

May 4, 2017

To: Norwich Select Board

From: Norwich Housing Corporation/ Norwich Senior Housing , Board of Directors



Dear Norwich Select Board,

I am writing on behalf of Norwich Housing Corporation/Norwich Senior Housing in follow-up to the Select Board Meeting of April 26 and to formalize our concerns and advocate for the Norwich citizens living in Norwich Senior Housing in regards to the proposed Safety Building.

One of our concerns is the privacy and safety of the residents during the construction process; primarily dust, fumes, holes, run off. Will there be dust barriers set up? Traditionally there has been a "cut through" trail from that property to access Main Street by the residents. Will there be signage and barriers to prevent walking through this construction site?

We are told there will be many lights on the building itself beside parking lot lights. We hope if these are necessary they will not be pointed toward any residential property. Will these be on timers or motion sensors?

One of our biggest concerns is the potential increase in vehicle activity: proximity to residents homes; shining headlights into their homes, slamming of car doors, starting of engines, etc.

At the 4/26 Select board meeting the architect stated he could move some of the police parking to a different area; we would like to see a plan for this.

Another concern is the proximity of the pavement to residents' home.

One potential solution/buffer would be an evergreen hedge . It is the hope that a natural barrier between the two properties would protect privacy for the residents. Ideally the hedge would be within the scope and budget of the Public Safety Building.

Can we collaborate together at the shared border to find a mutually acceptable solution? It would be greatly appreciated if during excavation that certain invasive species be removed. As few as possible deciduous trees and their roots be protected during construction and in general.

We would like to invite you to walk the property line with us at 5 pm on Wednesday 5/10. We appreciate the opportunity to work with the Select Board , Police and Fire Chiefs and the new Town Manager. We will keep our Management Agency abreast of the proceeding as they are very involved in property.

Thank you.

Paula S. Howes, President of BOD, Norwich Housing Corporation

Cc: Stephen Leinhoff, Fire Chief

Douglas A. Robinson, Chief of Police

Earle Simpson, Management Agency

Herb Durfee, Town Manager

May 9, 2017

Dear Herbert,

It was so nice meeting  
you this morning. Sounds like you  
have it all under control.

Thank you for supporting  
the cocoa mulch sale for the  
Beaver Meadows Schoolhouse. We'll  
put you on our email list for  
future events.

Have a great day.  
Cheryl (Herrmann)



# Windsor County Partners

BUILDING HEALTHY COMMUNITIES THROUGH YOUTH MENTORING

PO Box 101, 54 Main Street, Windsor, VT 05089 • 802-674-5101  
windsorcm@outlook.com • www.wcpartners.org

May 4, 2017

Miranda Bergmeier  
Town of Norwich  
P.O. Box 376  
Norwich, VT 05055

Dear Miranda,

On behalf of the Windsor County Partners' Board, staff, and partnerships, I thank the Town of Norwich for the \$1,000 appropriation to support our mission. We have received check #4442 for \$1,000 that represents the full payment of Norwich's allocation in support of Windsor County Partners' youth mentoring for the fiscal year covering July 1, 2017 to June 30, 2018.

This community support is enabling us to make new matches. With each match made, another child is given a better chance at success. In our PALS program, 86% of our mentors report that they have seen positive changes in their mentee since the partnership formed. (The remaining 14% reported that since their matches were new, they were just getting to know one another.) WCP takes pride in multi-year matches, which make the greatest difference in a child's life.

To learn more about WCP and the impact we are making together, visit our website [www.windsorcountypartners.org](http://www.windsorcountypartners.org) or follow us on Facebook. If you would like additional information, please contact our office at [programswc@outlook.com](mailto:programswc@outlook.com) or call 802-674-5101.

Thank you for making a difference in the lives of local youth.



*Thank You!*

With gratitude,

Jennifer Grant  
Executive Director

11d

**Herb Durfee**

---

**From:** Herb Durfee  
**Sent:** Thursday, May 11, 2017 3:39 PM  
**To:** 'Ann Marie Smith'  
**Cc:** 'doug.robinson@vermont.gov'; Steve Leinoff; Miranda Bergmeier  
**Subject:** RE: Fire/Police Complex

Hi, AnnMarie. I am in receipt of your e-mail. Sorry I didn't get back to you earlier, but I was in meetings yesterday from mid-day right through the Selectboard meeting, including meeting with many of the neighbors adjacent the Public Safety Building.

Admittedly, I can't answer many of your questions, simply, due to my just starting the Town Manager position. However, I'm asking Doug Robinson and Steve Leinoff to try and answer those that you pose, as best as they can. (Note: Chief Robinson will be out of the office for several days, so it probably won't be until next week related to any reply from him.)

FYI, I tacked to the bulletin board in the multi-purpose room at Tracy Hall some of the latest plan sheets that I'd be happy to go over with you. I'd also be happy to share my thoughts with you on discussions that occurred today related to the pre-bidders' conference that was held on-site, and/or on other topics of concern to you. If you give me a couple of dates/times you could meet, I would get back to you on scheduling such time.

In the interim, please know that I will share your e-mail with the Selectboard so they are aware of your concerns.

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)

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

**From:** Ann Marie Smith [mailto:birdseye95@comcast.net]  
**Sent:** Wednesday, May 10, 2017 12:21 PM  
**To:** David Ormiston; Miranda Bergmeier; Miranda Bergmeier  
**Subject:** Fire/Police Complex

- > I am terribly upset at the warp speed progress and lack of consideration for our neighborhood in the planning of this complex.
- > Quite frankly it is excessive, and imposing directly on those who can fend for themselves the least, and I feel that the neighbors were intentionally left out of the planing in order to achieve the wish list of those involved.
- > I will not understand why we need 7 bathrooms and three conference rooms for the amount of staff involved, it is complete over zealouslyness.
- >
- > It is keeping me up at night. To make matters worse, I am unable to
- > attend the meeting tonight at 5 or 6. I am having to decide between
- > this, about which I feel very strongly, and my sons last baseball game

> to be played with the team at Biondi Field ( in high school baseball,  
> it is kind of a big deal :)  
>  
> These are the same choices that kept me from attending whatever public meetings were held to decide the fate of what I will live with from here on out. A complete change of lifestyle in our neighborhood is something that warranted a knock on the door, in the least. Every abutting neighbor, would have been more than happy to be directly involved in the planning process of this new facility. We never have objected to our fire and police having a new, decent building to call home. In the task people forgot that we would like the same consideration.  
>  
> I have quickly put together a few of my most important concerns, I would greatly appreciate if you could in any way get them to the other Select Board members. I have taken time off work this afternoon and am going to try to meet with the new Town Manager.  
>  
> If there is any opportunity AT ALL to have a sit down with the architect, the police chief, the fire chief, Tracy from the Senior Housing Board, myself and Stephanie and/or Michael Lyons. I am sure we could all come to some compromises. Once the foundation is poured, there is no way to change the course that will forever change the relationships and the way we live in this neighborhood, and it upsets me more than I can explain.  
>  
> Sincerely,  
> AnnMarie Smit  
>  
>>  
>> 1-  
>> 7 Bathrooms and 3 Conference Rooms:  
>> Why can't the womens locker rooms share a bathroom, and the mens  
>> locker rooms share a bathroom. Thus removing two bathrooms and the space required for them.  
>>  
>> Why do we have 3 conference rooms for Police & Fire Depts. that only have 4 full-time employees?  
>> Why can the large 40 person conference room not be used for all necessary meetings?  
>>  
>> Why are we entertaining having the 40 person conference room used for Regional Training and Seminars, when these can easily be attending as close as Hartford VT.  
>> Why would anyone suggest that bringing that sort of traffic into the pocket of a residential neighborhood bordered by a library, and a senior housing complex is appropriate?  
>>  
>> 2-  
>> Why is the building being situated to extend as far as possible to create the most negative impact on its senior neighbors.  
>> Why can't the bathrooms and conference rooms be condensed, the building turned to be situated in the same direction and extended back towards the fire garage.  
>> This would eliminate the excessive encroachment towards the Senior housing apartments.  
>>  
>> It would also potentially eliminate the need for black top to extend to the edge of the property lines along the senior housing complex.  
>>  
>> The encroachment to the absolute edge of this property line, with pavement and a road, is excessive, egregious, inconsiderate and legitimately unnecessary.  
>> It proves a complete lack of consideration for the neighbors in the  
>> planning of this development. Just because there are not zoning regulations on a municipal project, it should have been a primary consideration that this municipal development was in the pocket of a residential neighborhood frequented by children and seniors.  
>>

>> If the building were turned, the two ell's off the back condensed into one wider ell, that would be behind and beside the current fire and police, it would eliminate most of the negative impact to the neighbors.

>>

>> 3-

>> The change of the parking spaces from one side of the black top area to the other, is does not solve the problem of this area being destroyed for unnecessary parking spaces.

>> It will turn green space that is beloved, into asphalt.

>> The spaces are completely unnecessary.

>> There is absolutely no reason that a single space for a 'Sally Port' could not be places somewhere close enough to the building that would not encroach on the neighbors.

>> This 'Sally Port' although required is rarely used, and is a poor excuse to take such advantage of the elderly neighbors and to impact them in such an extreme manner.

>> It is excessive, unnecessary and over reaching.

>>

>> 4-

>> The practice fire hydrant is unnecessary and brings a range of potential water issues for the surrounding neighbors. Again, something that is unnecessary at the expense of the neighborhood.

>>

>> 5- If nothing changes and the building moves ahead in the same configuration I will seek restrictions on the use of the large 40 person conference room in regards to the Regional seminars and Training, and public use of the space.

>> This neighborhood is completely inappropriate for such use, and is not happy about any of the suggested uses for the space. Tracy Hall already exists for large gatherings near public parking. We object to bringing this type of traffic into our quiet neighborhood.

>>

>> This project has gone far beyond what is needed to create a new pleasant work space for our departments, and is now far more about wants, which have been accommodated at the expense of the neighbors.

>> It is very disappointing that in such a small town no one felt compelled to knock on a few doors and ask for some input from the neighbors. Especially when the changes will have a direct and exorbitant impact on us.

>> I am left feeling angry, sand and upset about the entire project. I dread what the changes in the way we live in our neighborhood that are being forced upon us.

>>

>>

>>

>

lld

## Herb Durfee

---

**From:** Ann Marie Smith <birdseye95@comcast.net>  
**Sent:** Thursday, May 11, 2017 10:03 PM  
**To:** Herb Durfee  
**Subject:** Re: Thank you and next steps

Hello Herb,  
Thank you for forwarding the below communications.

I would like to note that I do not believe any testing for draining, water or soil testing has been done on the north side of the fire/police complex, where the new training hydrant is to be placed. And one should note that the neighbors, the McNamara's have had to recently install a new septic system. The soil and drainage is not as stellar as we are all lead to believe, and they can certainly attest to that. I would like to see concrete evidence of how the 'test fire hydrant' is not going to negatively impact them, why it is essential and how it is any more advantageous than what they currently have at the river.

AnnMarie Smith

On May 11, 2017, at 6:37 PM, Herb Durfee <[HDurfee@norwich.vt.us](mailto:HDurfee@norwich.vt.us)> wrote:

AnnMarie,

Below is an e-mail reply I sent to Tracey earlier today. Thought you'd be interested.

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:** Herb Durfee  
**Sent:** Thursday, May 11, 2017 6:03 PM  
**To:** 'Tracey Hayes'; Miranda Bergmeier; Paula Howes; onita connington ([onita.connington@gmail.com](mailto:onita.connington@gmail.com)); Earle Simpson  
**Cc:** '[doug.robinson@vermont.gov](mailto:doug.robinson@vermont.gov)'; Steve Leinoff  
**Subject:** RE: Thank you and next steps

Thanks for your e-mail, Tracey. FYI, I'm make sure the Board receives a copy of it to help ensure your comments are documented with them. Doug and Steve can better reply to the logistics/thought that went into the building design/size along with the process carried out over the last couple of years. Since I'm too new, they can provide a better reply.

We had the pre-bidders' conference this morning. I brought up the issues of safety, saving the stand of mature trees at all costs, dust/erosion control, and sensitivity of construction given the proximity of neighbors. I got the sense that each of the contractors understood the issues. Once the selected contractor is onboard, I'll have more discussion with that firm and their Project Manager. Note as part of the project, probably at least once every two weeks, there will be a

project meeting between at least Jay and the construction firm to make sure the project is on task and to address any issues that arise. I'll probably be a part of many of those meetings, too.

I spoke directly to Jay about reconfiguring the access drive, somehow, to ensure the mature tree stand is preserved. He acknowledged something could be accomplished to do that. Some of that reconfiguration may occur once the contractor is on board, but all are aware that the trees need to be preserved as part of the project.

Concerning screening, we will continue to meet with you on that topic. As I mentioned, that may involve budgeting some funds for the next fiscal year (i.e., 2018-19), and could even go beyond the construction period itself, but I think we can resolve that issue.

I believe any drainage issues, if any, are taken care of as part of the building specs/plans, given the engineering work carried out by Pathways Engineering (Jay's sub-contractor on the project), including test pit/soil "analysis" that was carried out at some point before I came on board.

I haven't been able to, yet, but, as promised, I will speak with Steve Leinoff related to the concerns with the training hydrant and get him to more specifically describe what will be the "training" program/use.

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:** Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]

**Sent:** Thursday, May 11, 2017 7:53 AM

**To:** Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington ([onita.connington@gmail.com](mailto:onita.connington@gmail.com)); Earle Simpson

**Subject:** Thank you and next steps

Dear Herb, Miranda, Paula and Onita,

Good morning.

Thank you for your time and thoughtful efforts yesterday evening meeting walking through the project with the seniors and neighbors.

I know you were all there and heard me share my thoughts. Here are some notes in summary. I hope we can find some creative way to address:

1. Safety. Throughout the project and with every phase ...safety is reevaluated and priority. In addition to my concerns already expressed. FYI, I believe the library is expanding outside efforts to encourage more kids to be outside and reading on their property. You might want to reach out to the library to keep them apprised of construction or training dates so they are aware when lots of cars will flood Hazen st. Please update us on the practice fire hydrant use and safety methods to contain water.

2. Drainage. Thank you for your creative suggestions yesterday in addressing drainage. Please keep going with those problem solving "powers that be" so that we don't have flooding issues.

3. Hedge or barrier.

This is the decent thing to do considering how much you are asking neighbors to endure. Please consider cutting something in the plan (i.e. take out 1 of 7 bathrooms) and put 6-8 foot tall non invasive, salt tolerant, winter tolerant, evergreens or a 8 foot fence.

4. Save the trees and decrease headlights in apartments. Decrease the building and parking lot footprint so that it is not so close on the seniors and neighbors . I like the idea of decreasing 7 parking spaces to 3 on the Northside of the building so that the gardens and trees could be saved and the road not so close to 12 apartments.

Thank you again for helping figure this out.

It pained me to explain why the road was so close to their apartments because: the building is bigger (increased size if a 3rd conference room for regional training of 40 people, 3 times a year ), town building the road within the 10 feet normal set back zoning regulations, and the town used their authority to waive zoning regulations.

The senior's response, "it seems like the town is doing this to us because we are Seniors".

I hope we can figure out a better plan. I can't tolerate the plan as it is. Nor the thought of our seniors and neighbors feeling that money and buildings space are more important than their safety, privacy, comfort, and homes.

Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

11e

## Herb Durfee

---

**From:** Herb Durfee  
**Sent:** Tuesday, May 16, 2017 12:19 PM  
**To:** 'Tracey Hayes'; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson  
**Subject:** RE: Thank you and next steps

Tracey, et al, below are the Police and Fire Department Chiefs' responses to some of your concerns. As with previous e-mail responses to you folks, I'll make sure the Board receives a copy of the correspondence.

Herb

FROM THE POLICE CHIEF

Good Afternoon;

I will try and answer as many of the questions you have. First, I do not think this is occurring at "warp speed", it was voted on last year to keep the facility at its current location. I believe since then almost every SB meeting the Public Safety Facility has been on the agenda and people did come and voice their concerns and/or support at those meetings. Once any diagrams became available, they, and every modification of those diagrams, have been posted on the town's website. Also, they were accessible in the TM's office. The police department, also, had diagrams on display for anyone who wanted to see them.

There are two locker rooms on the police side and a shower and toilet in each one. Officers prepare for duty in the locker rooms and keep duty bags and equipment they need to do their jobs. There is another handicap bathroom within the police section for use by people we are interviewing, questioning taking statements from. This is so we don't have to have them go out into the public area should they need to use the bathroom. There are two bathrooms in the lobby (male and female), these are used for the public and those using the training room (including Norwich committees that chose to meet at the facility. There are two bathrooms for the fire department members that they will use when coming back from a fire and don't want to go home to their homes smelling like smoke and/or chemicals. They will have the opportunity to shower there.

There are two conference rooms, one on the fire department side that they, also, use as a library and planning room (I'll let Chief Leinoff elaborate). One in the common area that is the EOC (Emergency Operation Center Command Post) – to be used as a conference room, predominately for PD staff meetings, preparation for warrants, firearms policy training, area chiefs' meetings, etc. Then, there is the Training Room that will be used by both police and fire. The fire department has monthly training meetings that currently are held in the cramped room at the current apparatus bay (Chief Leinoff can elaborate). During an emergency, the training room will be used for staging so the staging will not interfere with the EOC. The police, also, will host advanced training that ordinarily would not be available to officers without traveling to out of town venues that, frequently, cost the town money, especially if they are multi day training sessions. By hosting advanced training, we often would be afforded some training seats free of charge. The Town, also, would save on out of town/overnight/per diem by hosting such advanced training. We have sent officers to Hartford for training when they have it at their facility, we still have to pay for the training. The overall "trip" traffic will not be any more than it is now except 2-3 times (maybe four) a year that we host training, or those times when Norwich boards or committees might use the facility.

The building is situated so that in the future the fire apparatus bay can be moved back from where it is now, with the limited space the architect had to work with and what the town owns in that area it was the best scenario. I do not think that the impact will be very great to the Dorrance Drive residents. There will be some change and some adjustments but I think we will continue to be good neighbors and do what we can to help all adjust.

Best  
Doug

**Chief Douglas A. Robinson**  
**Norwich Police Department**  
**P.O. Box 311 // 10 Hazen Street**

Norwich, Vermont 05055  
1-802-649-1460 Phone  
1-802-649-1775 Fax  
[Douq.Robinson@Vermont.gov](mailto:Douq.Robinson@Vermont.gov)

FROM THE FIRE CHIEF

There was considerable discussion during the process about the number of bathrooms and the need for separate facilities for male and female. The Selectboard (SB) voted to include separate facilities in the architectural program.

Conference rooms. The original SB approved program included a separate room for the Emergency Operations Center (EOC). When reviewing preliminary design documents the police and fire chiefs felt EOC could be housed in the conference room. This was ultimately approved by the SB. but there was some pushback from SB about changing the program that they all voted on. The FD conference room/library is a small room that a members can use for small training sessions, officers meetings, the library portion would be for fire and EMS books and video with place for individuals to study.

We will draft a policy regarding training on site that will address water use and other items that will impact the neighborhood. This will include limiting the volume of water used and keeping discharge on our lot. Basic firefighter training includes practicing connecting to a hydrant and supplying a pumper. This uses minimal water and the water would be contained to the area around the hydrant and pump. This permits us to do this and other types of hydrant related training on site which makes training more efficient and mitigates problems with water on roadways in freezing weather (which could require DPW call out). We have 2 regular fire training and one EMS training session each month. These sessions typically bring 12-15 vehicles to the site.

**Steve Leinoff, Chief**  
Norwich Fire Department  
PO Box 376  
Norwich VT 05055  
(802) 649-1133 Option 3

*"People Serving People Since 1920"*

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

PRIVACY AND CONFIDENTIALITY NOTICE: This message is for the designated recipient only and may contain privileged, confidential, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any use of an email received in error is prohibited.

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:** Tracey Hayes [mailto:[traceyhayeswarren@gmail.com](mailto:traceyhayeswarren@gmail.com)]  
**Sent:** Thursday, May 11, 2017 7:53 AM

**To:** Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson  
**Subject:** Thank you and next steps

Dear Herb, Miranda, Paula and Onita,

Good morning.

Thank you for your time and thoughtful efforts yesterday evening meeting walking through the project with the seniors and neighbors.

I know you were all there and heard me share my thoughts. Here are some notes in summary. I hope we can find some creative way to address:

1. Safety. Throughout the project and with every phase ...safety is reevaluated and priority. In addition to my concerns already expressed. FYI, I believe the library is expanding outside efforts to encourage more kids to be outside and reading on their property. You might want to reach out to the library to keep them apprised of construction or training dates so they are aware when lots of cars will flood Hazen st. Please update us on the practice fire hydrant use and safety methods to contain water.

2. Drainage. Thank you for your creative suggestions yesterday in addressing drainage. Please keep going with those problem solving "powers that be" so that we don't have flooding issues.

3. Hedge or barrier.

This is the decent thing to do considering how much you are asking neighbors to endure. Please consider cutting something in the plan (.i.e. take out 1 of 7 bathrooms) and put 6-8 foot tall non invasive, salt tolerant, winter tolerant, evergreens or a 8 foot fence.

4. Save the trees and decrease headlights in apartments. Decrease the building and parking lot footprint so that it is not so close on the seniors and neighbors . I like the idea of decreasing 7 parking spaces to 3 on the Northside of the building so that the gardens and trees could be saved and the road not so close to 12 apartments.

Thank you again for helping figure this out.

It pained me to explain why the road was so close to their apartments because: the building is bigger (increased size if a 3rd conference room for regional training of 40 people, 3 times a year ), town building the road within the 10 feet normal set back zoning regulations, and the town used their authority to waive zoning regulations.

The senior's response, "it seems like the town is doing this to us because we are Seniors".

I hope we can figure out a better plan. I can't tolerate the plan as it is. Nor the thought of our seniors and neighbors feeling that money and buildings space are more important than their safety, privacy, comfort, and homes.

Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

## Herb Durfee

---

11e

**From:** Herb Durfee  
**Sent:** Thursday, May 11, 2017 6:03 PM  
**To:** 'Tracey Hayes'; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson  
**Cc:** 'doug.robinson@vermont.gov'; Steve Leinoff  
**Subject:** RE: Thank you and next steps

Thanks for your e-mail, Tracey. FYI, I'm make sure the Board receives a copy of it to help ensure your comments are documented with them. Doug and Steve can better reply to the logistics/thought that went into the building design/size along with the process carried out over the last couple of years. Since I'm too new, they can provide a better reply.

We had the pre-bidders' conference this morning. I brought up the issues of safety, saving the stand of mature trees at all costs, dust/erosion control, and sensitivity of construction given the proximity of neighbors. I got the sense that each of the contractors understood the issues. Once the selected contractor is onboard, I'll have more discussion with that firm and their Project Manager. Note as part of the project, probably at least once every two weeks, there will be a project meeting between at least Jay and the construction firm to make sure the project is on task and to address any issues that arise. I'll probably be a part of many of those meetings, too.

I spoke directly to Jay about reconfiguring the access drive, somehow, to ensure the mature tree stand is preserved. He acknowledged something could be accomplished to do that. Some of that reconfiguration may occur once the contractor is on board, but all are aware that the trees need to be preserved as part of the project.

Concerning screening, we will continue to meet with you on that topic. As I mentioned, that may involve budgeting some funds for the next fiscal year (i.e., 2018-19), and could even go beyond the construction period itself, but I think we can resolve that issue.

I believe any drainage issues, if any, are taken care of as part of the building specs/plans, given the engineering work carried out by Pathways Engineering (Jay's sub-contractor on the project), including test pit/soil "analysis" that was carried out at some point before I came on board.

I haven't been able to, yet, but, as promised, I will speak with Steve Leinoff related to the concerns with the training hydrant and get him to more specifically describe what will be the "training" program/use.

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:** Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]  
**Sent:** Thursday, May 11, 2017 7:53 AM  
**To:** Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington ([onita.connington@gmail.com](mailto:onita.connington@gmail.com)); Earle Simpson  
**Subject:** Thank you and next steps

Dear Herb, Miranda, Paula and Onita,

Good morning.

Thank you for your time and thoughtful efforts yesterday evening meeting walking through the project with the seniors and neighbors.

I know you were all there and heard me share my thoughts. Here are some notes in summary. I hope we can find some creative way to address:

1. Safety. Throughout the project and with every phase ...safety is reevaluated and priority. In addition to my concerns already expressed. FYI, I believe the library is expanding outside efforts to encourage more kids to be outside and reading on their property. You might want to reach out to the library to keep them apprised of construction or training dates so they are aware when lots of cars will flood Hazen st. Please update us on the practice fire hydrant use and safety methods to contain water.

2. Drainage. Thank you for your creative suggestions yesterday in addressing drainage. Please keep going with those problem solving "powers that be" so that we don't have flooding issues.

3. Hedge or barrier.

This is the decent thing to do considering how much you are asking neighbors to endure. Please consider cutting something in the plan (.i.e. take out 1 of 7 bathrooms) and put 6-8 foot tall non invasive, salt tolerant, winter tolerant, evergreens or a 8 foot fence.

4. Save the trees and decrease headlights in apartments. Decrease the building and parking lot footprint so that it is not so close on the seniors and neighbors . I like the idea of decreasing 7 parking spaces to 3 on the Northside of the building so that the gardens and trees could be saved and the road not so close to 12 apartments.

Thank you again for helping figure this out.

It pained me to explain why the road was so close to their apartments because: the building is bigger (increased size if a 3rd conference room for regional training of 40 people, 3 times a year ), town building the road within the 10 feet normal set back zoning regulations, and the town used their authority to waive zoning regulations.

The senior's response, "it seems like the town is doing this to us because we are Seniors".

I hope we can figure out a better plan. I can't tolerate the plan as it is. Nor the thought of our seniors and neighbors feeling that money and buildings space are more important than their safety, privacy, comfort, and homes.

Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

**Miranda Bergmeier**

---

11e

**From:** Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]  
**Sent:** Friday, May 19, 2017 9:00 AM  
**To:** Herb Durfee  
**Cc:** Earle Simpson; Paula Howes; onita connington ([onita.connington@gmail.com](mailto:onita.connington@gmail.com)); Miranda Bergmeier  
**Subject:** RE: Thank you and next steps

Dear Herb Durfee, Selectboard members, Chief Robinson, Chief Leinoff and Norwich Senior Housing Board of Directors;

Good Morning.

Thank you for your communication and updates sharing information about the project, pre-bidders meeting results, promise of "practice hydrant " further information, and open invitation to collaborate with Town Manager and the General Contractor (once selected). It is this quality of communication and making positive changes (where possible) that will help the neighbors, especially our Seniors feel involved, heard and respected. It is very appreciated!

Respectfully, the project /building has been well thought out for maximum use to support the Police and Fire departments. This is very important as you all should have a wonderful and appropriate place to work, training, shower and complete your duties in decent accommodations. I apologize if my request to look for areas of cost savings was seen as questioning or irreverent. My suggestion simply mentioned for consideration to decrease spending in one area, in hopes to free funds for new items such as fencing, hedging or other means to decrease the large impact on neighbors. Such items currently are not addressed in the project/ budget.

Thanks again for emphasizing the importance of safety, drainage, savings of our mature trees and minimizing impact on the Seniors and all neighbors.

Paula Howes, Director of the Board, has asked Onita Connington and I to keep working with Herb Durfee and the General Contractor to report into the full Board and Simpson properties management at our next meeting on Tuesday, May 23rd. She plans to appoint an adhoc team to continue our working relationship throughout the Public Safety Building project. Please give Onita and I a few time -windows when we can meet with Herb Durfee and (if possible) new General Contractor ideally before our Board meeting.

It has been nice to meet face-to-face with our Chief of Police, Selectboard members, and our new Town manager, Herb Durfee. I look forward to filling the "rain check" to meet Chief Leinoff. Each seem to have the best intentions for our community at heart. Thank you for all you do for the people of Norwich!

Respectfully yours,

Tracey Hayes  
31 Carpenter st. &  
Board Member of the Norwich Senior Housing

11f

**Herb Durfee**

---

**From:** Onita Connington <onita.connington@gmail.com>  
**Sent:** Friday, May 12, 2017 7:59 AM  
**To:** Paula Howes  
**Cc:** Herb Durfee; Tracey Hayes; Miranda Bergmeier; Earle Simpson;  
doug.robinson@vermont.gov; Steve Leinoff  
**Subject:** Re: Thank you and next steps

Thank you Herb for your thoughtful reply and for making sure that the board gets a copy of Tracey's email.

I am so happy that it looks like we will be able to save the trees! It will make such a difference to the seniors. It is a big building in a small space and the trees will help a lot.

Best,  
Onita

On Thu, May 11, 2017 at 8:15 PM, Paula Howes <[paulahowes1@hotmail.com](mailto:paulahowes1@hotmail.com)> wrote:

Herb, Thank you for your thoughtful follow up; much appreciated.

Paula Howes

Sent from Mail for Windows 10

**From:** Herb Durfee  
**Sent:** Thursday, May 11, 2017 6:02 PM  
**To:** Tracey Hayes; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson  
**Cc:** doug.robinson@vermont.gov; Steve Leinoff  
**Subject:** RE: Thank you and next steps

Thanks for your e-mail, Tracey. FYI, I'm make sure the Board receives a copy of it to help ensure your comments are documented with them. Doug and Steve can better reply to the logistics/thought that went into the building design/size along with the process carried out over the last couple of years. Since I'm too new, they can provide a better reply.

We had the pre-bidders' conference this morning. I brought up the issues of safety, saving the stand of mature trees at all costs, dust/erosion control, and sensitivity of construction given the proximity of neighbors. I got the sense that each of the contractors understood the issues. Once the selected contractor is onboard, I'll have more discussion with that firm and their Project Manager. Note as part of the project, probably at least once every two

weeks, there will be a project meeting between at least Jay and the construction firm to make sure the project is on task and to address any issues that arise. I'll probably be a part of many of those meetings, too.

I spoke directly to Jay about reconfiguring the access drive, somehow, to ensure the mature tree stand is preserved. He acknowledged something could be accomplished to do that. Some of that reconfiguration may occur once the contractor is on board, but all are aware that the trees need to be preserved as part of the project.

Concerning screening, we will continue to meet with you on that topic. As I mentioned, that may involve budgeting some funds for the next fiscal year (i.e., 2018-19), and could even go beyond the construction period itself, but I think we can resolve that issue.

I believe any drainage issues, if any, are taken care of as part of the building specs/plans, given the engineering work carried out by Pathways Engineering (Jay's sub-contractor on the project), including test pit/soil "analysis" that was carried out at some point before I came on board.

I haven't been able to, yet, but, as promised, I will speak with Steve Leinoff related to the concerns with the training hydrant and get him to more specifically describe what will be the "training" program/use.

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:** Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]

**Sent:** Thursday, May 11, 2017 7:53 AM

**To:** Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington ([onita.connington@gmail.com](mailto:onita.connington@gmail.com)); Earle Simpson

**Subject:** Thank you and next steps

Dear Herb, Miranda, Paula and Onita,

Good morning.

Thank you for your time and thoughtful efforts yesterday evening meeting walking through the project with the seniors and neighbors.

I know you were all there and heard me share my thoughts. Here are some notes in summary. I hope we can find some creative way to address:

1. Safety. Throughout the project and with every phase ...safety is reevaluated and priority. In addition to my concerns already expressed. FYI, I believe the library is expanding outside efforts to encourage more kids to be outside and reading on their property. You might want to reach out to the library to keep them apprised of construction or training dates so they are aware when lots of cars will flood Hazen st. Please update us on the practice fire hydrant use and safety methods to contain water.

2. Drainage. Thank you for your creative suggestions yesterday in addressing drainage. Please keep going with those problem solving "powers that be" so that we don't have flooding issues.

3. Hedge or barrier.

This is the decent thing to do considering how much you are asking neighbors to endure. Please consider cutting something in the plan (.i.e. take out 1 of 7 bathrooms) and put 6-8foot tall non invassive, salt tolerant, winter tolerant, evergreens or a 8 foot fence.

4. Save the trees and decrease headlights in apartments. Decrease the building and parking lot footprint so that it is not so close on the seniors and neighbors . I like the idea of decreasing 7 parking spaces to 3 on the Northside of the building so that the gardens and trees could be saved and the road not so close to 12 apartments.

Thank you again for helping figure this out.

It pained me to explain why the road was so close to their apartments because: the building is bigger (increased size if a 3rd conference room for regional training of 40 people, 3 times a year ), town building the road within the 10 feet normal set back zoning regulations, and the town used their authority to waive zoning regulations.

The senior's response, "it seems like the town is doing this to us because we are Seniors".

I hope we can figure out a better plan. I can't tolerate the plan as it is. Nor the thought of our seniors and neighbors feeling that money and buildings space are more important than their safety, privacy, comfort, and homes.

Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

119

Mary W. Fowler

mwfowler@myfairpoint.net

28 Dorrance Dr, #16

Norwich VT 05055

802/649-0226

[hand-delivered, May 10, 2017]

Norwich Selectboard  
300 Main St.  
Norwich, VT 05055

RECEIVED  
MAY 12 2017  
TOWN MANAGER'S OFFICE

RE: Shared Shrubbery, Police Station with Senior Housing

Gentle People:

This is to provide information regarding the effects on local residents of upcoming Public Safety construction on Firehouse Lane.

It happens that in addition to the dispute over ruination of gardens and shade trees, due to the building project, there are effects from the possible removal of the large, unruly "hedgerow" that currently defines, or more likely obscures, the boundary between the properties the town owns and the one owned by the non-profit, Norwich Housing Corporation, known as Senior Housing. Those of us who have taken an interest in the changes inherent in the new police quarters are largely those living in the 28-block of that complex—that is to say, six individual residents.

The proposed siting of the new building is definitely going to impinge on our sense of visual space. As best as I can estimate distances, from the drawings provided, the new building will lie as little as 12 - 15 feet from my kitchen door, and the driveway wrapped around the proposed building brings the impact even closer. This impinges on my particular "lawn space" for outdoor access. It appears the new parking capacity designed for the project will also wipe out more than a third of my neighbor's extensive gardening investments. The impact on us six residents will be immediate and, actually, severely distressing.

Although architect J. White has anticipated eradicating the town's half of the hedge, the shrubs are undoubtedly now grown oversized, wild and wooly with long-term neglect. They are intertwined at both roots and limbs, and taking it by half is likely an absurdity. Furthermore, destroying the hedge is definitely not an advantage to Senior Housing; even overgrown as it is, ~~as~~ it provides an otherwise highly valuable screen for maintaining resident privacy.

You are no doubt aware that removing the hedge is an expense beyond Senior Housing's capacity as a HUD-subsidized operation. In this March 27th communication, property manager Simpson Cos' Rachel Bertrand reports:

"I've been asked by the board to make it clear that they are happy to have crucial representing NSH in this matter, but the authorization to represent does not grant permission to incur expenses on behalf of the property;" and on Mar 23rd, "I'm pleased that you, [Emily] and Cornelia are involved and am sure you represent the residents of Norwich and Norwich Senior Housing well."

I cannot state strongly enough: given the drastic changes forthcoming at our border, replacing this screening—a responsibility neither the town nor the non-profit housing managers have anticipated—is highly valued by residents. It, including its considerable bird activity—and song, provides a critical component of the peaceful environment residents—who struggle with increasingly failing health—have enjoyed since the project's inception. We are greatly pleased the Norwich Conservation Committee has taken the responsibility of replacing the hedge with other native plants. We had believed this Committee was funded to accommodate field projects as necessary, and are grieved to find that that is not true, that the committee had always envisioned the need to solicit private funds to accomplish this task.

For that reason you will find enclosed here my check for \$100. Please allocate it to their account.

Respectfully,



cc: Rachel Bertrand  
The Simpson Companies

Jen Goulet  
Norwich Conservation Commission Chair

MARY W FOWLER

PH. 802-649-0226  
28 DORRANCE DR. APT 16  
NORWICH, VT 05055

54-7020/2117

1024

DATE May 11, '17

PAY TO THE ORDER OF Norwich Conservation Commission \$ 100<sup>00</sup>  
One Hundred 00/100 DOLLARS

© DELUXE TOP-STAR SAFETY PAPER

Security Features  
Included.  
Circle on Back.



MEMO (Town of Norwich)

Mary W. Fowler MP

⑆ 211770200⑆ 8231256160⑈ 1024

11h

## Herb Durfee

---

**From:** Herb Durfee  
**Sent:** Tuesday, May 16, 2017 1:20 PM  
**To:** 'Robinson, Doug'; Steve Leinoff; Andy Hodgdon  
**Cc:** 'Zicconi, John'; Miranda Bergmeier; Langhus John; 'John Pepper'; Linda Cook; 'Mary Layton'; 'Stephen Flanders'  
**Subject:** FW: Norwich RR Crossing Post Hearing Memo  
**Attachments:** Roback post-hering memo.pdf

Doug, Steve, and Andy. Please see the below e-mail from John Zicconi on behalf of the VT Transportation Board and the accompanying attachment.

I would like to have insight from each of you regarding your respective department's take on first responder and emergency highway operations regarding the northerly Kendall Station RR Crossing (e.g., do you use it, should you use it, what impact would any closure place on your ability to provide emergency services, etc.) Also, if it were to remain open, what modifications do you believe are necessary to improve safety at that location or, even, a modified/moved location? Thanks in advance for your insight.

Please get any information to me early next week, say, no later than Tuesday, May 23, so I can prepare a timely response for John Zicconi and the TBoard. Thx

Note: any insight will become part of the official public record, so please take that into consideration as you prepare/submit anything to me.

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:** Zicconi, John [<mailto:John.Zicconi@vermont.gov>]  
**Sent:** Monday, May 15, 2017 4:27 PM  
**To:** Clithero, Toni; John Roback; Ben Mayes; Peter Young; Tim Chow; Herb Durfee  
**Cc:** Gilmore, Hailey; Zicconi, John; Fitzgerald, Mark; Delabruere, Daniel  
**Subject:** Norwich RR Crossing Post Hearing Memo

Toni, Peter, Ben, John, Tim & Herb:

Attached is a post hearing memo the Board directed me to issue to you all. Please note that it charges the parties with providing specific information to my office by Friday, May 26.

Herb: the memo also includes a provision for the town (see #7).

Should anyone have a questions, please let me know.

John Zicconi

Executive Secretary  
Vermont Transportation Board  
14 Baldwin Street  
Montpelier, VT 05620  
802-828-2942



May 15, 2017

**Re: TB-457 Norwich Railroad Petitions**

This is a follow up memo to the hearing that was held on May 10, 2017. The Transportation Board seeks additional information and charges the parties to provide the following items by May 26, 2017. While the chair at the close of the hearing requested that the parties submit additional information within 14 days, that deadline by the issuance of this memo is extended to May 26, 2017 to allow the parties to file all of their information at the same time.

1. On or before May 26, 2017, VTrans and the Railroad shall, and other parties may, file definitions of "farm crossing" and "private crossing." Sources and authority for the definitions shall be included with the definitions.
2. On or before May 26, 2017 VTrans and the Railroad shall, and the other parties may, file information regarding whether the northern crossing is a farm crossing, private crossing, or crossing of some other nature.
3. The Board understands that a prescriptive easement is not allowed on state lands, but the lands involving the crossing were privately held for decades prior to being owned by the state. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, submit information as to whether the farm crossing prescriptively turned into a private crossing prior to the state's acquisition of the rail line.
4. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, file memoranda on whether the Board has jurisdiction over the northern crossing in the event that information may indicate that it is no longer a farm crossing.
5. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, submit information regarding the use(s) of the parcels served by the northern crossing in 1911 and at other times where the railroad, State of Vermont, or property owners referenced the northern crossing, including at minimum, the actual use of the Eastman property in 1911.
6. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, file a chain of title for parcels served by the northern crossing, including any title opinions, surveys, maps, plans, and other information characterizing the extent of any rights and obligations regarding the northern crossing. The chain of title should go back prior to 1911 to the extent that such information provides information regarding land use, the rail road, crossings and other relevant information. Any information regarding any change in the nature of the rights and obligations regarding the northern crossing should be included.
7. On or before May 26, 2017 the Town of Norwich is invited to submit its position on whether the northern crossing should remain open, and if so, under what conditions.

State of Vermont



---

# Transportation Board

---



Should anyone have any questions or comments, please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read 'J. B. Zicconi'.

John B. Zicconi  
Executive Secretary  
Vermont Transportation Board  
802-828-2942

111

TOWN OF NORWICH  
QUARTERLY INVESTMENT REPORT  
3/31/2017

	<u>Rate/APY</u>	<u>03/31/17 Balances</u>	<u>Quarterly Interest</u>
<b>Ledyard National Bank:</b>			
Business Checking (3 accounts) - FDIC Insured up to \$250,000		\$ 149,374.41	**
ICS: General Fund		2,506,170.87	
Designated Funds		1,715,591.33	
Total ICS Balance ~ 3/31/2017	0.25%	<u>\$ 4,221,762.20</u>	<u>\$ 3,188.65</u>
Total Bank Cash on Deposit ~ 3/31/2017		<u>\$ 4,371,136.61</u>	<u>\$ 3,188.65</u>
Less: Outstanding Checks		(16,940.45)	
Plus: Deposit-in-transit		5,457.83	
Anticipated Balance Sheet ~ 3/31/2017		<u>\$ 4,359,653.99</u>	
Less: Transfer from ICS in transit at 3/31/2017		(548.08)	
Plus: Reconciling items - 3 checks, net		1,124.46	
Cash on Balance Sheet ~ 3/31/2017		<u>\$ 4,360,230.37</u>	

\*\* Secured by an Irrevocable Stand-by Letter of Credit \$2.5 million

Treasury Bill rates:  
26 week - 0.42%  
1 year - 1.04%

Wall Street Journal Prime = 4.0%

Local Municipal Savings Account - 0.65%

*Cheryl A Lindberg, Treas*  
Cheryl A. Lindberg, Treasurer

11j

**Herb Durfee**

---

**From:** Rita Seto <rseto@trorc.org>  
**Sent:** Wednesday, May 17, 2017 11:46 AM  
**To:** Chris Bump  
**Cc:** Andy Hodgdon; Herb Durfee  
**Subject:** Installation of RRFBs in Norwich  
**Attachments:** 2017 Norwich Small Scale.pdf

Hi Chris

I'm helping the Town of Norwich apply for Bike Ped grant to install 2 sets of Rectangular Rapid Flashing Beacons at these 2 locations (Tracy Hall on Main Street and in front of the school on US5). Since the one is on US5, if funded, Norwich will need 1111 permit. As part of the application, they also need documentation that they have discussed with the District. I've attached the map to show you where it would be installed at existing crosswalks. Please let us know if you have any comments.

Thanks  
~ Rita

**Rita Seto, AICP | Senior Planner**



Two Rivers-Ottawaquechee Regional Commission  
128 King Farm Rd, Woodstock, VT 05091  
Tel: 802.457.3188 | Cell: 802.281.2927 | Fax: 802.457.4728  
[rseto@trorc.org](mailto:rseto@trorc.org) | [www.trorc.org](http://www.trorc.org) | [TRORC Facebook](#)

# 2017 VTrans Small-scale Bicycle and Pedestrian Grant Application

---

1. Project Title: RRFB Installations in Norwich Village
2. Applicant Name(s): Town of Norwich
3. Project Contact Info:
  - a. Name: Herb Durfee, Town Manager
  - b. Mailing Address: PO Box 376
  - c. Town: Norwich
  - d. Zip Code: 05055
  - e. Email Address: HDurfee@norwich.vt.us
  - f. Phone Number: (802) 649-1419
4. Fiscal Information:
  - a. Accounting System  Automated  Manual  Combination
  - b. DUNS #
  - c. Fiscal Year End Month June
5. RPC(s) Two Rivers - Ottauquechee
6. Project Description: Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks that the proposed project accesses.

The Town would like to install Rectangular Rapid Flashing Beacons at 2 crosswalk locations in the Village area in front of Tracy Hall (on Main Street) and by the Elementary School (on US5). Although the speed limit is 25MPH through the Village, there are high volumes of traffic that make pedestrians crossing unsafe despite crosswalk markings. There are sidewalks on both

7. **TOTAL SMALL-SCALE PROJECT CONSTRUCTION**  
**AMOUNT APPLIED FOR (including 50% local share)**



**Town of Norwich  
Installation of 2 RRFB Signals**

★ Locations of RRFB Installations



Herb Durfee, Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 0505

May 17, 2017

Dear Herb,

I am pleased to provide a letter of support for the 2017 Vermont Bicycle and Pedestrian Program Small Scale Construction application for the installation of two (2) sets of Rectangular Rapid Flashing Beacon Pedestrian Signals at 300 Main Street (Tracy Hall) and 250 Main Street.

This project will address safety improvements at these two existing crosswalks for both pedestrians and vehicles along this busy stretch of US5 and Main Street. This will help residents walking to and from the elementary school, walking to local businesses, and to the Town Office cross safely. The project is also in line with the Transportation Pedestrian and Bicycle goals in the Two Rivers-Ottawaquechee Regional Plan which are to "*expand opportunities for walking and bicycling in the region*" and "*promote walking and bicycling as a viable means of transportation in the region*" (p.78).

I have reviewed the grant application and deemed it complete for submission.

Please contact me if you have any questions.

Sincerely,



Rita Seto, AICP  
Senior Planner

128 King Farm Rd.  
Woodstock, VT 05091

**802-457-3188**

**trorc.org**

cc: Phil Dechert

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

RECEIVED

MAY 18 2017

TOWN MANAGER'S OFFICE

5/18/17

11k

Dear Norwich Selectboard and Town Manager,

We would like you to add landscaping plans to the current plans for the new Public Safety (fire and police) building that you will be building in the neighborhood backyard of those who live on Carpenter Street, in the Senior Housing Complex, and along Main Street.

This building is significantly larger, extends parking and pavement, and adds a dramatically increased amount of lighting to what currently exists in the neighborhood now. With that in mind, and knowing that you are building extremely close to the Senior Housing, it would seem very reasonable to introduce a plan for landscaping that would help give a natural barrier and shield noise and lights from those of us that will be looking in on the new facility.

As we in New England know, the leaves are on the trees for a minority of the year, and the sun sets early in the winter months. We do not want the noise or light "pollution" to ruin the feel of our in town neighborhood. Planting greenery along the edges of the parking would probably help a great deal with this. In addition, it would provide a natural barrier for the kids that play and walk thru the yards to keep them away from the parking and cars. Fifteen-foot lights, a flagpole light on 24-7, and headlights shining into kitchens -mudrooms- bathrooms- and family rooms (both on Carpenter St and in the Senior Complex) are going to definitely affect the feel of things here. You should walk through the property one evening, and see just how little light there is now- and then consider a landscaping plan to help minimize the effects of this expansion.

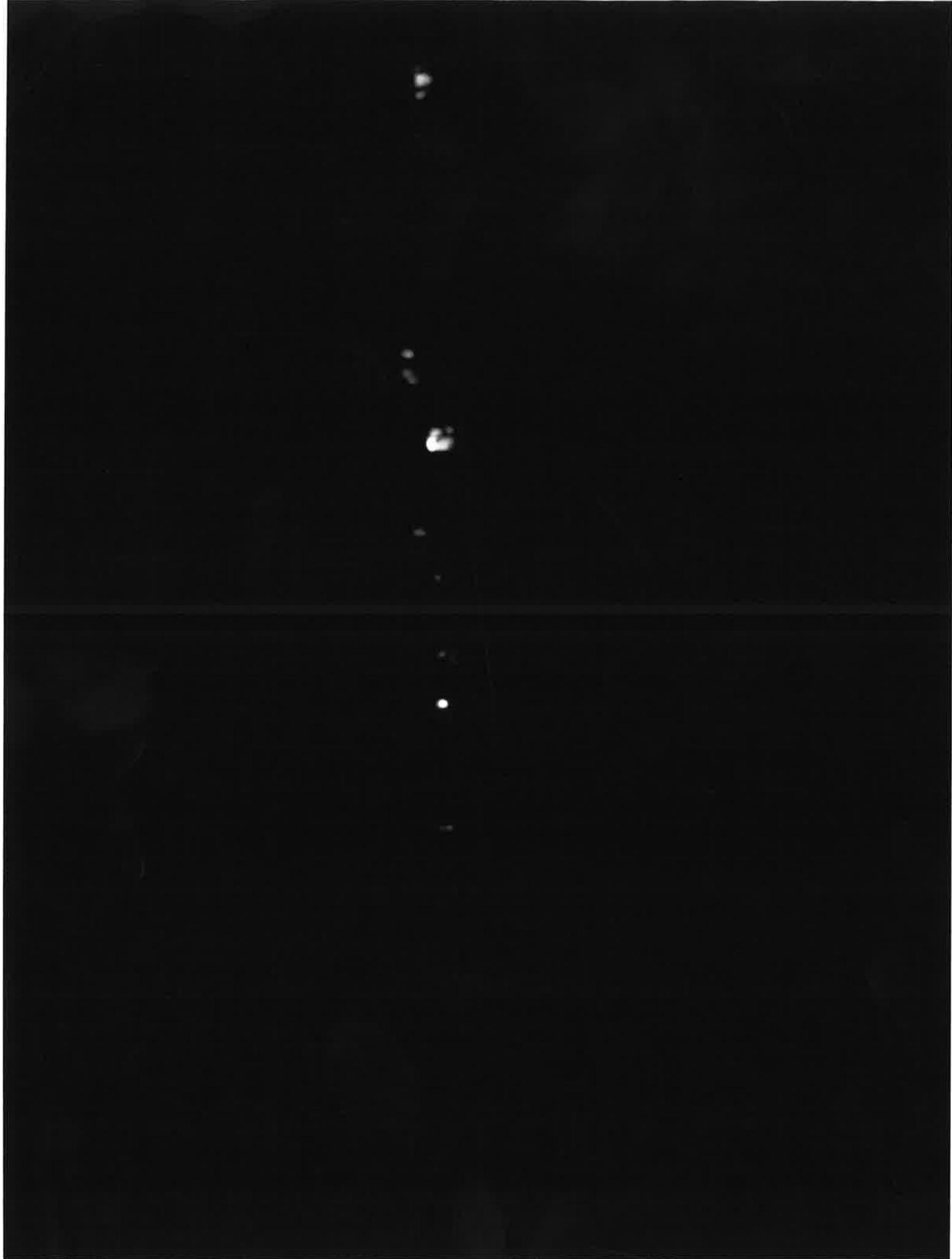
We encourage you to include us - your neighbors- on a landscape design that incorporates these improvements.

And remember, if it was your grandparent, or parent or YOU who lived in the Senior housing- or in our home...what would you want?

Respectfully submitted,

  
Stephanie Briggs Michael Lyons  
17 Carpenter St

see att. photo at night



South development proposed. Residents expressed concerns about development relative to the new Town Plan.

8. Follow-up to Selectboard Vision and Goals (Discussion/Action Item). After some discussion, Flanders **moved** (2<sup>nd</sup> Langhus) that the Selectboard remove the July 26, 2017 and August 9, 2017 meetings from the regular Selectboard calendar. **Motion passed (yes-Langhus, Pepper, Flanders, Layton; no-Cook)**. Flanders **moved** (2<sup>nd</sup> Pepper) to adopt the schedule for Norwich Selectboard goals with changes incorporated, as discussed, provided that an updated version is circulated to the board to confirm the changes. **Motion passed unanimously.**

9. Selectboard Communication (Discussion/Action Item). Durfee stated the Selectboard needs to be cognizant about discussing matters via email so as not to run afoul of Open Meeting law.

10. Town Manager Report (Discussion Item). Durfee briefly summarized his written report, which is included in the meeting packet.

11. Correspondence (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Langhus) to receive correspondence from Stephanie Briggs & Michael Lyons regarding Public Safety Building; from Stuart Richards regarding the Planning Commission; from John Farrell regarding the Planning Commission; from Judy & Joseph Phillips regarding the Planning Commission; from Wilfred Smith regarding the Planning Commission; from Jim Gold regarding the Planning Commission; from Penny McConnel regarding the Planning Commission; from Rusty Sachs regarding the Planning Commission; from Colin Calloway regarding the Planning Commission; from Pamela Smith regarding the Planning Commission; from Cheryl Sittle regarding the Planning Commission; from Marcia Calloway regarding a records request; from Upper Valley Land Trust regarding the Milton Frye Nature Area; and from David and Ann Shriver Sargent regarding Campbell Flat Road. **Motion passed unanimously.**

12a. Approval of the minutes of the 4/26/2017 Selectboard meeting (Action Item). Langhus **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the April 26, 2017 Selectboard meeting with amendments put forward. **Motion passed unanimously.**

12b. Review of Next Agendas (Discussion/Action Item). The following items were listed for the Selectboard's May 24, 2017 agenda:

- Property Assessment Contract
- GUVSWD appointment of Alternate
- Town Plan
- Selectboard Goals Review for 5/24/2017
  - a) Personnel Policies
  - b) Selectboard Policies – Codification/Update
  - c) Town Pool Review Status
- Vision Statement Adoption
- Casella Waste Contract
- Timelines

At this point, Flanders **moved** (2<sup>nd</sup> Langhus) to adjourn. **Motion passed unanimously.**

by Miranda Bergmeier, Assistant to the Town Manager

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

\_\_\_\_\_  
Mary Layton, Selectboard Chair

Next Meeting –May 24, 2017 at 6:30 PM

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

DRAFT