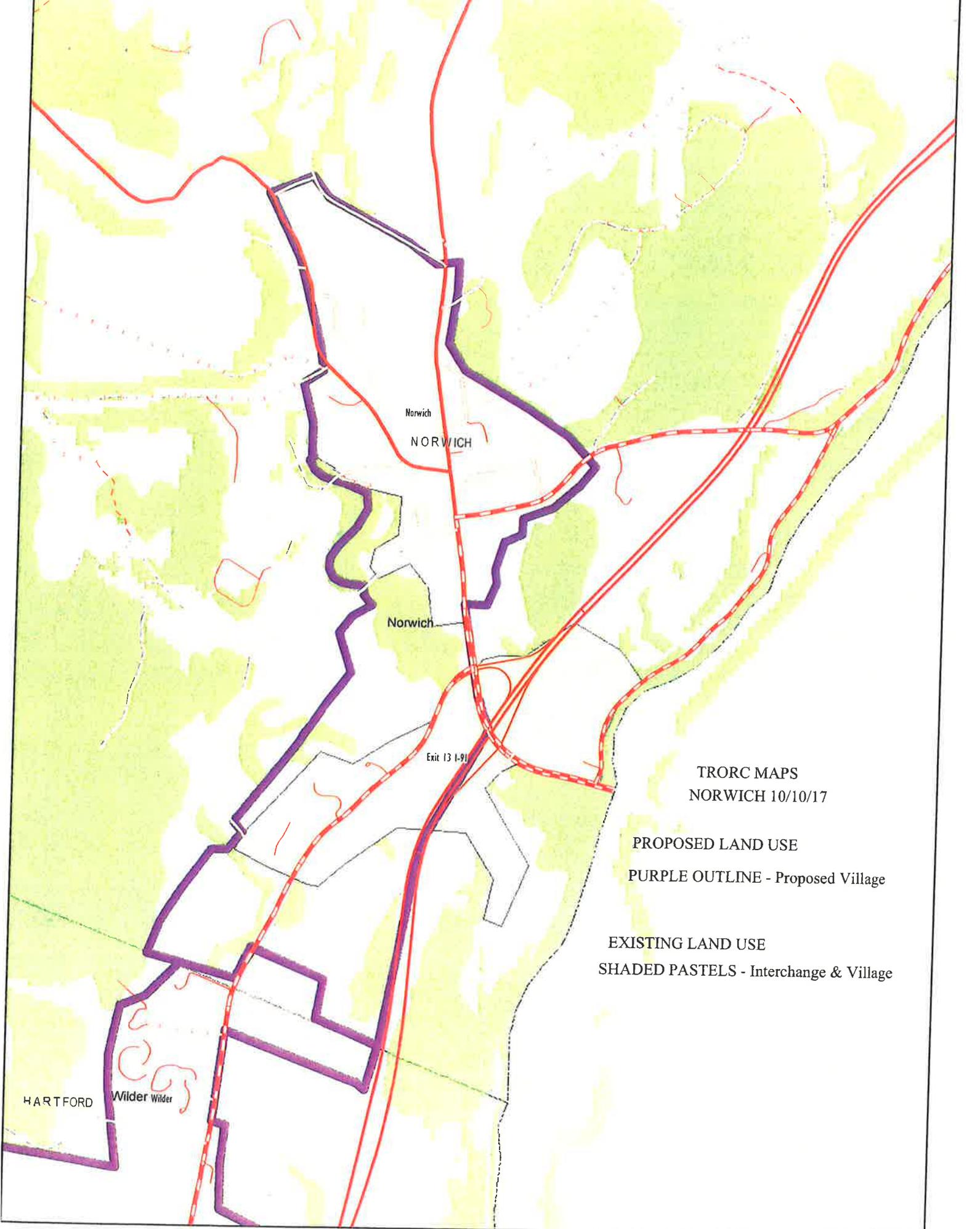
-----Original Message-----

From: Elisabeth Russell [mailto:elisabethwaterworth@gmail.com]
Sent: Tuesday, May 30, 2017 8:28 PM
To: Phil Dechert
Subject: Land

Isn't the Route 5 land for sale? Won't someone have to buy it before they can build?? How much?

Norwich, being the richest or 2nd richest town in VT, should be able to buy it (and conserve it) to keep it out of a developer's hands if people are so against developing it.

Liz



Norwich
NORWICH

Norwich

Exit 13 I-91

HARTFORD

Wilder Wilder

TRORC MAPS
NORWICH 10/10/17

PROPOSED LAND USE
PURPLE OUTLINE - Proposed Village

EXISTING LAND USE
SHADED PASTELS - Interchange & Village



Office of the Attorney General
TJ DONOVAN

Ruling In Favor Of Natural Resources Board, Vermont Supreme Court Rejects Act 250 Permit For Proposed Development At Exit 1 Interchange

CONTACT: Bridget C. Asay, Solicitor General, (802) 828-3181, Greg Boulbol, General Counsel, Natural Resources Board, (802) 477-3566

October 21, 2016

The Vermont Supreme Court has reversed a lower court and denied an Act 250 permit for a proposed large commercial and retail development at the I-89 Exit 1 interchange near Quechee. The Vermont Natural Resources Board, together with the Two Rivers-Ottawaquechee Regional Commission, appealed the lower court's ruling. In its decision earlier today, a unanimous Court agreed with the Board and the Regional Commission that the proposed development conflicts with the regional plan. After reviewing several provisions of the plan, including requirements aimed at reducing sprawl and strip development, the Court held that the plan "prohibit[s] large-scale development of this sort at the Exit 1 interchange." In that way, the regional plan serves "key land-use goals identified by the Legislature: maintaining historic settlement patterns, discouraging strip development along highways, and encouraging economic growth in specific areas."

Diane Snelling, the Chair of the Natural Resources Board, applauded the ruling. "This is how Act 250 is supposed to work: thoughtful, carefully drafted regional plans are given meaning through Criterion 10 and the Act 250 process. As the district commission recognized and the Court today held, this large-scale development cannot be reconciled with a plan that aims to limit sprawl and promote development in existing town centers."

The Attorney General's Office represented the Natural Resources Board in the appeal. Attorney General William H. Sorrell also praised the decision. "As we told the Court, this case has real consequences for protecting Vermont's traditional landscape and limiting highway-oriented sprawl. This decision will help protect our open spaces and scenic vistas for years to come."

Published: Oct 21, 2016

Phil Dechert

From: Peter G. Gregory <pgregory@trorc.org>
Sent: Wednesday, September 27, 2017 10:15 AM
To: Phil Dechert; Jeff Goodrich; Herb Durfee
Cc: Kevin Geiger
Subject: Re: Norwich Plan and regional approval

Follow Up Flag: Follow up
Flag Status: Flagged

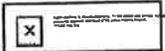
Great.

Just to be clear, our review of your Town Plan did not suggest any zoning changes as this was a Town Plan review. What it did say, was that the Land Use Area description was vague and needed to exclude principal retail given its expansive size, and it did not. Please make sure the Land Use Area descriptions have been refined and made clear on this issue or we may not be able to approve the Plan.

Thanks Phil!!

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 | trorc.org | [TRORC facebook](#)

From: Phil Dechert <PDechert@norwich.vt.us>
Sent: Wednesday, September 27, 2017 9:59 AM
To: Peter G. Gregory; Jeff Goodrich; Herb Durfee
Cc: Kevin Geiger
Subject: RE: Norwich Plan and regional approval

Peter,
The Town Plan "update" addresses all the issues/recommendations in the 2013 TRORC Enhanced Review, except specific references to zoning changes and "higher density housing" in the Route 5 South/River Road area have been removed and will continue to be "studied".

It also includes specific support for the Designated Village Center.
Phil

Phil Dechert
Director of Planning & Zoning
Town of Norwich
PO Box 376
Norwich VT 05055
802 649-1419 Ext. 4

From: Peter G. Gregory [mailto:pgregory@trorc.org]
Sent: Wednesday, September 27, 2017 8:13 AM
To: Phil Dechert; Jeff Goodrich; Herb Durfee
Cc: Kevin Geiger
Subject: Norwich Plan and regional approval

Hi folks;

I have not had the time to follow this really closely so just want to make sure that the draft Norwich Plan heading toward adoption addresses the issues that needed attention from our last Regional review and removes or lessens the conflicts in the land use area?

I want to make sure TRORC can quickly approve the Plan once it is adopted and submitted to us so we can help you get the state Village Designation back.

I sense all is well but just making sure.

Thanks very much!

Peter

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Executive Director



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Program Benefits

The Vermont village center designation program supports local revitalization efforts across the state by providing technical assistance and state funding to help designated municipalities build strong communities. Once designated, the community will be eligible for the following benefits:

Downtown and Village Center Tax Credits

10% Historic Tax Credits

- Available as an add-on to approved Federal Historic Tax Credit projects.
- Eligible costs include interior and exterior improvements, code compliance, plumbing and electrical upgrades.

25% Historic Tax Credits

- Eligible facade work up to \$25,000.

50% Code Improvement Tax Credits

- Available for up to \$50,000 each for elevators and sprinkler systems and \$12,000 for lifts.
- Eligible code work includes ADA modifications, electrical or plumbing up to \$25,000.

50% Technology Tax Credits

- Available for up to \$30,000 for installation or improvements made to data and network installations, and HVAC (heating, cooling or ventilation systems) reasonably related to data or network improvements.

Priority Consideration for State Grants

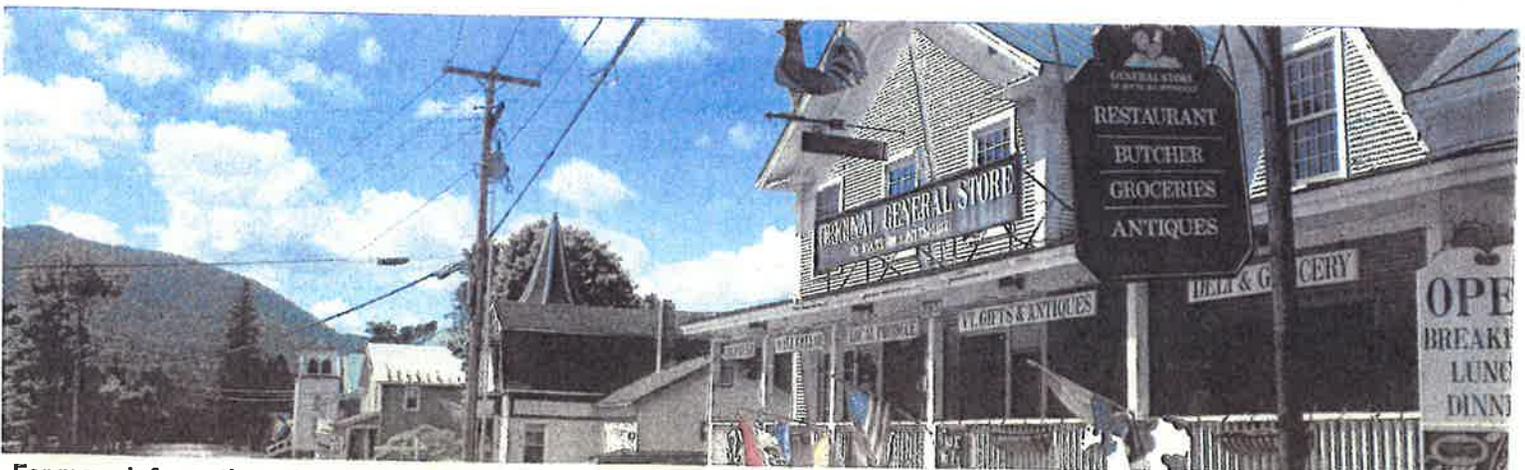
- Priority consideration for various ACCD, VTrans and ANR grants and incentives including, ACCD's Municipal Planning Grants, State Historic Preservation grants, Vermont Community Development Program (VCDP) grants, VTrans Bike/Ped and Transportation Alternatives grants, Northern Border Regional Commission Grants, ANR Water and Wastewater subsidies and loans, and various other state grants and resources.

Priority Consideration by State Building And General Services (BGS)

- Priority site consideration by the State Building and General Services (BGS) when leasing or constructing buildings.

Neighborhood Development Area (NDA) Eligibility

- Communities may also designate Neighborhood Development Areas within 1/4 mile from the designated village center. Qualified projects are:
 - Exempt from Act 250 regulations and the land gains tax.
 - Eligible for, once designated, reduced Agency of Natural Resources review fees.



For more information, please contact:

Richard Amore: richard.amore@vermont.gov or 802.828.5229

THOMAS J. DONOVAN, JR.
ATTORNEY GENERAL

JOSHUA R. DIAMOND
DEPUTY ATTORNEY GENERAL

WILLIAM E. GRIFFIN
CHIEF ASST. ATTORNEY
GENERAL



STATE OF VERMONT
OFFICE OF THE ATTORNEY GENERAL
109 STATE STREET
MONTPELIER, VT
05609-1001

HANDOUT MARCIA
12/6/17

TEL: (802) 828-3171
FAX: (802) 828-3187

<http://www.ago.vermont.gov>

December 1, 2017

Marcia S. Calloway
P.O. Box 1207
Norwich, VT 05055

Re: Letter to Attorney General Donovan

Dear Ms. Calloway:

Thank you for your letter to Attorney General Donovan concerning the Norwich Town Plan process and proposed Town Plan.

The Attorney General's Office has no direct oversight of the Two Rivers-Ottawaquechee Regional Commission or the Town of Norwich with respect to the town and regional plans. To the extent it may be of any assistance, we have forwarded your letter to Greg Boubol, the General Counsel of the Natural Resources Board.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Natalie R. Silver', followed by a horizontal line.

Natalie R. Silver
Executive Assistant to the Attorney General

THOMAS J. DONOVAN, JR.
ATTORNEY GENERAL

JOSHUA R. DIAMOND
DEPUTY ATTORNEY GENERAL

WILLIAM E. GRIFFIN
CHIEF ASST. ATTORNEY
GENERAL



STATE OF VERMONT
OFFICE OF THE ATTORNEY GENERAL
109 STATE STREET
MONTPELIER, VT
05609-1001

Handwritten: Marcia S. Calloway
12/6/17

TEL: (802) 828-3171
FAX: (802) 828-3187

<http://www.ago.vermont.gov>

December 1, 2018

Greg Boulbol, General Counsel
Vermont Natural Resources Board
Dewey Bldg., National Life Drive
Montpelier, VT 05602-3201

Re: Correspondence received from Marcia S. Calloway

Dear Attorney Boulbol:

Enclosed please find correspondence received by the Attorney General's Office from Marcia S. Calloway concerning the Norwich Town Plan and the Two Rivers-Ottawaquechee Regional Commission. We are forwarding this to you for whatever actions, if any, you deem appropriate.

Sincerely,

A handwritten signature in cursive script that reads "Natalie S. Silver".

Natalie S. Silver
Executive Assistant to the Attorney General

cc: Marcia S. Calloway
P.O. Box 1207
Norwich, VT 05055

2017 VLCT COMPENSATION AND BENEFITS SURVEY REPORT

Handout
12/6/17
LISTERS

Name of Municipality	Municipality Type	Pop. ACS 2016*	Board Compensation	Number of Members	Board of Listers				
					Compensation Rate	Meeting Frequency	Average # of hours per year	Annual Member Compensation	Annual Chair Compensation
Albany	Town	882	Yes	3	Hourly	Monthly			
Andover	Town	550	Yes	3	Hourly	Monthly			
Arlington	Town	2,453	Yes	3	Hourly			\$10,500.00	\$6,400.00
Baltimore	Town	378	Yes	3	Hourly		2500	\$26,350.00	\$26,350.00
Belvidere	Town	342	Yes	3	Hourly	Monthly	52	\$780.00	\$780.00
Bennington	Town	15,483	Yes	3	Annual Stipend	Few times a year	115	\$1,500.00	\$1,500.00
Braintree	Town	1,212	Yes	3	Hourly	Few times a year	32	\$320.00	\$320.00
Brattleboro	Town	11,841	Yes	3	Hourly	Few times a year		\$14.00/hr	\$16.00/hr
Bridgewater	Town	843		3	Annual Stipend			\$600.00	\$750.00
Bridport	Town	1,172	Yes	3	Hourly	Few times a year	125	\$2,000.00	\$2,000.00
Bristol	Town	3,903	Yes	3	Hourly	Monthly	100	\$1,000.00	\$1,000.00
Brookfield	Town	1,272	Yes	3	Hourly	Weekly	1000		
Brookline	Town	530	Yes	3	Hourly	Weekly	360	\$5,760.00	\$5,760.00
Brownington	Town	1,000	Yes	3	Hourly	Few times a year	300		
Calais	Town	1,532		3	Hourly	Few times a year	100	\$2,166.00	\$2,166.00
Cambridge	Town	3,737	Yes	3	Hourly	Monthly			
Charleston	Town	1,045	Yes	3	Hourly	Weekly	1250	\$41,326.00	\$41,326.00
Charlotte	Town	3,822	Yes	3	Hourly	Weekly	400	\$8,400.00	\$6,400.00
Chittenden	Town	1,163	Yes	3	Hourly	Few times a year	1300	\$8,000.00	\$23,177.00
Clarendon	Town	2,555	Yes	3	Hourly		282	\$3,670.00	\$3,670.00
Colchester	Town	17,293	Yes	3	Hourly			\$7,000.00	\$7,000.00
Cornwall	Town	1,071	Yes	3	Hourly	Few times a year	60	\$576.00	\$576.00
Dummerston	Town	1,939	Yes	3	Hourly	Weekly	400	\$10,000.00	\$10,000.00
Duxbury	Town	1,378	Yes	3	Hourly	Weekly	312	\$5,610.00	\$5,610.00
East Montpelier	Town	2,610	Yes	3	Annual Stipend	Few times a year	40	\$150.00	\$150.00
Fairlee	Town	1,081	Yes	3	Hourly	Weekly	350	\$5,775.00	\$5,775.00
Fayston	Town	1,231	Yes	3	Hourly	Few times a year		\$31,815.00	\$31,815.00
Franklin	Town	1,329	Yes	3	Hourly	Weekly			
Grafton	Town	669		3	Hourly	Monthly	100		
Guilford	Town	2,093	Yes	3	Hourly	Weekly	120		
Halifax	Town	772	Yes	3	Hourly	Bi-weekly	617	\$9,255.00	\$10,489.00
Huntington	Town	1,875	Yes	3	Hourly	Weekly	312	\$17,296.00	\$17,296.00
Hyde Park	Town	3,043	Yes	3	Hourly	Weekly	300	\$4,377.00	\$4,377.00
Irasburg	Town	1,248	Yes	3	Hourly	Few times a year	100	\$5,000.00	\$5,000.00
Jamaica	Town	914	Yes	3	Hourly		550		
Killington	Town	920	Yes	3	Hourly	Weekly	300	\$6,500.00	\$6,500.00
Kirby	Town	442	Yes	3	Hourly	Bi-weekly	786	\$15,971.52	\$15,971.52
Landgrove	Town	111	Yes	3	Hourly	Weekly	250	\$3,750.00	\$3,750.00
Lincoln	Town	1,279	Yes	3	Annual Stipend	Monthly	60	\$1,000.00	\$1,000.00
				3	Hourly	Weekly	500		

2017 VLCT COMPENSATION AND BENEFITS SURVEY REPORT

Name of Municipality	Municipality Type	Pop. ACS 2016*	Board of Listers						
			Board Compensation	Number of Members	Compensation Rate	Meeting Frequency	Average # of hours per year	Annual Member Compensation	Annual Chair Compensation
Londonderry	Town	1,580	Yes	3	Hourly	Weekly	2340	\$35,100.00	\$46,800.00
Ludlow	Town & Village	3,084		3	Hourly	Weekly	1300	\$20,085.00	\$20,085.00
Lyndon	Town	5,948	Yes	2	Hourly	Few times a year	10	\$17,860.00	\$17,860.00
Marlboro	Town	1,164		3	Hourly	Weekly	400	\$9,336.00	\$13,088.00
Middlebury	Town	8,530	Yes	3	Annual Stipend		20	\$700.00	\$700.00
Middletown Springs	Town	759	Yes	3	Hourly	Monthly	600	\$8,226.00	\$8,826.00
Morristown	Town	5,360		3	Hourly	Monthly	1040	\$14,643.20	\$14,643.20
Mount Holly	Town	1,270		3	Hourly	Weekly	350		
Mount Tabor	Town	284		3	Hourly	Monthly		\$2,500.00	\$2,500.00
New Haven	Town	1,677	Yes	3	Hourly	Weekly		\$14.00/hr	\$17.00/hr
North Hero	Town	909	Yes	3	Hourly	Weekly	360	\$5,040.00	\$5,040.00
Northfield	Town	6,141	Yes	3	Hourly				
Norton	Town	147	Yes	3	Hourly	Few times a year	4	\$50.00	\$50.00
Norwich	Town	3,393	Yes	3	Annual Stipend			\$1,500.00	\$1,500.00
Orwell	Town	1,310	Yes	3	Hourly	Monthly	100	\$2,967.00	\$3,984.00
Pawlet	Town	1,414	Yes	3	Hourly	Weekly	2800	\$47,600.00	\$47,600.00
Peacham	Town	751	Yes	3	Hourly	Weekly	500		
Peru	Town	335	Yes	3	Annual Stipend		81	\$800,000.00	\$10,000.00
Pittsfield	Town	589	Yes	3	Hourly	Monthly	291	\$4,036.17	\$4,411.56
Plainfield	Town	1,359	Yes	3	Hourly	Few times a year			
Plymouth	Town	462	Yes	3	Hourly		3000	\$35,000.00	\$35,000.00
Pomfret	Town	962	Yes	3	Hourly	Weekly	600	\$10,200.00	\$10,200.00
Putney	Town	2,687	Yes	3	Hourly	Weekly	475	\$6,887.50	\$6,887.50
Reading	Town	708	Yes	3	Hourly		425	\$6,375.00	\$6,375.00
Richford	Town	2,287	Yes	3	Hourly		350	\$3,500.00	\$3,500.00
Ripton	Town	619	Yes	3	Hourly	Weekly	184	\$8,000.00	\$8,000.00
Rochester	Town	1,052	Yes	3	Hourly	Few times a year	200	\$2,600.00	\$2,600.00
Royalton	Town	2,767	Yes	3	Hourly	Weekly	780	\$13,221.00	\$13,221.00
Ryegate	Town	1,107	Yes	3	Hourly	Weekly	300		
Sharon	Town	1,483	Yes	3	Annual Stipend	Weekly	676	\$2,425.00	\$7,150.00
Sheffield	Town	641	Yes	3	Hourly	Few times a year	75		
South Hero	Town	1,543	Yes	3	Hourly	Weekly	400	\$5,040.00	\$5,040.00
St. Albans	Town	6,249	Yes	3	Annual Stipend	Few times a year	5	\$500.00	\$500.00
St. Johnsbury	Town	7,535	Yes	3	Annual Stipend	Few times a year	50	\$1,000.00	N/A
Stamford	Town	878	Yes	3	Hourly	Monthly	430	\$5,650.00	\$5,650.00
Starksboro	Town	1,762	Yes	3	Hourly	Weekly	180	\$2,200.00	\$2,200.00
Stockbridge	Town	646	Yes	3	Hourly	Weekly	150		
Stowe	Town	4,407	Yes	3	Annual Stipend	Few times a year	10	\$250.00	\$250.00
Sutton	Town	1,004	Yes	3	Hourly	Few times a year	300	\$5,400.00	\$5,400.00

2017 VLCT COMPENSATION AND BENEFITS SURVEY REPORT

Name of Municipality	Municipality Type	Pop. ACS 2016*	Board Compensation	Number of Members	Board of Listers				
					Compensation Rate	Meeting Frequency	Average # of hours per year	Annual Member Compensation	Annual Chair Compensation
Troy	Town	1,544	Yes	3	Hourly	Few times a year	200		
Underhill	Town	3,061	Yes	3	Hourly	Bi-weekly		\$6,000.00	\$6,000.00
Vergennes	City	2,629	Yes	3	Annual Stipend	Few times a year			
Victory	Town	88	Yes	3	Hourly	Few times a year	6	\$200.00	\$200.00
Waitsfield	Town	2,671		3		Few times a year	20	\$240.00	\$240.00
Walden	Town	999	Yes	3	Hourly	Few times a year			
Wardsboro	Town	704	Yes	3	Hourly	Few times a year	165		
Warren	Town	1,615		7		Few times a year	500	\$5,125.00	\$5,125.00
Washington	Town	1,097		3	Hourly	Weekly			
Waterford	Town	1,533	Yes	3	Annual Stipend	Weekly	100		
West Rutland	Town	2,399	Yes	3	Hourly	Few times a year	100	\$1,701.00	\$1,701.00
West Windsor	Town	1,136	Yes	3	Hourly		8		
Westfield	Town	554	Yes	3	Hourly		800	\$14,400.00	\$14,400.00
Westford	Town	2,013	Yes	3	Hourly	Monthly	420	\$5,600.00	\$5,600.00
Westminster	Town	3,127	Yes	3	Hourly	Weekly	52	\$2,288.00	\$3,971.00
Weston	Town	571	Yes	3	Annual Stipend	Few times a year	156	\$10,000.00	\$10,000.00
Whitingham	Town	1,299	Yes	3	Hourly	Weekly	50	\$1,000.00	\$1,000.00
Williamstown	Town	3,385		3	Hourly	Monthly	35	\$350.00	\$350.00
Williston	Town	9,054	Yes	3	Hourly	Monthly	36	\$544.68	\$544.68
Wilmington	Town	2,067	Yes	5	Hourly	Monthly	60	\$1,080.00	\$1,080.00
Windham	Town	359	Yes	3	Hourly	Weekly		\$2,340.00	\$2,340.00
Windsor	Town	3,496		3	Hourly	Monthly	156	\$15.00/hr	\$15.00/hr
Wolcott	Town	1,597	Yes	3	Hourly	Bi-weekly	875	\$10,500.00	\$11,375.00
Woodbury	Town	863	Yes	3	Hourly	Few times a year	405	\$5,265.00	\$6,075.00
Woodford	Town	340	Yes	2	Hourly				
Woodstock	Town	3,009	Yes	3	Hourly	Weekly	1040	\$24,752.00	\$24,752.00
Respondents: 164									
				Average			Average	Average	Average
				3			429	\$14,197.01	\$8,346.29
				Median			Median	Median	Median
				3			296	\$5,082.50	\$5,400.00

109

MANAOUT
12/6/17
TAM SMITH

Appendix B
Position/Grade Analysis by Grade
Town of Norwich Personnel Project

DEPT	POSITION	GRADE
TM/1	Town Manager	25
PD/1	Police Chief	23
PW/1	Public Works Director	23
FIN/1	Finance Director	21
FD/1	Fire Chief	21
PZ/1	Planning and Zoning Director	21
REC/1	Recreation Director	21
TC/1	Town Clerk	18
TM/2	Assistant to the Town Manager	16
FIN/2	Finance Assistant	14
PZ/2	Planning Assistant	14
PD/2	Police Officer	14
PD/3	Administrative Assistant	12
AO/1	Assessing Clerk	12
PW/2	Heavy Equipment Operator	12
TC/2	Town Clerk Assistant	12
PW/3	Building and Grounds Technician	11
SW/1	Lead Transfer Station Attendant	10
PW/4	Building Maintenance Custodian	9
PD/4	School Crossing Guard	7
SW/2	Transfer Station Attendant	6

10h

Herb Durfee

From: claudette brochu <cbrochu30@gmail.com>
Sent: Thursday, December 07, 2017 12:30 AM
To: John Pepper; Linda Cook; Mary Layton; Stephen Flanders; John Langhus; Miranda Bergmeier; David Ormiston
Subject: You asked...I deliver (on proposed cuts)
Attachments: Proposed cuts and questions FY2019.docx

Pepper, You asked for this tonight. I had not gone through the budget line by line but I have done so. Here are my questions/comments.

C

Proposed cuts and/or questions about specific line items. The comments and questions follow the draft budget proposal dated 11/28/2017. Since I did not print off the entire budget packet for FY19, I could not and did not look back to the dpt head justifications of expenditures.

For Revenues: Increase user fees for Tracy Hall and the new Public Safety Building.

Town Clerk (pg 5)

1. Designated fund for Records Restoration has an estimated June 30, 2018 balance of \$40,974 (based on info provided by TM to me). The proposed appropriation for 2019 is \$9000. We allocate \$9000/year but do we spend \$9000? What have been our yearly costs for Records Restoration? It would seem to me that with a balance of \$41K, we can cut this appropriation.

General Administration (pg 6)

1. There is a line item for photocopier of \$900. We pay a fee for photocopying (I am assuming with our own copier)?
2. The designated fund for General Administration Equipment has a June 30, 2018 projected balance of \$31,978 with a proposed appropriation of \$5,500. I would ask what we anticipate that would deplete this fund enough to justify this appropriation.
3. Each department also has a line item for office equipment. Consolidate this funding as a General Admin line item for Office Equipment and funnel all purchases through the TM. Total costs of individual line items for Office Equipment/Supplies for FY2019 is:

Planning/DRB (pg 9)

1. Line item for Planning Services of \$3500. Is this different than what TRORC provides? If so, how?

2. Line item for Historic Preservation is \$1500 but in FY 2017, only \$506 was spent. Proposed reduction to \$1000.

Rec (pg. 13)

1. \$300 line item (I know it is not much) for uniforms but there is another line item for tee shirt/hats for \$4500. Are these the same?
2. \$10,500 line item for Rec Field care. Does this line item cover just the cost of supplies? If yes, are we really paying that much? I know the fields are heavily used but this seems like a lot. Are our DPW grounds people doing everything but the manure spread?
3. \$2000 line item for repairs and upkeep. What specifically?
4. There is a balance of \$30,557 in the Rec Facilities Designated Fund. Spend this down or transfer to tennis court fund and cut that fund.

Police (pg. 17)

1. Line item under "Support/Admin" for \$7800. Spending for 2017 was \$2157. Not sure the increase can be explained but I may be missing something.
2. There is also a Designated Fund –Police Station with a projected balance of \$7504 as of June 2018 and a proposed FY19 allocation of \$3500. Do we NEED to fund both at these levels?

Fire (pg. 21)

1. General concern here is the replacement of equipment and apparatus that may be perfectly functional. Combined Designated Fund balances are in approximately \$600,000. I believe that the Chief has submitted an equipment/apparatus replacement scheme. I would defer to him, but would want a critical evaluation of proposal to justify the proposed allocations.

DPW Highway (pg. 23)

1. Overarching concern is line item under Materials and Contracted Services" labeled "Other Projects". These two line items are for \$5000 and \$7500

respectively. No explanation is provided for how these monies except that they were unexpected expenses. Like what?

2. Line item for culverts and other road supplies for \$12,000. Do we need this much in this fund if FEMA is paying part of the cost for replacement of damaged culverts?
3. Contracted services for plowing and sanding: Is this an item put out to bid?
4. Leaf removal line item for \$6000. For FY2017 we spent just over \$2000. Can we cut since I am not sure we will have more leaves in 2019 than 2017.
5. Tree cutting and removal: Is this a contracted service or does the road crew do this? Is this above and beyond what GMP does for maintenance which should not cost the town (or does GMP charge?).
6. Line item for \$2500 for tools. In my humble experience and opinion, tools do not need to be replaced to the tune of \$2500 unless lost or misused.
7. Designated Fund-Garage has an estimated balance of \$128,143 as of June 30, 2018. Cut the FY19 appropriation even more.
8. Foley Park (pg 26). Who does the work? If DPW employees, why is this even a line item. If for contracted work on gardens, should it cost this much?
9. Garden Supplies: \$1500 for trees we had to pull out. Perennials do not need to be replaced every year.
10. Building and Grounds Equipment Designated Fund: Estimated balance as of June 30, 2018 is \$25,963 with a proposed FY19 appropriation of \$7000. Is this amount needed?
11. Solid Waste: Actual cost for repairs and maintenance for FY 2017 was \$1308. We have subsequently received a new compactor for recyclables. Can this be cut?
12. Designated fund for Solid Waste Equipment is estimated to be \$26,969 by June 30, 2018. The allocation for FY2019 is \$6500. Can this be cut?
13. Designated Fund for Tracy Hall is estimated to be \$34,945 by June 30, 2018. The proposed appropriation is for \$20,000. I understand that a new generator is hoped for but that cost is covered by the Designated Fund-Generators. I don't recall exactly, but wasn't Andy's increase in the Tracy Hall designated fund in part to be used to purchase a new generator? If so,

this is a double appropriation. Either way, what is so critical for Tracy Hall that we need \$20,000 yearly appropriation?

10i



The
Child Care Center
in Norwich
A Place Where Kids Can be Kids

Dear Town and State Officials:

Enclosed is a copy of the source protection area for the Child Care Center in Norwich water system, VT WSID #6212. This source protection area defines the land surface that is believed to contribute drinking water to our public water supply. Contaminants that are released into the environment within this zone could threaten the drinking water supply.

Please assist in the protection of this vital resource by considering potential contamination sources when determining land use changes within this source protection area.

Thank you for your attention to this matter.

Please contact me at 802-649-1403 if you have any questions or if I can be of any assistance.

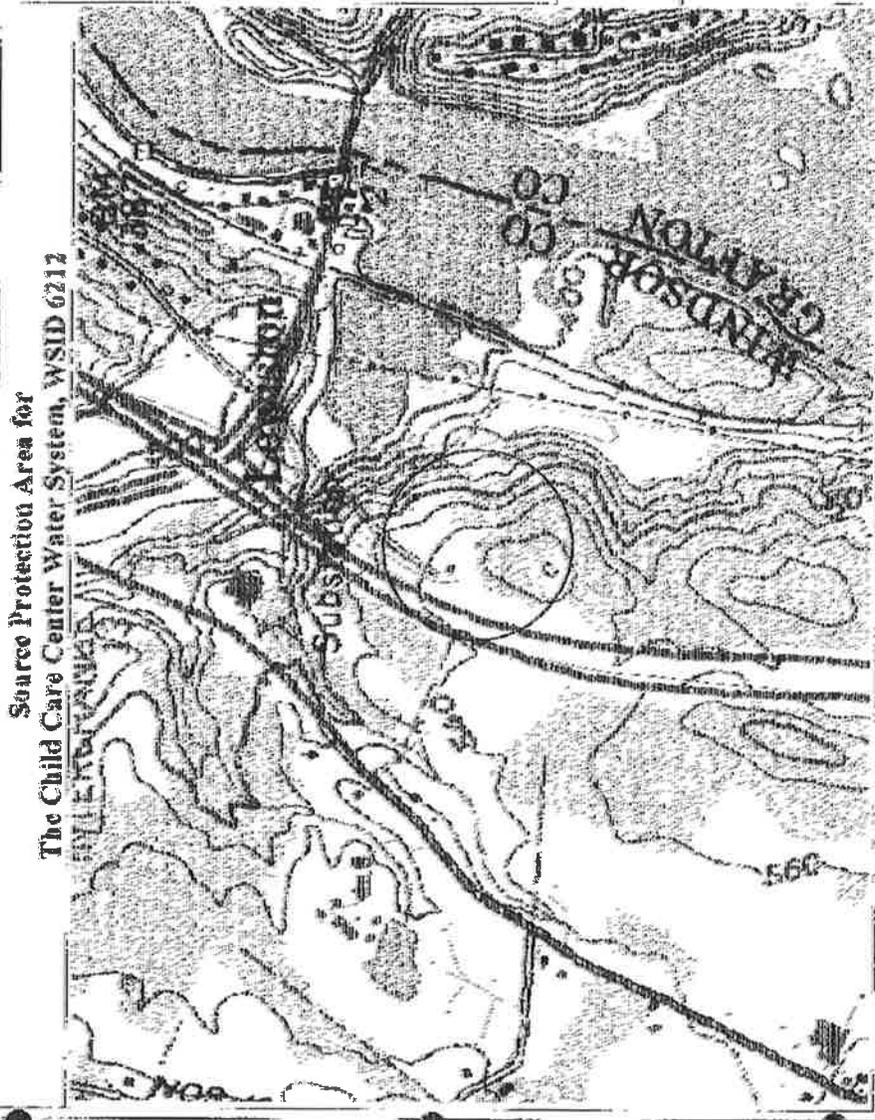
Sincerely,

A handwritten signature in black ink, appearing to read "Allison Colburn".

Allison Colburn, Executive Director

Enclosure: SPA Map

PO Box 69
Norwich, VT 05055
Email: childcare@childcarenorwich.org



LEGEND

- Source Protection Area
- Disposal Waste Site
- USF Site
- Solid Waste Facility
- Hazardous Waste Generators
- Power Line
- ES&I Meeting

300 0 300 600 Feet

Scale 1:4800
 1 Inch = 400 feet

Orthographic Source
 VT Mapping Program
 CD637 - D04 816413 - 6813

Vermont Water Supply Division
 9/18/02

Figure 1 - USGS Topographic Map

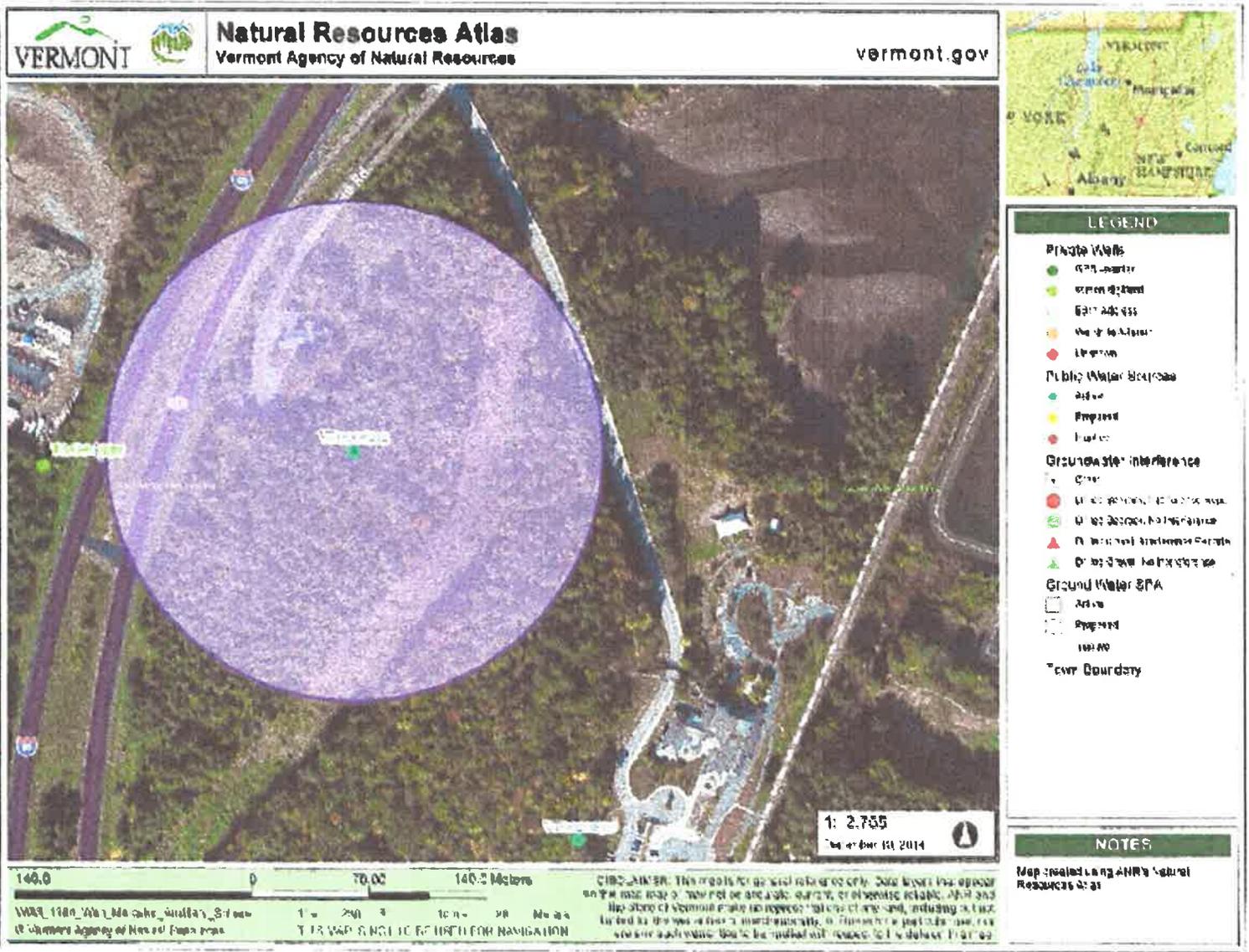


Figure 2 - Source Protection Area (SPA)



Map data ©2014 Esri, DeLorme, NAVTEQ, Swisstopo, Mapbox Labs, Street View, Aero

11/25/2014 10:00 AM

1 of 1

Figure 3 - Potential Sources of Contamination (PSOC)



10j

DRAFT

Incident Reporting, Medical Treatment & Accident Investigation Policy, Draft

This policy establishes procedures for the reporting of all work-related incidents **when an injury occurs that is treated via first aid or actual medical treatment in the form of a visit to a medical provider**. Incidents with no medical treatment or first aid do not fall under this policy.

This policy also establishes a designated medical provider for all Workers' Compensation injuries, in compliance with Rule 12 of the Vermont Workers' Compensation Rules.

Lastly, the policy outlines specific procedures to be used in recording and following-up on work-related injuries. The Norwich, VT Employee Incident/Injury Review Report form must be used to document information regarding employee injuries for filing Workers' Compensation claims and to identify loss prevention opportunities. It is incorporated into this policy by reference.

Nothing in this policy amends or changes existing contractual rights, obligations or language. Rather, it intends to enhance Norwich's ability to prevent injuries, manage workers' compensation claims in accordance with regulatory requirements, and to obtain the best medical outcomes for employees who experience a work-related injury.

I. Reporting Requirement

- a. All injuries that occur as outlined above shall be reported to the shift supervisor immediately or as soon as practical (but no later than the end of the shift).
- b. These initial injury reports may be provided in writing, in person, via phone, 2-way radio or other appropriate means.
- c. The employee shall participate and cooperate with the department head/supervisor in the investigation of the accident (see section III).
- d. In cases where an employee voluntarily delays medical treatment or first aid for a work-related injury until some time after the injury (including those deciding to seek treatment hours or days later), that employee shall promptly notify their immediate supervisor that treatment is desired and shall obtain treatment as outlined in section II below.
- e. If the employee has been kept out of work for medical reasons due to the work-related injury, they shall report their expected absence as required by the Town's Transitional Return to Work Program Policy and provide written documentation from the treating medical provider indicating that the individual has been directed to remain out of work.

II. Medical Treatment

- a. When an injury warrants treatment **that is more than self-administered, basic first aid**, employees shall obtain evaluation and treatment from the Town's designated medical

Town of Norwich, VT

Incident Reporting, Medical Treatment & Accident Investigation Policy

- provider – **Dartmouth-Hitchcock Medical Center (RE: Workers Comp)**. The injured worker or supervisor should call the provider in advance of the impending visit.
- b. Where emergency medical treatment is required 9-1-1 shall be called and the injured employee taken to the appropriate emergency medical facility.
 - c. When non-emergency treatment is required outside of the designated medical provider’s office hours, employees shall use one of the **Dartmouth-Hitchcock Medical Center or a local emergency department**.
 - d. Where an employee desires to see an alternate medical provider, they may do so after seeing the designated medical provider listed in this policy. A *Form 8* (VT Workers’ Compensation Div.) must be used.
 - e. In all cases where medical treatment is obtained from a healthcare provider, employees shall use a work capabilities form (for the medical provider to complete) to document the current work abilities and restrictions, if any. The VT Department of Labor’s *Form 20* or its equivalent is an acceptable form to be used by the medical provider. The Town (e.g., supervisor or Town Manager’s Office) will provide a copy of an appropriate form upon request.

III. Incident/Injury Review Procedures

- a. Within 24 hours of receiving notice of a work-related injury, the supervisor shall complete a *Norwich, VT Employee Incident/Injury Review Report* form with the injured employee.
- b. This form gathers facts about the incident, its cause, witnesses, temporal information, and other information necessary to file the claim and, ultimately, to identify ways to prevent similar future injuries.
- c. Care shall be taken to avoid discipline-related issues during the incident review discussion between the supervisor and the injured employee. Any warnings or other disciplinary actions shall take place separately from the incident review process.
- d. Both the supervisor and the injured employee shall sign the form attesting to its accuracy.
- e. Also, the supervisor shall complete the on-line *VLCT First Report of Injury* form with the injured employee within 72 hours upon learning of the injury. If extenuating medical circumstances prevent the employee from participating, the supervisor shall complete the form as soon as possible, using any and all information and assistance available.
- f. Printed copies of the *Norwich, VT Employee Incident/Injury Review Report* and the *VLCT First Report of Injury* forms shall be provided to the Town Manager.
- g. All completed forms shall be retained and reviewed by the Town Manager (and the Town Safety Committee, as applicable) for completeness and monitoring of corrective actions.

Adopted this _____ day of _____, _____ by the Norwich Selectboard.

Mary Layton, Chair

Stephen Flanders

John Pepper, Clerk

John Langhus

**Town of Norwich, VT
Incident Reporting, Medical Treatment & Accident Investigation Policy**

Linda Cook

Norwich, VT Employee Incident/Injury Review Report



This form is used to document information required by VOSHA 1904 (Recording & Reporting of Occupational Illnesses and Injuries) and Vermont Workers' Compensation Rule 3 and its subparts. The form must be completed as soon as possible, but in no case later than 24 hours after the injury occurs. As appropriate, this information is used by the city to file a workers' compensation claim.

Indicate Expected Incident Type 1st Aid <input type="checkbox"/> Med Only <input type="checkbox"/> Med with Lost Time <input type="checkbox"/>		Department: _____		Report Completed Date _____	
Exact Location of Incident: _____		Date of Incident: _____	Time of Incident: _____ <small>a.m./p.m.</small>		Date Reported: _____
Work-Related Injury or Illness		Tools and Safety Equipment		Other Information	
Injured Worker's Name: _____		Was a Machine or Tool Involved? Yes <input type="checkbox"/> No <input type="checkbox"/>		List any witnesses below. Interview each witness individually. Signed witness statements should be maintained separately. 1. _____ 2. _____ 3. _____ Indicate Shift Start Time on Date of Injury: _____	
Part of Body: _____ <div style="text-align: right;">RT/LT</div>		If yes, was machine or tool defective? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Describe Injury/Illness: _____		Safety Equip/PPE Required? Yes <input type="checkbox"/> No <input type="checkbox"/> If <u>Yes</u> , was it used: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Presently, is any loss of work time expected? Yes <input type="checkbox"/> No <input type="checkbox"/>		Was there anything the injured worker could have done to prevent the injury? _____			
Job Title: _____					
Was <i>First Aid</i> Provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, by whom: _____					
Was <i>Medical Treatment</i> provided by a healthcare provider? Yes <input type="checkbox"/> No <input type="checkbox"/> Check <input type="checkbox"/> if from <i>Dartmouth-Hitchcock Medical Center</i> . Provide name of medical provider <u>IF</u> other medical provider was used: _____					
Describe details leading up to and including the accident/injury or manifestation of symptoms:					
What conditions, circumstances or factors contributed to this incident (i.e. tools, equipment, PPE, policies, object, training, hazards, employee action/inaction, etc.)? Be thorough and descriptive!					
Correction Suggestions (Note what could be done to prevent this from happening again-<i>being more careful is not an option</i>)					
Who is responsible for reviewing/implementing corrective actions noted above?					
Signature of Reviewing Supervisor: _____				Date: _____	
Employee Signature: _____				Date: _____	



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DRAFT

Transitional Return to Work Program (TRTW) Policy

Introduction. Norwich, VT has set up a transitional return to work program (TRTW) for those employees who sustain a **work-related** injury. The TRTW seeks to match an injured employee's current functional limitations with temporary work assignments that are either modified in some way to match those limitations or with other task assignments that fall within established medical limitations. The contents of this program outline the philosophy and mechanics of program operation.

Policy. By means of temporary job restructuring, offering modified work schedules, and other methods, the Town seeks to enhance the recovery of injured employees by attempting to temporarily match them with duties and tasks that are within acceptable limitations or physical restrictions placed on them by the treating healthcare provider. This program does not guarantee that transitional work assignments are available in all situations. The provision of suitable work assignments is left to the discretion of the Town, depending on elements (e.g., availability of suitable tasks, payroll budgets, and other elements).

Overview. This program intends to help injured employees safely recover from a **work-related** injury by helping them progress from transitional work duties back to their normal duties whenever possible. **This program does not address permanent limitations resulting from serious work-related injuries suffered by employees, nor does it offer an alternate job or position within the municipality.** All duty re-assignments under this program are temporary in nature, subject to the needs of the Town.

Recovering from most injuries normally requires limiting physical activity in some manner. Going to work and performing duty assignments with reduced physical demands helps to maintain physical conditioning that will promote faster recovery and reduce the potential for permanent damage. It also helps employees maintain a sense of work ethic, self-worth, and helps maintain social relationships, all of which help speed recovery.

The Town will communicate its TRTW to employees at the time of hire and periodically as necessary. The TRTW commitment statement (attachment) is incorporated into this policy by reference and will be posted in prominent areas as a reminder to employees of the program's mechanics and the Town's desire to help employees safely return to full duty after a work-related injury, when feasible.

Town of Norwich, VT
Transitional Return to Work (TRTW) Program Policy

After injuries are reported, all medical documentation from the treating provider must be provided to the Town Manager. The Town Manager, or the injured worker's immediate supervisor as delegated by the Town Manager, will communicate with the injured worker regarding any transitional duty assignment(s). This will be based on documents received from the treating healthcare provider and a review of potential tasks that are available.

The Town Manager and an injured employee's immediate supervisor are responsible for facilitating return to work and coordinating specific work activities with employees. Supervisors are required to support Fair Haven's efforts in this regard and also monitor employee work activities whenever possible.

Post-Injury. The treating healthcare provider may release the employee to return to work with certain restrictions. To qualify for consideration for transitional duty assignments, the provider must provide a report that clearly identifies the injured worker's physical limitations and defines the physical capabilities of the employee. This is used to help identify possible tasks that fall within the work restrictions. In cases where it is not clear that identified transitional duties fall within the limitations established by the healthcare provider, the Town or their representative will communicate with the provider to ensure that potential duties are appropriate for that employee.

Offers of transitional duty assignments can be provided to the injured employee using the "TRTW Commitment Agreement" to document the proposed tasks and work conditions of the transitional duties and to outline the responsibilities of both the Town and injured worker. This written agreement can be modified from time to time to reflect changes in duty assignments and as changes occur to the employee's work restrictions.

If a TRTW Commitment Agreement is used, the injured employee and the Town Manager will serve as the signed parties to the agreement.

Per Vermont Workers' Compensation regulations, an injured employee who does not accept an offer of modified duty, may be subject to interruption or termination of indemnity benefits.

Transitional Duty/Task Listing. The following table lists tasks and/or jobs that could be used to fulfill transitional duty requirements. This list is not comprehensive but, rather, attempts to provide a starting point for the Town when considering transitional task assignments.

TRTW Task/Job/Department	Functional Requirements

**Town of Norwich, VT
Transitional Return to Work (TRTW) Program Policy**

Adopted this _____ day of _____, _____ by the Norwich Selectboard.

Mary Layton, Chair

Stephen Flanders

John Pepper, Vice-Chair

John Langhus

Linda Cook

Transitional Duty Commitment Agreement

This agreement intends to document an offer of transitional duty assignments and outline Town and employee responsibilities for working within established medical restrictions, as outlined by the treating healthcare provider. In no case should the employee exceed the provider’s restrictions or perform duties not listed on this form. This agreement is used when transitional duty assignments are offered in response to work-related injuries. Any offer of transitional duty (including tasks, hours or work, etc.) is made at the Town’s discretion, subject to duty availability, funding, employee skill sets, and other operational and employment considerations.

The Town agrees to:

- Review the work restrictions outlined by the healthcare provider with the employee prior to work assignment. The provider may be consulted to clarify restrictions and permitted tasks.
- Provide a safe work environment for injured workers who have work restrictions. This includes a commitment to monitor the workload of injured employees and solicit input from them periodically during the performance of their duties to ensure that the work provided falls within their restrictions and is not causing additional injury.
- Provide work that generally falls within the work restrictions outlined by the treating healthcare provider. The Town may provide modified duties that are “more protective” of the employee, at its discretion.

The injured worker agrees to:

- Strictly adhere to the work restrictions provided by the healthcare provider and to the list of modified duties outlined below. **In no case is the employee authorized to exceed his/her work restrictions or perform tasks not identified below.**
- Communicate the presence of unusual pain, worsening, or change in symptoms (to the injured body part or any other body part or system).
- Bring to the attention of management any situation(s) where he/she is at risk for injury.
- Communicate to the Town Manager or the injured employee’s immediate supervisor any situations where he/she feels the work requires actions, motions, or procedures that force the employee to exceed the work restrictions.

The duties listed below fall within restrictions provided by the healthcare provider. The duties and work schedule assignments are outlined as follows:

-
-
-
-
-
-
-
-

(Attach separate sheets as may be necessary.)

Town of Norwich, VT
Transitional Return to Work (TRTW) Program Policy

We the undersigned agree to fulfill our obligations outlined herein.

Employee

Date

Town Manager

Date

Town of Norwich, Vermont



CHARTERED 1761

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DRAFT

TO: All Employees
FROM: Herbert A. Durfee, III, Town Manager
DATE: [DATE]
SUBJECT: Workers Compensation Designated Physician

This memo serves to inform you that the Selectboard adopted policy regarding a Designated Physician for Workers Compensation following a work related accident. Workers Compensation law, Rule 12 (copy available at the Town Offices or on-line at VT Dept of Labor) gives employers the right to refer an employee to a particular provider for his/her first medical visit after an injury. In case of an emergency, it may not be practical to use a network provider. However, in non-emergency situations, the employer may then request follow up treatment with a network provider. After the employee's first Designated Physician visit, he/she may:

Select their own physician if they meet the following conditions:

1. The employee must notify the employer in writing setting forth the employee's reasons for dissatisfaction with the physician designated by the employer;
2. The employee's written notice must identify the physician or medical provider from whom the employee intends to seek treatment.

Please note that Rule 12 states that an employer can refuse to reimburse for medical charges, if these guidelines are not followed, as well as those listed under Rule 12, Section (b) regarding maximum allowable medical expenses.

As such, the Selectboard has selected **Dartmouth-Hitchcock Medical Center** in Hanover, NH as their provider. Please speak with your supervisor or the Town Manager's Office, if you have questions regarding the procedure outlined above.

On behalf of the Selectboard, I ask that you sign this memo and return it to your supervisor or Miranda Bergmeier, this will confirm that you have received and understand the adopted Designated Physician for Workers Compensation procedure.

Date: _____

Signature: _____

DRAFT Minutes of the Selectboard Meeting of Wednesday, November 29, 2017 at 5:30 pm

Members present: Mary Layton, Chair; Linda Cook; Stephen Flanders; John Langhus (via teleconference); John Pepper; Herb Durfee, Town Manager; Jonathan Bynum, Scribe.

There were about 22 people in the audience.

Also participating: Claudette Brochu, Kris Clement, Phil Dechert, Andy Hodgdon, Bill Krajeski, Steve Leinoff, Cheryl Lindberg, Charlotte Metcalf, Bonnie Munday, Jill Niles, Stuart Richards, Doug Robinson, Roberta Robinson, Pam Smith and Brie Swenson.

Layton opened the meeting at 5:35 pm.

1. Approval of Agenda (Action Item). Cook suggested postponing discussion of item 10 (a) Approval of Minutes and moving item 10 (b) Review of Next Agenda to after item (8) Correspondence. This was agreed by consensus.

2. Public Comments (Discussion Item). Pam Smith stated that the Town Personnel Policies do not address disciplinary actions for violations of State statute or Town ordinance. Charlotte Metcalf read from a document she submitted to the Selectboard commending the professionalism of the Contract Assessors and asking the Selectboard to attempt to persuade them to stay on. Stuart Richards thanked the Town Manager for a recent letter on the Open Meeting Law. He spoke to the importance of this law, and said that he thinks the Town Manager has taken the right course.

3. Department Heads FYE 2019 Budget Presentations (Discussion Item). Durfee distributed an updated draft budget that shows a proposed expenditure budget increase of 1.23% for Town expenditures and 1.13% for overall expenditures. The Selectboard expressed appreciation for the Department Heads, who had been requested to provide suggestions for a 10% cut. Pepper said that we should beware of letting past expenditures justify future ones. Flanders said that given the step-and-grade system, such a modest increase in a labor-heavy budget was commendable. Stuart Richards asked that the Selectboard attempt to level-fund the budget.

- Town Administration. Durfee answered questions about Professional Services, the differing percentage increase in wages, and the printing of the Town Report. Pam Smith submitted to the Selectboard a list of Department Head salaries, and questioned the fairness of the compensation of the Town Clerk relative to her importance.
- Statutory Meetings and Town Clerk. Bonnie Munday answered questions about pollworkers' wages, record restoration and office furniture. Pepper said we should look out for emerging technologies that may make digitization of records more efficient.
- Finance. Roberta Robinson answered questions about the independent audit and dues/meetings/education.
- Assessor. Cheryl Lindberg answered questions about the break-out of reappraisal expenses versus regular annual Grand List maintenance expenses. Cook asked questions about whether the Town is keeping the same assessing software, mileage and the proposed purchase of a new computer.
- Planning. Phil Dechert answered questions about salary and planning services, an expense he hopes to offset with State grants.
- Recreation. Jill Niles answered questions about workers' compensation insurance and net spending, which is low because Recreation is largely self-funding. She submitted to the Selectboard a document comparing the staffing and spending of the respective recreation departments in Norwich and four comparable towns.
- Police. Durfee walked the Selectboard through the shared costs of the new Public Safety Facility, which necessitate some structural changes to the budget, and answered a question on cruiser maintenance. Doug Robinson answered a question on staffing.
- Fire. Steve Leinoff answered questions on firefighter wage and retention/recruitment, and

addressed Flanders' questions on water usage. Flanders said that the fact that the Town pays the Fire District both for hydrant rental and also for water by means of a meter at the new facility should be looked at. Cheryl Lindberg said that the Fire District has incurred the expense of fixing water line breaks that are related to hydrant usage. There was further discussion of EMS tools and equipment, ambulance services, and possibly allowing for EMS mileage payments.

- Emergency Management. Langhus asked whether solar arrays with batteries had been considered as an alternative to diesel generators.
- Department of Public Works. Cook suggested a couple of areas where cuts could be made based on recent actuals. There was discussion of whether maintenance of Fire District sidewalks that may soon be taken over by the Town is included in this budget, and how replacement of these would fit into the future paving plan. Andy Hodgdon answered questions about Construction & Demolition Waste disposal, recycling, and composting of food waste.

Durfee said that there was no likelihood of FEMA reimbursement being available anytime soon. Lindberg asked how Act 60 revenues are accounted for. Clement urged the Selectboard to remember the likely increase in the school budget. Pepper questioned whether the potential for increasing revenues had been explored.

4. Contract Assessor & Lister Update (Discussion/Action Item). Bill Krajieski said that an agreement had been reached with the Listers, and that he would serve out his contract until 30 June 2018. Layton welcomed the news that the parties are cooperating.

5. Board to Sign Accounts Payable Warrants (Discussion/Action Item).

a) Public Safety Building Office Equipment. Cook asked whether the purchase orders for the office furniture were within the budgeted amount. Durfee said that they were. Flanders **moved** (2nd Pepper) to authorize Purchase Order #504346 in the amount of \$27,397.82 for the purchase of office furniture for the Public Safety Facility; and Purchase Order #504347 in the amount of \$5,171.74 for the purchase of office furniture for the Public Safety Facility. **Motion passed unanimously.**

6. Town Manager's Report (Discussion/Action Item). Durfee gave a brief FEMA update. VOSHA has reduced the Town's penalty for the trench collapse to \$16,800. There is an ongoing Union grievance. Langhus volunteered to assist Durfee in preparing a master service contract, which will be bid out annually in future. There was discussion of the contractor's degree of responsibility for the accident. The consensus view of the Selectboard was to move on from this question of liability. Claudette Brochu noted the significant washout at around 400 Upper Turnpike, and said it would become very dangerous if plowed in. Durfee said he would talk to Hodgdon about this, but that in general repair work on the roads was proceeding as quickly as possible.

7. Town Manager Evaluation Timeframe (Discussion/Action Item). After discussion, it was agreed to make this an agenda item for the meeting of January 10th.

8. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Pepper) to receive correspondence from the Trails Committee regarding a proposed trail; from Nancy Dean regarding Two Rivers-Ottawaquechee Regional Commission; From Will Smith regarding road striping; from Claudette Brochu regarding the proposed Town Budget; from Marcia Calloway regarding a TRORC map; from Cheryl Lindberg regarding the 9-30-2017 Quarterly Investment Report; and from Pam Smith regarding Selectboard conduct. There was a question about whether Selectboard approval was needed for the proposed trail. Brie Swenson of the Conservation Commission said that the trail is already built and is entirely on private land, and that there is no Town liability attached. **Motion passed unanimously.**

10. Selectboard

b) Review of Next Agendas (Discussion/Action Item). The Selectboard agreed on the following items for the agenda of the Special Selectboard meeting of December 6, 2017:

Appropriations
Town Plan

Additions/Subtractions to Budget
Negotiated Agreement (Executive Session Possible)
Approval of Minutes

9. Negotiated Agreement (Discussion/Action Item). Flanders **moved** (2nd Pepper) to find that premature public knowledge would clearly place the public body at a substantial disadvantage. **Motion passed unanimously.** Flanders **moved** (2nd Pepper) to enter executive session to discuss the negotiated agreement, pursuant to 1 VSA §313(a)(1)(B). **Motion passed unanimously.** The Selectboard moved into executive session at 8.52 pm.

Flanders **moved** (2nd Pepper) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 9:34 pm. Flanders moved (2nd Pepper) to amend his earlier motion to include the invitation of the Town Manager to join the Selectboard in executive session. **Motion passed unanimously.**

At 9:35 pm, Cook **moved** (2nd Pepper) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:35 pm.

By Jonathan Bynum
Scribe

Approved by the Selectboard on _____.

Mary Layton
Selectboard Chair

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

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

DRAFT Minutes of the Special Selectboard Meeting of Sunday, December 3, 2017 at 3:00 pm

Members present: Mary Layton, Chair; Linda Cook; Stephen Flanders; John Langhus; John Pepper; Herb Durfee, Town Manager.

There were about 2 people in the audience.

Also participating: Pam Smith and Will Smith.

Layton opened the meeting at 3:07 pm.

1. Approval of Agenda (Action Item). The Selectboard agreed to proceed with the agenda as drafted.
2. Public Comments (Discussion Item). Pam Smith asked for clarification of the word "Negotiations," and wanted to know why we were meeting on Sunday. Will Smith asked if there would be a public transcript of the conversation in executive session. Mary Layton replied that the Selectboard decided at its 11/29/17 executive session that members were too tired to discuss the topic that night, and then rescheduled the session to Sunday. Layton explained that the topic had to do with Selectboard policy that relates to upcoming Collective Bargaining negotiations. The executive session was used in order to protect the Town's negotiating strategy. Layton explained that there is no public transcript of what is discussed in executive session, but that decisions made in the public part of the session as well as other meeting details would be part of the minutes.

Pam Smith also mentioned in the Public Comments that she had noticed behavior at the November 29th meeting by a department head that she considered disrespectful. Mary Layton assured her that the Selectboard would do its best to promote respectful behavior at all Selectboard meetings.

3. Negotiated Agreement (Discussion/Action Item). Flanders **moved** (2nd Pepper) to find that premature public knowledge would clearly place the public body at a substantial disadvantage. **Motion passed unanimously.** Flanders **moved** (2nd Pepper) to enter executive session to discuss the negotiated agreement, pursuant to 1 VSA §313(a)(1)(B) and invite the Town Manager to join the executive session. **Motion passed unanimously.** The Selectboard moved into executive session at 3:20 pm.

Langhus **moved** (2nd Pepper) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 5:10 pm. No action taken.

At 5:12 pm, Flanders **moved** (2nd Cook) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 5:13 pm.

By Mary Layton, Selectboard Chair

Approved by the Selectboard on _____.

Mary Layton
Selectboard Chair

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

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