

## **Agenda for the Selectboard Meeting Wednesday, May 9, 2018 at 6:30 PM**

- 1) Approval of Agenda (Action Item)
- 2) Approval of Minutes: 4/25/2018 Selectboard meeting (Action Item)
- 3) Correspondence (Discussion/Action Item)
  - a) Friends of Norwich Farms
  - b) Charlotte Metcalf
  - c) Carole Petrillo
  - d) Linda Gray
  - e) Ralph Hybels
  - f) John Langhus (draft)
  - g) Norm Levy
  - h) Arline Rotman
  - i) Linda Gray
  - j) Courtney Dragiff
  - k) Jonathan Teller-Elsberg
  - l) Aaron Lamperti
  - m) Charlotte Metcalf
- 4) Applicants for Open Positions (Discussion/Action Item)
  - a) Conservation Commission
  - b) Town Service Officer
  - c) TRORC
  - d) Planning Commission (may need to defer until after Agenda 10a – Membership Size)
- 5) Appoint Town Manager as Assistant Zoning Administrator (Discussion/Action Item)
- 6) Public Comments (Discussion Item)
  - a) Cheryl Lindberg, Town Treasurer – update re: RFP for Assessing Services
- 7) Sign Accounts Payable/Warrants (Discussion/Action Item)
  - a) Request for expenditure from Fire Apparatus Designated Fund
- 8) Open Meeting Law Discussion/Summary (Discussion Item)
- 9) Conflict of Interest Policy (Discussion/Action Item)
- 10) Committees (Discussion/Action Item)
  - a) Planning Commission Membership Size
  - b) Audit Committee
  - c) Inter-committee Communication & Proposed SB Policy
- 11) Town Plan Update (Discussion/Action Item)
  - a) Schedule
  - b) Survey
- 12) Town Manager Report (Discussion Item)
- 13) Review of Next Agendas (Discussion/Action Item)
  - a) Church Street Sidewalk
- 14) End of Meeting Debrief – if needed (Discussion Item)

**Next Meeting – May 23, 2018 at 6:30 PM**

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Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Linda Cook; John Langhus (via telephone); Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 30 people in the audience.

Also participating: Charlotte Metcalf, Stuart Richards, Tony Gemignani, Irv Thomae, Brian Riordan, Amber Boland, Nancy Dean, Ernie Ciccotelli, Linda Gray, Brendan Malley, Joel Stettenheim, Michael Goodrich, Marcia Calloway, Andy Hodgdon, Demo Sofronas, and Doug Robinson.

John Pepper opened the meeting at 6:35 pm. John Langhus was not yet present, due to technical difficulties.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to stick with their plan to end the meeting at 9:00 unless a majority of SB members agree to extend the meeting. SB members also agreed to proceed with the agenda as drafted.
2. Approval of Minutes (Action Item). Layton **moved** (2<sup>nd</sup> Brochu) to approve the minutes of the April 11, 2018 Selectboard meeting. **Motion passed unanimously (4-0; Langhus absent).**
3. Correspondence (Discussion/Action Item). Layton **moved** (2<sup>nd</sup> Brochu) to receive correspondence from Stuart Richards re: Norwich Affordable Housing, Inc.; from Stuart Richards re: request for affordable housing info.; from Tracey Hayes re: follow-up to Town Plan meeting and request for protecting youth from CBD access/exposure, until harm vs. benefits are known; from Michael Goodrich re: inability of Prudential Committee being able to attend the Board's 4/11/18 meeting; from Charlotte Metcalf re: questions for Enhanced Energy Committee and Selectboard; from Upper Valley Land Trust & VT Technical College re: joint statement regarding Norwich Farms; and from Jamieson Hess re: abutter support of a preferred site for solar development on Norwich Fire District Land, Parcel 11-104.000. **Motion passed unanimously (4-0; Langhus absent).** SB members discussed putting the issues raised by correspondence from Tracey Hayes and Charlotte Metcalf on the agenda for the next meeting.
4. Public Comments (Discussion Item). Stuart Richards said that Affordable Housing Norwich, Inc. has been working on some options and will provide updates as they become available. Charlotte Metcalf said she has given feedback to Rob Wolfe about the proposed Town Plan survey. Metcalf read from a statement she distributed at the meeting, a copy of which will be in the next SB meeting packet. **\*At this point, John Langhus joined the meeting via telephone – at 6:44 pm.\*** Tony Gemignani read aloud from a written statement from the citizen committee, "Friends of Norwich Farm", which statement will be part of the next SB meeting packet. Irv Thomae urged the SB to be sure any questionnaire sent out regarding the Town Plan be examined carefully to avoid bias. Brian Riordan asked the SB to lower the speed limit on Union Village Road at the top of the hill. Stuart Richards said he can email a copy of the Town Plan survey to anyone who wants it. Herb Durfee said that Phil Dechert is retiring at the end of this month, and we will have a reception at the Norwich Inn on Friday, April 27<sup>th</sup>, from 4:30 to 6:00 PM.
5. Liquor Commission – Liquor License: Blue Sparrow Kitchen (Discussion/Action Item). Brochu **moved** (2<sup>nd</sup> Layton) to recess the Selectboard meeting to reconvene as the Norwich Liquor

Commission at 6:55 PM. **Motion passed unanimously.** Amber Boland, who will open a café and sandwich shop with her husband, said that the new business will be open six days a week, and they want to be able to offer beer and wine. Brochu **moved** (2<sup>nd</sup> Layton) to approve a First Class (Restaurant) liquor license for Blue Sparrow Kitchen, Co. (d/b/a Blue Sparrow Kitchen). **Motion passed unanimously.**

6. Applicants for Open Positions (Discussion/Action Item). Brochu asked to defer a decision on Planning Commission (PC) appointments until a time when Jeff Lubell (one of the applicants) can be present. There are two applicants for one opening on the PC. SB members agreed to hear from all applicants before making motions on any applicants. Ernie Ciccotelli said he would like to serve on the PC because he would bring a new way of looking at PC issues/problems. Ciccotelli said he has experience working in a variety of fields that touch on PC issues, and is a current member of the DRB and the BCA. SB members discussed the possibility of increasing the PC to nine members, from the seven members as it is currently comprised. Layton **moved** (2<sup>nd</sup> Brochu) to increase the number of seats on the Planning Commission to nine. Irv Thomae said it might not be appropriate to vote an increase on the PC now, without having warned that as a possible issue for discussion at this meeting. Cook suggested that discussion of that question should happen when both Jeff Lubell and Ernie Ciccotelli are present. Nancy Dean also said the SB should postpone this question to a future agenda. Layton withdrew her motion, with the understanding that the issue would be addressed during the next SB meeting. Nancy Dean said that she would like to continue on the DRB; she has served the town in various capacities for over 50 years. Brochu said she is impressed by the complexity of the work done by the DRB. Cook said that Dean is very good at running a meeting. Irv Thomae said he wants to continue serving on the governing board for ECFiber. Thomae has been on the board since 2008; he enjoys the work and has watched ECFiber grow during that time. Nancy Dean spoke in support of John Lawe being reappointed to serve on the DRB. Irv Thomae spoke in support of reappointing Rob Gere as an alternate on the ECFiber board. Langhus asked Durfee to offer any input about Jeff Goodrich's service on the TRORC. Durfee said that he hasn't heard anything negative about Goodrich's work on the TRORC. Pepper said that it has been helpful to hear from applicants, because the SB learns about what people have been doing. Cook **moved** (2<sup>nd</sup> Layton) to appoint the following persons to the respective positions and terms: Nancy Dean – Development Review Board – 3 years; John Lawe – Development Review Board – 3 years; Don McCabe – Development Review Board Alternate – 3 years; Irv Thomae – ECFiber Governing Board – 1 year; Rob Gere – ECFiber Governing Board Alternate – 1 year; John Lawe – Town Health Officer – 3 years; William Aldrich – Historic Preservation Commission – 3 years; Nancy Osgood – Historic Preservation Commission – 3 years. **Motion passed unanimously.**

7. Sign Accounts Payable/Warrants (Discussion/Action Item). Brochu asked about a charge for contracted cleaning services; Durfee explained that it was for cleaning the Public Safety Building. Pepper asked about the Pathways bill; Durfee said that it was for FEMA project related work. Pepper asked about the Town Bond interest payment, and how long would those payments last; Durfee said that he thinks the bond goes through 2023. Layton **moved** (2<sup>nd</sup> Brochu) to approve check warrant report #18-23 for Recreation Scholarships Fund in the amount of \$65.00; and for General Fund in the amount of \$143,348.56. **Motion passed unanimously.**

8. Energy Committee (Discussion Item). Langhus said that he would recuse himself from this topic and left the conference call at this point. Linda Gray said that Norwich Energy Committee (NEC) has worked on clean energy for some time. The proposed solar project is important so that more people can go solar, and it will help the Fire District budget. Brendan Malley and Joel Stettenheim said that the Hendersons have been given copies of all abutters notices and their concerns have been answered; another project abutter has submitted a letter in support of the

project, as well. Charlotte Metcalf said she has submitted questions about the project and is happy to wait for written answers. Cook said she has a problem with this site going forward because there hasn't been enough public input. Layton said she supports this project because it will provide multiple benefits; she sees no downside. Michael Goodrich said that the Fire District has voted to pursue the solar project, which is on their property. Cook said that she's not against any of these projects but is concerned about having all questions answered before voting. Layton **moved** (2<sup>nd</sup> Brochu) to authorize the signing of a letter, as revised, to the Public Service Board of Vermont regarding a Certificate of Public Good filed by Norwich Technologies, Inc. indicating the proposed solar project on Norwich Fire District Land, Parcel 11-104.000, qualifies as a preferred site. **Motion passed (3 yes; Cook abstained; Langhus recused)**. SB members then discussed the idea of changing the Energy Committee Charge to increase the minimum number of Energy Committee members from five to seven, and adjusting the quorum number accordingly. Pepper suggest the SB leave this matter for a future meeting; SB members agreed.

9. Town Plan Update (Discussion/Action Item). Langhus rejoined the meeting at this point. Cook and Brochu said that they have been working on compiling the Town Plan input for some time, and it is a very challenging project. After some discussion, SB members agreed that Durfee and Pepper will work together to distribute an updated Town Plan survey, to solicit further public input. The SB will discuss this issue again at their May 9<sup>th</sup> meeting. At this point in the meeting, it was 9:00 PM, and the SB agreed to move agenda item 14, Town Manager Report, up to the next item for discussion.

14. Town Manager Report (Discussion Item). Durfee said the town has received a Byrne Foundation grant for construction of a batting cage at Girard Field. Brochu **moved** (2<sup>nd</sup> Cook) to spend \$10,000 from the Recreation Facilities Improvement Fund for the purchase and installation of a batting cage by Girard Field at Huntley Meadow. The Dorothy Byrne Foundation donated \$10,000 to the Town for such expenditure. **Motion passed unanimously**. Durfee said that the town solicited bids for the purchase of a Ford 550 to be used by the Department of Public Works (DPW). Andy Hodgdon said that the DPW typically buys used trucks in order to save money; a new truck would cost around \$100,000, and the used truck will be just under \$25,000. The truck the DPW wants to buy will be gone through by the seller to fix any issues so it will be ready for service. After some discussion, Cook **moved** (2<sup>nd</sup> Layton) to authorize the Town Manager to proceed with the purchase of the used F-550 as recommended by the Director of Public Works. **Motion passed unanimously**. Durfee said there is a proposed change to the Vermont Open Meeting Law making its way through the state legislature that would extend the deadline for posting minutes to allow for holidays. Durfee plans to move the speed limit sign on Union Village Road, unless the SB objects. Doug Robinson, Chief of Police, said that he could have someone do an informal check of traffic speeds on that stretch of road. Durfee said that there is a pending Act 250 application for a project at Goodrich Four Corners.

10. Committee Communication & Accountability (Discussion/Action Item). Brochu said she wants to improve how the SB and public are informed about various committees and commissions activities. Brochu has proposed a policy, which was included in the SB meeting packet, and suggests the policy would go into effect on July 1, 2018. After some discussion, SB members agreed that Brochu and Cook will incorporate SB members' input on the policy and bring a revised version of the policy back to the SB for further consideration.

11. Open Meeting Law (Discussion Item). Pepper handed out a copy of his compilation of information regarding the Open Meeting Law; it will be included in the next SB meeting packet.

12. Conflict of Interest (Discussion/Action Item). Cook will work with Langhus to bring a revised

policy to the SB for the May 9 meeting.

15. Review of Next Agendas (Discussion/Action Item). The Selectboard agreed to include in their May 9, 2018 agenda the following items:

- Applicants for Open Positions (Planning Cmsn, Conservation Cmsn; TRORC)
- Town Plan Survey Update
- Committee Communication & Accountability
- Open Meeting Law Discussion/Summary
- Conflict of Interest
- Tracey Hayes's letter
- Finance Committee

At 10:05 pm, Cook **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:05 pm.

By Miranda Bergmeier

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

\_\_\_\_\_  
John Pepper  
Selectboard Chair

Next Meetings – May 9, 2018 – Meeting at 6:30 PM

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

RESPONSE TO UVLT/VTC JOINT STATEMENT BY THE FRIENDS OF  
NORWICH FARMS COMMUNITY GROUP

Given the recent activity regarding the future of Norwich Farms, including the statement recently submitted to the selectboard and available in this week's packet, several issues have been raised by concerned town citizens regarding the proposal for sale of the property from Vermont Technical College to the Upper Valley Land Trust.

The first is a lack of transparency regarding the details of the proposed future use of the property and whether the intended use(s) comply with its original intent as a space dedicated to agricultural purposes. The second is the perception of limited communication between the interested parties and the community-at-large. The third encompasses the complexity of zoning, permitting and taxes related to the property.

In order to seek to address these issues I'd like to announce the formation of the Friends of Norwich Farms, a community-based group who's purpose is to preserve and innovate Norwich Farms as an educational facility, a place of community engagement, and a working farm that honors the past while transforming the future. The Friends aim to work collaboratively with VTC, the UVLT, the extended community and business owners to maximize the value of the property and to enhance the experience of those who interact with it.

In order to achieve these ends, we seek to partner with the interested parties to facilitate open communication and help to create the best possible future for Norwich Farms. We will be in contact with representatives of the UVLT and VTC to schedule a facilitated discussion in order to achieve an outcome acceptable to all parties.

With Respect,  
Anthony Gemignani  
Kate Barlow  
Jenny Barba  
Chris Yen

Handout  
4/25/18  
36  
CM

**From:** Charlotte Metcalf smetcalf@sover.net  
**Subject:** Re: VN on Town Plan survey  
**Date:** April 23, 2018 at 3:55 PM  
**To:** Robert Wolfe rwolfe@vnews.com

Rob I have a conference call at 4 this afternoon. I will be happy to talk to you on the phone before that, but am not prepared to write a statement. I have just seen the 2005 survey and results for the first time. I think are very telling. They drew a considerable response of over 900 people. From that survey I realize that, at least in 2005, people were not keen on the kind of development which is being pressed by the Planning Commission.

I am not sure the planning commission has looked carefully at the 2005 survey. Quite a few people who are encouraging a considerable size mixed use development were not living in Norwich when that survey was conducted.

The PC under Phil Dechert spoke to a total of 35 people before doing a survey of their own in support of a private development on specific sites. I do not remember seeing it. It apparently drew 180 responses. (I have those numbers in my head so would have to check them.)

In neither survey case did respondents encourage PUDs or apartments. In the later survey the highest number of responders wanted only "cottage style" affordable housing on Route 5 South. It also seemed they did not want commercial development except for things like garden supplies and food vendors— again as I recall. You can see the results in the appendix to the Planning Commission's May 2015 Survey Plan which was written with a consultant who is still working hand in hand with the PC.

The 2005 survey drew many, many more responses AND it was more thorough. One very important question which has been totally ignored is whether the townspeople would be more comfortable working with a non profit firm like Twin Pines or would be as comfortable having a group of private developers manage the project. 75% said they would prefer Twin Pines, and 44% of the respondents said they would be ok with private development.

The PC certainly did not take the 2005 survey into account and has always assumed they would be responsible for managing their own plan. I believe we should either take a hard look at the 2005 results or approach the town again through the mail to see if the residents have dramatically changed their minds about the type of development they'd be comfortable with.

That is why I believe we need to do another survey. I believe it has to open the door to the possibility of working with Twin Pines since that was the overwhelming choice earlier on. Otherwise this is a top down kind of project and is not one that will "belong" to the community.

I would like to be sure of the numbers I have used before you use any of them. I am sure however, that in 2005, most responders preferred to have an experienced affordable housing firm such as Twin Pines at the helm.

In haste  
Charlotte Metcalf 649-3635

On Apr 23, 2018, at 12:06 PM, Robert Wolfe <rwolfe@vnews.com> wrote:

Hi again -- looping in Charlotte and Marcia, who I thought might also be good to ask for comment.

Folks, the Valley News is doing a quick story letting people know the Town Plan survey is being drafted and encouraging the community to add its thoughts.

Can you comment by email this afternoon about how surveying the town will benefit to the process -- and what you're hoping to learn?

Best,  
Rob

On Mon, Apr 23, 2018 at 12:01 PM, Robert Wolfe <rwolfe@vnews.com> wrote:  
Dear Stuart,

Thanks for looping me in on the discussion about the draft Town Plan survey. We're planning to do a quick story letting people know it's happening and encouraging the community to add its thoughts.

Can you comment by email this afternoon about how surveying the town will benefit to the process -- and what you're hoping to learn?

Yours,  
Rob

--  
Rob Wolfe  
Reporter, Valley News  
603-727-3242

--  
Rob Wolfe  
Reporter, Valley News

3c



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NORWICH SELECTBOARD  
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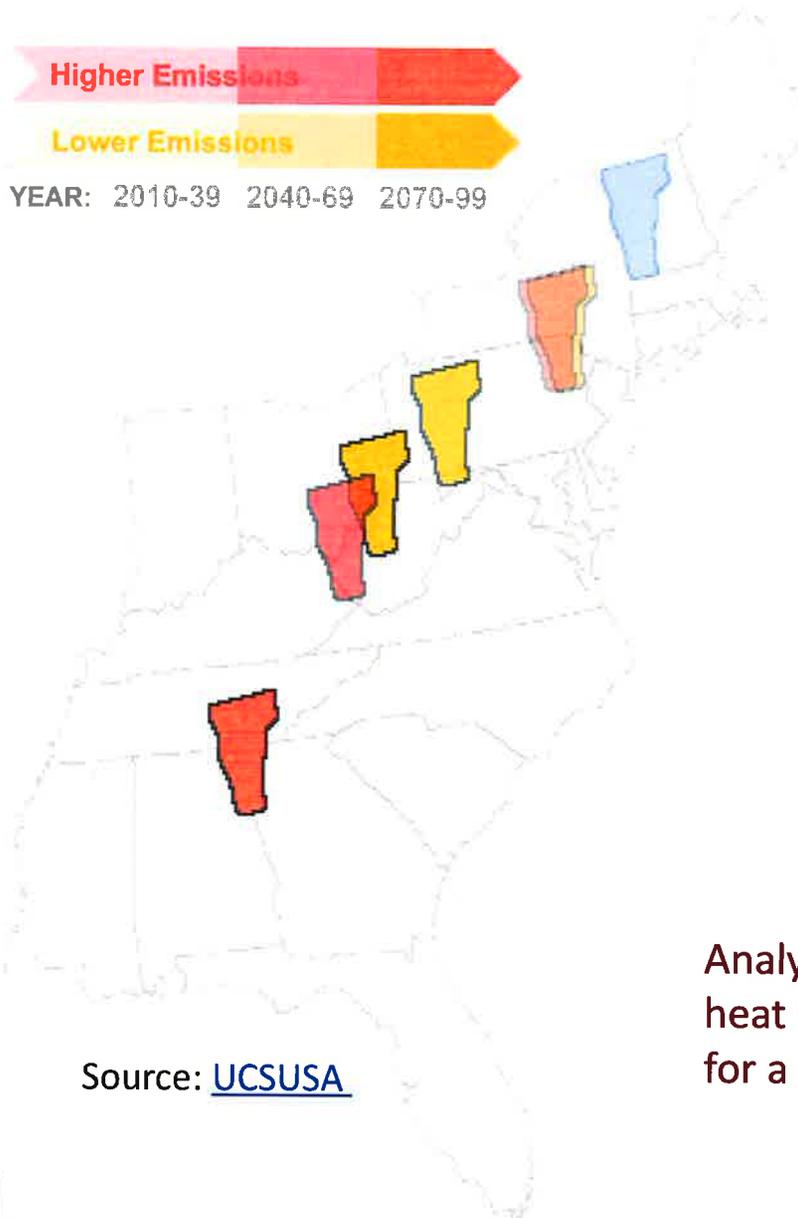


THANK YOU FOR YOUR RESPONSE TO RACISM  
IN AND AROUND OUR COMMUNITIES.  
I SUPPORT THE EFFORTS OF SURJ  
IN TAKING A STAND AGAINST HATE.

SINCERELY,  
CAROL PETRILLO

Handout @ SB mtg 4/25/2018  
3d  
Linda Gray

# Migrating Vermont Climate



## PROJECTIONS

**Summer in Vermont by the end of this century could feel like a present-day typical summer in Tennessee or Alabama**

**Consequences:**  
*Negative impacts on human health, ecosystems, and the economy.*

Analysis is based on changes in average summer heat index (a measure of how it actually feels for a given temperature and humidity).

Source: [UCSUSA](http://UCSUSA)



3e

**Miranda Bergmeier**

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**From:** Ralph Hybels <rhybels@lmimed.com>  
**Sent:** Wednesday, May 02, 2018 6:19 PM  
**To:** Miranda Bergmeier  
**Subject:** endorsement from Ralph Hybels for Jeff Goodrich for reappointment to the TRORC

Dear members of the Norwich Select Board,

I am writing to strongly endorse Jeff Goodrich for reappointment to the TRORC. I have known him for many years and have worked with him when we were both members of the Planning Commission as well as the Upper Valley Housing Coalition -- and most recently on the Affordable Housing Subcommittee of the Planning Commission. What can I say? Jeff knows his stuff, is hard working, and cares mightily about not only Norwich but the region more generally. He truly acts locally while thinking globally. Please reappoint him.

And please note that I am writing simply as a citizen and in no way as a representative of the Affordable Housing Subcommittee.

Sincerely,  
Ralph Hybels  
649-7177

Energy Committee or Select Board letter from Charlotte Metcalf – April 25, 2018

Responses in DRAFT from John Langhus, Selectboard Member, May 5, 2018

I believe there will be less confusion as Norwich proceeds with its energy plan if the structure of implementation is made clear in a notice or letter to voters.

I think the individuals or body that will be voting on these matters should write the letter.

1. Who will determine the correct amount of solar energy that the town needs to provide?

- The Norwich Strategic Plan (2014) has set the following general goal:

The Town of Norwich will reduce annual net greenhouse gas emissions from energy consumption by all municipal sources relative to the 2012 baseline, contingent on no more than 10% additional life-cycle cost over conventional options, by:

- 25% by 2026
- 50% by 2038
- 75% by 2050

(<http://norwich.vt.us/wp-content/uploads/2017/05/Norwich-Strategic-Plan-2014-09-05-Interim-Energy.pdf>)

- There is no specific goal for solar energy in Norwich.

2. What metrics will be used to determine that number?

- Goals are driven in large part by the Vermont Comprehensive Energy Plan ([http://publicservice.vermont.gov/publications-resources/publications/energy\\_plan](http://publicservice.vermont.gov/publications-resources/publications/energy_plan))

- Also informed by current statistics on estimated energy use in Norwich (1 MMBTU = 293 kWh):

- o 174,000 MMBTUs used for heat. A well-insulated, 1,500 square foot home in Vermont uses about 75 MMBTUs per year for heat. There are approximately 1,640 homes in Norwich, most of which are larger than 1,500 square feet.
- o 57,000 MMBTUs used for electricity. The average household in Vermont uses about 7,200 kWh (24.6 MMBTUs) of electricity per year. There are approximately 1,350 households living in Norwich.
- o 211,000 MMBTUs used for transportation. The average personal vehicle in Vermont is driven 15,000 miles per year and gets 25 miles

to the gallon, consuming 72 MMBTUs per year. Norwich residents have approximately 2,600 personal vehicles.

Source of Data – Vermont Community Energy Dashboard

3 What portion of Norwich total energy demands will we aim to fill?

- See answer 1 above.

4. What portion will 16 MW on 160 acres fill?

- Per Question 2, Norwich consumes approximately 130 Gwh of electricity-equivalent energy per year (16 Gwh of actual electricity demand).
- 1 MW (DC) of solar produces about 1.2 Gwh of electricity per year in Norwich under good conditions. So 16 MW would be approximately 19 Gwh of electricity, or more than 100% of electricity demand or 15% of total energy demand for Norwich.

5. How will appropriate sites be selected? By whom will they be selected?

- Sites are selected by the project initiators – either customers or project developers.

6. Who will own the land underneath the solar arrays?

- Depends entirely on the site.

7. How will the land be acquired?

- Depends on the project. In some cases, the landowner initiates the project. In others the developer seeks out land. In other cases the customer is the landowner.

8. If the land is owned by the PUC, how will the solar developer be selected?

- If by PUC you mean the VT Public Utilities Commission, that is not the role of the PUC. They would not own land for projects. They are simply the lead regulator for energy projects at the State level.

9. Will there be an open bidding process?

- Again this depends entirely on the project. Public projects typically have bidding as part of their process, though not always. A private developer, with private customers and landowners need not have any bidding process, although they may choose to.

10. What will the criteria be for a firm to earn the contract?

- Once again, very project – specific

11. Will there be different restrictions on a system that a private owner installs?

- In general no, although the Board may look to implement special requirements for “preferred site designations”.

12. To whom should we speak if we know of a potential site for solar?

- Contact a solar developer. There are two local ones – Norwich Technologies and Solaflect. There are several other reputable ones in VT and NH.

13. Will voters be given any opportunity to weigh in on the systems that are planned?

- That is not part of the current process, although the Board can put anything to a vote that it chooses to.

Please provide a Glossary of terms for Norwich residents to understand:

1. the difference between an energy committee and an “enhanced” energy committee
  - The Norwich Energy Committee is a Town-focused committee.
  - The Enhance Energy Committee has a broader focus and includes representatives from the Norwich Energy and Planning Commissions plus Two Rivers-Ottauquechee Regional Commission.
2. the significance of “preferred” siting
  - For projects larger than 150kW, only preferred site projects can be approved by the PUC.
  - For smaller projects, the preferred site designation provides a higher tariff rate for the solar electricity generated, making projects more profitable and/or generating greater savings for customers.
3. the significance of Two Rivers Ottauquechee Regional approval of the Norwich energy plan
  - By developing a Town Enhanced Energy Plan that is approved by the TRORC, the Town will earn a “determination of energy compliance” that will elevate the town’s standing in the Public Utilities Commission’s Section 248 permitting process, which applies to the siting of renewable energy generation facilities.
4. the difference for the Select Board of its approval for the Town Plan and its endorsement of the Energy Plan once it has been completed
  - The Enhanced Energy Pkan may be made part of the Town Plan or be a separate document. At present it is not part of the draft Town Plan, because it is still under development. Current expectation is that once adopted and approved it would be made part of the Town Plan via Town Plan amendment.
5. will there be a map to show the “preferred” sites to the public at a hearing?

- That will depend in part on whether the approach is to choose specific sites to designate as preferred or rather to establish a set of criteria that would be applied to any proposed site to determine on a case by case basis whether it should be “preferred”. That approach has the benefit of being more flexible without being arbitrary.
6. Which body/town office will execute/enforce the energy plan?
- Any Town body or official is bound to comply with the Town Plan, so once it is made part of the Town Plan, all Town policy would need to be consistent with it.

Thank you for your consideration  
Charlotte Metcalf

DRAFT

39

**Miranda Bergmeier**

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**Subject:** Jeff Lubell reappointment to Norwich Planning Commission

**From:** Norman Levy <[levynorman01@gmail.com](mailto:levynorman01@gmail.com)>  
**Subject:** Jeff Lubell reappointment to Norwich Planning Commission  
**Date:** May 3, 2018 at 8:54:04 AM PDT  
**To:** [JohnPepper91@gmail.com](mailto:JohnPepper91@gmail.com)  
**Cc:** [Jeff.Goodrich@pathwaysconsult.com](mailto:Jeff.Goodrich@pathwaysconsult.com)

I am writing this letter in support of Jeff Lubell's re-appointment to the Norwich Planning Commission. Jeff brings nationally recognized expertise in affordable housing policy, community planning and community development to the commission, yet maintains a low key, gracious and inclusive affect in his interactions with commission members and community residents. The related issues of affordable housing, zoning and the adoption of a town plan have stimulated tremendous interest, discussion and controversy, as well as Norwich's penchant for hyperbole, but Jeff has always preserved the character traits noted above, responding with factual information provided with respect.

In the last few months he has reached beyond the Planning Commission meetings to solicit the views, desires and suggestions of town members gathered at churches, other town committee meetings and other Norwich events, seeking ultimate consensus on these challenging issues.

We in Norwich have been very lucky to have a such a skilled and gracious person on the Planning Commission, and I strongly support his reappointment.

Norm Levy

Norman Levy  
16 Koch Road  
Norwich Vermont 05055  
[Levynorman01@gmail.com](mailto:Levynorman01@gmail.com)

To: the Selectboard  
From: Arline Rotman  
Re: Reappointment of Jeffrey Lubell to the Planning Commission  
Date: May 3, 2018

I am writing to urge the Selectboard to reappoint Jeffry Lubell to another term on the Planning Commission.

It is unusual to have someone so uniquely qualified by Education and depth of experience to aid the Planning Commission as they deal with the many issues that affect the growth and character of our town.

Jeff is currently the Director of Housing and Community Initiatives at Abt Associates, a well respected consulting firm, where he works on projects relating to affordable housing, financing options, and community development. His previous experience in housing policy and the interconnection between affordable housing, transportation, financial capability, and other social policies is all relevant to understanding and balancing the needs of our town.

As a member of the Development Review Board, (and as a lawyer), I understand the importance of well thought out and articulated zoning regulations. We rely on their clarity in our deliberations. Jeff is a graduate of Harvard Law School, and trained in the art of drafting unambiguous laws and regulations. His background gives him the ability to be objective and well reasoned. His input is particularly important in the Commissions deliberations.

I also oppose increasing the size of the Planning Commission from seven to nine members. Seven is an optimum size for deliberation and finding consensus among its members.

Finally I had the opportunity to see Jeff handle varied points of view with respect and leadership when he led discussions at the Upper Valley Jewish Community relative to the hiring of a new rabbi.

It would be a loss to the Town and the Planning Commission if Jeff were not reappointed.

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**Herb Durfee**

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**From:** Linda Gray <linda.c.gray@gmail.com>  
**Sent:** Thursday, May 03, 2018 8:47 PM  
**To:** Herb Durfee; Miranda Bergmeier; John Pepper  
**Subject:** Re appointment to Planning Commission

To the Selectboard,

I am writing to urge you to reappoint Jeff Lubell to the Planning Commission.

There are several reasons that I would like to see Jeff continue on the Planning Commission:

- he has national-level expertise on housing and community development
- he has consistently shared calm, clear, fact-based information via the town list serv and in meetings
- his demeanor at Planning Commission meetings is supportive of a good, consensus-building group process

The Town has been lucky to have Jeff volunteer his time to the Planning Commission and you should reappoint him.

I'd also like to weigh in against the proposal to add 2 more seats to the Commission. Interest in permanent town committees with statutory roles, such as the Planning Commission, can wax and wane -- and altering the number of positions could end up making a yo-yo of such committees. My experience with various school and town committees over 20 years is that residents can still make contributions to committees that they aren't officially on, if they are serious, attend regularly, and keep up with committee materials.

[In case you think this contradicts the welcome that the Energy Committee just recently gave to additional members, I'd note that the NEC has quite a different role -- doing research to pass on to Town decision-makers, making recommendations only, and doing promotional campaigns that take a lot of volunteer effort.]

Thank you for your consideration.

Linda Gray  
175 Kerwin Hill Rd.

3j

**Miranda Bergmeier**

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**From:** Courtney Dragiff <cdragiff@hanoverconservancy.org>  
**Sent:** Thursday, April 26, 2018 12:40 PM  
**To:** Miranda Bergmeier  
**Subject:** Brie Swenson for NCC

To the Selectboard,

Brie Swenson plans to attend tonight's meeting to address her application for the Conservation Commission, and I strongly support her addition to the group. Brie frequently attends NCC meetings as a representative for the Trails Committee, and always brings insight on the land management issues Norwich faces. She has been instrumental in bringing different groups to the table to talk about nature-based education options in town, and gets answers and results faster than anyone I've ever worked with!

We are losing Peter Silverfarb's decades of experience as he steps off the NCC, and it seems timely to bring on someone with Brie's enthusiastic energy and ability to bring people together. I hope that you will vote to appoint Brie to the Conservation Commission this evening.

Thank you,

Courtney Dragiff  
Norwich Conservation Commission 2017-20

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Courtney Dragiff

Program Coordinator

Hanover Conservancy

71 Lyme Road, Hanover, NH 03755

603-643-3433 | [www.hanoverconservancy.org](http://www.hanoverconservancy.org) | *Protecting land and water in our community*

3k

## Miranda Bergmeier

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**From:** Jonathan Teller-Elsberg <jelsberg@gmail.com>  
**Sent:** Friday, May 04, 2018 10:47 AM  
**To:** Miranda Bergmeier  
**Cc:** Jeff Goodrich; John Pepper  
**Subject:** Planning commission, Jeff Lubell

To the selectboard:

I've learned that Jeff Lubell's seat on the planning commission has expired, and that he's applied to renew the seat. I am writing in support of his application. I've encountered Jeff several times at different meetings, and he has always seemed to me to be well organized and prepared, and genuinely interested in the input of others. I think he has been and, if allowed, will be a strongly positive presence on the commission.

Thank you,  
Jonathan Teller-Elsberg  
60 Church St.

CC: Jeff Goodrich, John Pepper

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"We have changed the world, and we wonder why things won't stay the same." -Les Lanyon

31

**Miranda Bergmeier**

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**From:** Aaron Lamperti <aaron.lamperti@gmail.com>  
**Sent:** Friday, May 04, 2018 11:32 AM  
**To:** johnpepper91@gmail.com  
**Cc:** Miranda Bergmeier  
**Subject:** Planning commission changes

Norwich selectboard,

As you may recall, I attended the last selectboard meeting where, among other things, you discussed applications for the planning commission and the suggestion was made to increase the size of the commission to accommodate an additional member or two.

Without excessive elaboration, allow me to voice support for Jeff Lubell for the contested seat on the PC and concern for adding seats without due consideration to how that might effect board process.

Thank you for your service to the town!

Aaron Lamperti  
Fire department  
Energy committee  
New Boston Road

3m

## Herb Durfee

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**From:** Charlotte Metcalf <smetcalf@sover.net>  
**Sent:** Friday, May 04, 2018 12:08 PM  
**To:** John Pepper  
**Cc:** John Langhus; Herb Durfee; Miranda Bergmeier  
**Subject:** Re: Draft responses to Energy questions

Hi again John,

I thought some more about your email as I went off to sleep last night, and I realized that it troubled me quite a bit. I believe Norwich is at a crossroads in a number of different ways, the decisions regarding renewable energy being a part of that juncture. The role that our elected board will play is critical to a good outcome which is what we all want. Today's board has a great responsibility to their constituents, today and to future generations.

To admit that one member of the board is better equipped to address questions of policy that are being put in to place is to allow board members to approve a process by default. John Langhus has been "steeped" in energy issues for his whole career as I understand it. All the better to help the board come to terms with the way solar will be provided to the community starting very soon and going on until at least 2050. It is not an excuse for the board to turn it over. Every board member should be able to answer questions.

John has been at the end of Provider of energy and understands the latest on permits, fees, grants and how best to expedite the approval and the engineering of state of the art solar. On the other hand I have been a consumer of solar for 18 1/2 years, and I have worked with several different providers. They have not all been equal. They have not all been willing or even qualified to maintain the complex system I have.

An outstanding firm in Morrisville Vt was one of the closest I could find in 1999 when I put in a 5KW system with full battery backup. I also hooked up to net metering as soon as I could. That was just about the time Jeff and Dori Wolfe were starting up the company which rose to become GROSOLAR. David Palumbo of Independent Power and Light handed me off to the Wolfes once my new system was up and running. They took me on as a client since they were nearby.

I installed my solar without the benefit of state grants and even had to fight initially to avoid being taxed by the town for a system that "most people could not afford". I also learned the hard way that maintenance of my system would require my time(replenishing the distilled water in the 70 batteries twice a year) and significant amounts of cash.

"Boosters" provided by Jeff and designed to increase the efficiency of my original system failed repeatedly. I was not reimbursed under warranty because the booster firm insisted the cause was a lightning strike. After the 5th or 6th such incident, my system having truly been knocked out by lightning, i was unable to bring in expertise from GROSOLAR which HAD GROWN and whose technicians were working primarily on larger projects than mine, many out of state.

Ten years in, my system needed a serious overhaul. The wonderful electrician I was able to find discovered the structure which joined the panels to their base was made from two different metals, creating a risk of electrolysis.( Multiple washers had to be applied to every one of the panels to correct the problem.) Furthermore, my older system did not meet the best standards for lightning protection. My friends at GROSOLAR , deeply sorry, did not do retrofits, but my electrician was able to save the day.

I realize that today's systems are more streamlined and probably stand up better, but over the next 30 years there are bound to be some improvements and adjustments that will be necessary. Will the two solar providers whom John, Linda, and the Board stand by at this moment be there to stand by Norwich through the next 30 years? Will there be a contractual service agreement to assure users of consistent performance over the years?

Will the Enhanced energy Committee advertise what their plans are to other providers once they announce that their plan is complete?? Is it appropriate that a member of the Select Board and another on the Enhanced Energy Committee have close ties to the same provider?

Having almost 20 years of experience with four different providers, these are other questions I wish the board would ask before turning Norwich energy over to TRORC and individuals who are paid by or otherwise identified with a specific provider.

Next Question... How can I get this in to the discussion on energy for the full board?? This will not be over till we put more time in to it. Should I send it to all Board members?? I don't mean to disrupt the process, but it might be productive if others are familiar with these additional questions as we go to the Weds discussion.

Cheers once again  
Charlotte

On May 4, 2018, at 1:38 AM, John Pepper <[johnpepper91@gmail.com](mailto:johnpepper91@gmail.com)> wrote:

Thanks Charlotte. See you on Wednesday and appreciate your counsel.

John

Sent from my iPhone

On May 3, 2018, at 11:06 PM, Charlotte Metcalf <[smetcalf@sover.net](mailto:smetcalf@sover.net)> wrote:

John,

Thank you . I think the statement you sent me says it all. The questions I asked of the select board were not really so technical that any of us (you ) cannot understand the answers. In fact I think it is incumbent on ALL of you to be able to answer my questions about process and terminology. If I can understand those things, I am sure the whole board can, and your constituents need the answers sooner than later.

Nite  
c

On May 3, 2018, at 6:42 PM, John Pepper  
<[johnpepper91@gmail.com](mailto:johnpepper91@gmail.com)> wrote:

Hi Charlotte, (for OML purposes I have to remove all other SB members but John Langhus and Herb and Miranda)

Thank you for this important interaction.

One thing I feel important to reiterate - it's a very general point and is adopted as one of our guiding principles - and that is that the Selectboard acts as one body.

Here is the exact wording:

**Collective experience and knowledge is critical. Preparation for meetings.**

*"We can't all master every subject, but we can be prepared to thoroughly handle all issues when we collaborate, communicate, capitalize on each others' strengths as one body."*

There are certain areas where each of us will need to lean on others with more expertise to lead the way. I cannot possibly learn everything there is to know, neither can any of us. We work as a body and our collective insights hopefully serve the community that elected us.

In this specific area John Langhus is the expert and I learn from him as do you and many others. Over time, we each get further and further informed but when someone has years of experience on a topic no amount of reading or studying in a matter of weeks months can match that.

Thank you for considering.

John

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John Pepper  
95 Elm Street  
649-7071

Latest Blog Post: [First Election Reflections](#) - July 2017

On May 3, 2018, at 1:38 PM, Charlotte Metcalf  
<[smetcalf@sover.net](mailto:smetcalf@sover.net)> wrote:

Thanks Herb and John...I did not think of this as the "board" answer. I took it as a courtesy from John L. to me to see if he understood my questions. I think you will see in earlier correspondence the wish that The Board address the questions in some form— not necessarily John's. It is my belief that some board members may not have been able to answer these questions for themselves— so how could they be accountable to the community that elected them.

My understanding of all the proceedings has been evolving, slowly but surely.

On May 3, 2018, at 2:05 PM, John Langhus  
<[johnlanghus@gmail.com](mailto:johnlanghus@gmail.com)> wrote:

Thanks Herb. This ground was pretty well trod while you were away on a previous set of questions and answers.

This is clearly identified as a "draft". It is subject to discussion of the Board and only then, if ever, will it become a statement of the Board. Unless we want meetings to become drafting sessions, this is the only way we can communicate with people - one or two need to make the first pass and then the Board can refine it and adopt it or not.

On Thu, May 3, 2018 at 1:57 PM, Herb Durfee  
<[HDurfee@norwich.vt.us](mailto:HDurfee@norwich.vt.us)> wrote:

Board Members,

Point of order/clarification:

Charlotte's questions were to the Selectboard as a whole. Even though John L. agreed during your last meeting to prepare responses, and though they've already been delivered to Charlotte, I would suggest that John L.'s prepared responses are, "actually", suggested response to the Board as a whole for its consideration. I'm not knocking the timely response by John L. or the content of his response. Instead, I'm making sure that an individual on the Board is not being

interpreted as acting on behalf of the Board in those responses, at this time.

Symmantics NOT criticism.

Herb

Herbert A. Durfee, III

Town Manager

Town of Norwich

PO Box 376

Norwich, VT 05055

802-649-1419 ext. 102

802-698-3000 (cell)

802-649-0123 (fax)

**From:** John Langhus [mailto:[johnlanghus@gmail.com](mailto:johnlanghus@gmail.com)]

**Sent:** Thursday, May 03, 2018 11:49 AM

**To:** Charlotte Metcalf; Miranda Bergmeier

**Cc:** John Pepper; Linda Gray; Norman Levy; Herb Durfee

**Subject:** Draft responses to Energy questions

Good morning Charlotte.

Attached are my draft responses to your questions. We will be able to discuss these at the next SB meeting next week if you would like. Linda and Norm of course may have comments or corrections to make to this.

Miranda - please make this part of the SB packet under "public correspondence".

Thanks everyone.

John

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John Langhus

(802) 369-4415 (cell)

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John Langhus

(802) 369-4415 (cell)

Town of Norwich  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

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

Name: *Brie Swenson*

Address: *38 Huntley Street, Norwich VT*

Day phone: *802-649-7297*

Evening phone:

E-mail: *BRIE.LOUISE@HOTMAIL.COM*

Position Applied For: *Conservation Commission*

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

Terms:

Years:

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

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

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

*No*

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

*Leading and teaching outdoor education programs with youth, community organizing.*

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

*Norwich Trails Committee - current*  
*Milton Frye Natural Area Committee - current*  
*Norwich PTO - current*  
*South Hadley Family Center*

5. Education and Current Employment

Name of Company: *Svenson Home*  
Title: *Coach/Trainer*  
Describe your work:

Location:

6. Pertinent Education and/or Experience:

*I have 20+ years experience coaching, leading & teaching programs with youth. I am very passionate about respectfully enjoying our environment and helping others to do so.*

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

Comments:

Signature *Bru Svenson*

Date *9/21/17*

**Miranda Bergmeier**

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**From:** John Farrell <jjtwister@gmail.com>  
**Sent:** Thursday, April 26, 2018 1:06 PM  
**To:** Miranda Bergmeier  
**Subject:** TOWN SERVICE OFFICER POSITION

Hi Miranda:

I would like to continue as the Norwich Town Service Officer. I believe you have an application on file from last year. I will be at the May 9th SB meeting to confirm my request.

thanks,

John M farrell

*Town of Norwich*  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102



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

Name: John M Farrell

Address: 748 Turnpike Road, PO Box 403, Norwich, VT 05055

Day phone: 802-649-2672

Evening phone:

E-mail: jjtwwister@gmail.com

Position Applied For: TOWN SERVICE OFFICER

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

Terms:

Years:

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

Evening: (Yes  No  Morning: (Yes  No

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

The only restrictions on my serving would be that I would not be available durin

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

My experience would be in the business field. That said I would like to give bac

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

No past or current.

5. Education and Current Employment

Name of Company: RETIRED

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

UNION COLLEGE, NEW JERSEY, UNITED STATES NAVY HONORABLE DISCHAF

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

Comments:

I have read the job description for town service officer and believe I would be a good fit for t

Signature

JOHN M FARRELL

Date

March 15, 2017

4c

*Town of Norwich*  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

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

Name: Jeff Goodrich

Address: 259 Beaver Meadow Road, Norwich, Vermont 05055

Day phone: (603) 448-2200

Evening phone: (802) 649-2624

E-mail: jeff.goodrich@pathwaysconsult.com

Position Applied For: TRORC Commissioner

1. If you are re-applying for the same board/commission, how many terms/years have you already served?  
Terms: Cannot recall, but believe since 2010. Years: 7+/-

2. Would you be available for evening and/or morning meetings?  
Evening: (Yes  No  Morning: (Yes  No   
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.  
My years of service as a Commissioner and great relationship with TRORC staff serve me well in this position. My experience as a professional planner/consultant, long term membership on the Norwich Planning Commission, and service on other volunteer boards all serve me well in this position.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:  
I have served in a number of community, volunteer, and other capacities over more than three decades. Current examples include Vital Communities Corporate Council membership, Hanover Improvement Society membership, Corporate Member for the Montshire Museum, coaching for Hanover High School and the Hanover Parks & Recreation, and the Norwich Planning Commission. Previous examples include the Norwich Conservation Commission, the Upper Valley Housing Coalition, Green Mountain Economic Development Corporation, the Norwich Corridor Enhancement Committee, and the Hanover Chamber of Commerce Leadership Awards Committee.

5. Education and Current Employment

Name of Company: Pathways Consulting, LLC  
Title: President

Location: Hartford, Vermont and  
Lebanon, New Hampshire

Describe your work:

My role consists of assisting more than 300 clients annually with a wide variety of projects (e.g., individual home owners, municipalities, state and federal agencies, institutions, businesses, private clients, etc.).

6. Pertinent Education and/or Experience:

I am a licensed Professional Engineer with more than three decades of experience serving thousands of regional clients.

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

Comments:

Through ongoing interaction and collaboration with Peter Gregory, Executive Director, we have established that my greatest utility as a TRORC Commissioner is committee and staff participation, which I have embraced with Peter's input and guidance. I intend to continue this collaboration in service of Norwich, our region, and our State if reappointed by the Selectboard.

Signature



Date March 27, 2017

05/04/18  
10:14 am

Town of Norwich Accounts Payable

Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

7

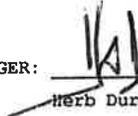
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WRIGHTCON WRIGHT CONSTRUCTION CO.,	04/30/18	PUBLIC SAFETY FACILITY 2017076-07	08-5-702692.00 FEMA ALTERNATIVE PROJECTS	54408.62	-----	--/--/--
Report Total				54408.62		

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 \$ \*\*\*\*54,408.62  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Herb Durfee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Claudette Brochu      John Pepper, Chair      Mary Layton

05/04/18  
10:14 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (COMMUNICATIONS STUDY FUND)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

7

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
RADIO	03/30/18	PUB SAFETY-OMNI ANTENNA 24139533	31-5-555322.00 COMMUNICATIONS STUDY	1616.17	6193	05/09/18
Report Total				1616.17		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*1,616.17  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Roberta Robinson  
Roberta Robinson

TOWN MANAGER: Herb Durfee  
Herb Durfee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus                  Linda Cook                  Claudette Brochu                  John Pepper, Chair                  Mary Layton

05/04/18  
10:14 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (RECORDS RESTORATION)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

7

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
COTT	04/30/18	TC-BOOK SCAN 121912	45-5-100341.00 RESTORATION EXPENSE	2719.67	-----	--/--/--
Report Total				2719.67		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*2,719.67  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER:   
Herb Durfee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus                      Linda Cook                      Claudette Brochu                      John Pepper, Chair                      Mary Layton

05/04/18  
10:14 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

7

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WEMASON	02/02/18	PUBSAFTY FURNITURE I52101934	47-5-575622.00 CONSTRUCTION COSTS	21957.82	-----	---/--
WEMASON	04/06/18	PUBSAFTY FURNITURE I53954857	47-5-575622.00 CONSTRUCTION COSTS	4777.00	-----	---/--
Report Total				26734.82	=====	

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*26,734.82  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER:   
Herb Duffee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Claudette Brochu      John Pepper, Chair      Mary Layton

05/04/18  
10:14 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

7

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADKINS	04/26/18	TC--BINDERS 245121	01-5-100610.00 OFFICE SUPPLIES	285.00	6174	05/09/18
ADVANCE	02/09/18	DPW - BRAKE CHAMBERS TR4 004483	01-5-703403.00 PARTS & SUPPLIES	308.56	-----	--/--/--
ADVANCE	01/30/18	DPW - MAINT. PAD 079461	01-5-703403.00 PARTS & SUPPLIES	41.95	-----	--/--/--
ADVANCE	01/11/18	DPW - RETURNS 103664	01-5-705403.00 PARTS & SUPPLIES	-252.63	-----	--/--/--
ADVANCE	02/20/18	DPW - OIL FILTER 11121	01-5-703403.00 PARTS & SUPPLIES	23.10	-----	--/--/--
ADVANCE	02/20/18	DPW - OIL FILTER 165737	01-5-703403.00 PARTS & SUPPLIES	3.85	-----	--/--/--
ADVANCE	01/11/18	DPW -BRAKE ROTOR 178972	01-5-703403.00 PARTS & SUPPLIES	35.61	-----	--/--/--
ADVANCE	01/12/18	DPW - BREAK CALIPER 203684	01-5-703403.00 PARTS & SUPPLIES	-50.00	-----	--/--/--
ADVANCE	02/01/18	DPW-55 GAL. BARREL MATS 204240	01-5-703515.00 ADMINISTRATION	13.66	-----	--/--/--
ADVANCE	02/21/18	DPW - RETURNED OIL FILT 211227	01-5-703403.00 PARTS & SUPPLIES	-26.95	-----	--/--/--
ADVANCE	02/01/18	DPW-RET. MAINT. PAD 284705	01-5-703403.00 PARTS & SUPPLIES	-41.95	-----	--/--/--
ADVANCE	02/02/18	PD - OIL FILTERS 379542	01-5-500306.00 CRUISER MAINT	14.00	-----	--/--/--
ADVANCE	01/23/18	FD - ALARM 384538	01-5-555528.00 FIRE TRK R & M	31.68	-----	--/--/--
ADVANCE	02/02/18	DPW-55 GAL. BARREL TOP 384749	01-5-703515.00 ADMINISTRATION	55.36	-----	--/--/--
ADVANCE	02/20/18	DPW -ANTIFREEZE 5104756	01-5-703403.00 PARTS & SUPPLIES	107.88	-----	--/--/--
ADVANCE	02/20/18	DPW -OIL 5104758	01-5-703405.00 PETROLEUM PRODUCTS	105.10	-----	--/--/--
ADVANCE	02/20/18	DPW -OIL FILTER 5179946	01-5-703403.00 PARTS & SUPPLIES	17.15	-----	--/--/--
ADVANCE	02/21/18	DPW -OIL FILTERS 5211229	01-5-703403.00 PARTS & SUPPLIES	102.90	-----	--/--/--
ADVANCE	02/14/18	DPW - MECHANICS GLOVES 584971	01-5-703403.00 PARTS & SUPPLIES	119.90	-----	--/--/--
ADVANCE	02/15/18	DPW - 1/2" IMPACT HAMMER 611080	01-5-703513.00 TOOLS	239.70	-----	--/--/--
ADVANCE	02/15/18	DPW - NEW RATCHET 685004	01-5-703513.00 TOOLS	57.32	-----	--/--/--
ADVANCE	02/16/18	FD - FUSE HOLDERS 765650	01-5-555530.00 EQUIPMENT MAINTENANCE	3.98	-----	--/--/--
ADVANCE	01/08/18	DPW - GATES 803520	01-5-703403.00 PARTS & SUPPLIES	30.11	-----	--/--/--
ADVANCE	01/08/18	DPW - DIESEL FUEL SUPPL. 803521	01-5-703403.00 PARTS & SUPPLIES	19.90	-----	--/--/--
ADVANCE	02/07/18	DPW - DISPOSABLE GLOVES 804410	01-5-703403.00 PARTS & SUPPLIES	15.83	-----	--/--/--

Town of Norwich Accounts Payable  
Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	02/27/18	DPW- SPARK PLUG POLE SAW 804953	01-5-704403.00 PARTS & SUPPLIES	7.72		
ADVANCE	ADVANCE AUTO PARTS	02/27/18	DPW - HYDRAULIC HOSE 865942	01-5-703403.00 PARTS & SUPPLIES	19.22		
ADVANCE	ADVANCE AUTO PARTS	01/19/18	DPW - WIPERS TK 8/10 903885	01-5-703403.00 PARTS & SUPPLIES	63.96		
ANYTIME	ANYTIME CARPET CARE & CLE	04/18/18	PD & FD-CLNING 119755	01-5-550330.00 REPAIR & MAINTENANCE EXPN	180.00	6175	05/09/18
ANYTIME	ANYTIME CARPET CARE & CLE	04/18/18	PD & FD-CLNING 119755	01-5-475302.00 REPAIRS & MAINT	180.00	6175	05/09/18
BLAKTOP	BLAKTOP INC	04/16/18	DPW- 1.370 TON GREEN PATC 24052	01-5-703211.00 ASPHALT PRODUCTS	153.44		
BROOK	BROOK FIELD SERVICE	03/01/18	EMER-HEATER BLOCK/THERMO 28912	01-5-575620.00 EMERG GEN MAINT	1251.56		
BSN	BSN SPORTS	04/15/18	REC-SPORTS EQUIPMENT 9313539A	01-5-425211.00 EQUIPMENT	2155.00		
CASELLA	CASELLA WASTE SERVICES	04/02/18	TS-JAN C&D 0387388-2	01-5-705306.00 C & D WASTE DISPOSAL	738.38		
CHADWICK	CHADWICK-BAROSS INC	04/19/18	DPW-HOLDER REPAIR PART C06694	01-5-703403.00 PARTS & SUPPLIES	16.67		
CHILDSUPP	OFFICE OF CHILD SUPPORT	04/14/18	CHILD SUPP PPE 05/05/18 PPE 5/5/18	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	6176	05/09/18
COMCAST	COMCAST	04/01/18	PD-FD-NEW TRIPLE PLAY APR 2018 NEW	01-5-475238.00 ADMIN TELEPHONE	195.30	6177	05/09/18
COMCAST	COMCAST	04/01/18	PD-FD-NEW TRIPLE PLAY APR 2018 NEW	01-5-550235.00 TELEPHONE & INTERNET	122.45	6177	05/09/18
CRYSTAL	CRYSTAL ROCK, LLC	03/31/18	DPW-TS WATER & RENTAL MAR 2018	01-5-705515.00 ADMINISTRATION	12.00		
CRYSTAL	CRYSTAL ROCK, LLC	03/31/18	DPW-TS WATER & RENTAL MAR 2018	01-5-703515.00 ADMINISTRATION	12.00		
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-425125.00 DENTAL INSURANCE	34.96	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-005125.00 DENTAL INSURANCE	116.32	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-350125.00 DENTAL INSURANCE	65.80	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-500125.00 DELTA DENTAL	298.16	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-555126.00 DENTAL INSURANCE	34.96	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-500125.00 DELTA DENTAL	65.80	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-704125.00 DENTAL INSURANCE	34.96	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-703125.00 DENTAL INSURANCE	414.48	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-200125.00 DENTAL INSURANCE	65.80	6178	05/09/18
DELTA DEN	DELTA DENTAL	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-100125.00 DENTAL INSURANCE	131.60	6178	05/09/18

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10:14 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/09/18 To 05/09/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN	04/16/18	MAY 2018 DENTAL MAY 2018	01-5-500125.00 DELTA DENTAL	65.80	6178	05/09/18
ECONO	04/05/18	PD-PARKING ONLY 10-944090	01-5-475302.00 REPAIRS & MAINT	93.23	6179	05/09/18
EISENDRAT	05/04/18	REC-YOGA 5/3/2018	01-5-425200.00 INSTRUCTOR FEE	331.80	-----	--/--/--
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-705505.00 TELEPHONE	1.58	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-425127.00 TELEPHONE	3.79	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-200531.00 TELEPHONE	0.28	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-300531.00 TELEPHONE	3.18	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-275531.00 TELEPHONE	0.36	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-350531.00 TELEPHONE	2.33	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-100531.00 TELEPHONE	2.27	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-005531.00 ADMIN TELEPHONE	1.52	6180	05/09/18
FIRSTLIGH	04/15/18	APR LONG DISTANCE 4080688	01-5-703505.00 TELEPHONE	17.51	6180	05/09/18
FREIGHTNH	03/05/18	DPW-# PARTS LP270968	01-5-703403.00 PARTS & SUPPLIES	-246.76	6181	05/09/18
FREIGHTNH	04/20/18	DPW-#5 TRUCK VALVE LP273042	01-5-703403.00 PARTS & SUPPLIES	247.34	6181	05/09/18
FREIGHTNH	05/03/18	DPW-#5 TRUCK PARTS LR36864	01-5-703403.00 PARTS & SUPPLIES	684.27	6181	05/09/18
GMPC	04/17/18	DPW-STREETLIGHTS 051192 4/18	01-5-703307.00 STREETLIGHTS	36.12	6182	05/09/18
GMPC	04/26/18	EMER-TOWER POWER 35066 4/18	01-5-575233.00 TOWER POWER	36.15	6182	05/09/18
HANOVERTO	04/06/18	FD-APR-JUN AMBULANCE 5312	01-5-555901.00 AMBULANCE CONTRACT	30301.70	-----	--/--/--
HARTREC	05/04/18	REC-BASEBALL JAMBOREE 5/3/18	01-5-425216.00 ENTRY FEE	130.00	6183	05/09/18
INGRAHAM	04/23/18	PD-TRAINING-FOOD 4/23/18	01-5-500538.00 TRAINING	18.86	6184	05/09/18
IRVINGOIL	04/12/18	DPW-150.2 GAL PROPANE 32939	01-5-703503.00 PROPANE	181.74	-----	--/--/--
IRVINGOIL	04/20/18	DPW-124.9 GAL PROPANE 836613	01-5-703503.00 PROPANE	151.13	-----	--/--/--
IRVINGOIL	04/20/18	TS-51.8 GAL PROPANE 837145	01-5-705503.00 PROPANE	62.68	-----	--/--/--
KEYCOMM	04/04/18	PD & FD-VOICEMAIL/CABLE 51751	01-5-475238.00 ADMIN TELEPHONE	209.50	-----	--/--/--
KEYCOMM	04/04/18	PD & FD-VOICEMAIL/CABLE 51751	01-5-550235.00 TELEPHONE & INTERNET	209.50	-----	--/--/--

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
L&MHOLD	03/12/18	DPW-STORAGE RENTAL 109079	01-5-703515.00 ADMINISTRATION	4500.00	6185	05/09/18
L&MHOLD	03/12/18	FD-STORAGE RENTAL 109080	01-5-555617.00 FIRETRUCK STORAGE	1500.00	6185	05/09/18
LEBFORD	04/17/18	DPW-#13 TRK PARTS 73112	01-5-703403.00 PARTS & SUPPLIES	136.82	6186	05/09/18
LEBFORD	04/18/18	DPW-FORESTRY TRK PARTS 73115	01-5-703403.00 PARTS & SUPPLIES	301.09	6186	05/09/18
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-200124.00 DISABILITY/LIFE INS	65.06	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-005124.00 DISABILITY/LIFE INSUR	140.21	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-350124.00 DISABILITY/LIFE INS	62.58	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-500124.00 DISABILITY/LIFE INS	246.31	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-704124.00 DISABILITY/LIFE	94.99	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-703124.00 DISABILITY/LIFE	370.61	-----	---/---/---
LINCOLN	05/01/18	MAY DISABILITY INSURANC MAY 2018	01-5-555124.00 DISABILITY/LIFE INSURANCE	63.18	-----	---/---/---
MISC1	03/27/18	DPW - 1 1/2 HP HOIST 25414	01-5-703511.00 REPAIRS & MAINTENANCE	840.00	6187	05/09/18
MISC2	04/17/18	TADM-AD FOR PLANNING DIR 1000196060	01-5-005540.00 ADVERTISING	75.00	6188	05/09/18
MISC3	05/02/18	REC-BASEBALL BATS 5/2/18	01-5-425211.00 EQUIPMENT	299.97	6189	05/09/18
MOORAD	04/18/18	B&G- MILEAGE APRIL2018	01-5-704405.00 PETROLEUM PRODUCTS	42.78	-----	---/---/---
NORFIREDI	04/05/18	FD/PD - WATER BILL 44015 4/5	01-5-550232.00 WATER USAGE	113.45	6190	05/09/18
NORFIREDI	04/05/18	FD/PD - WATER BILL 44015 4/5	01-5-475232.00 WATER USAGE	113.45	6190	05/09/18
NORHISTOR	04/19/18	3RD QUARTER ALLOCATION 05/1/18	01-5-800315.00 NORWICH HISTORICAL SOC.	2000.00	-----	---/---/---
NORNURSE	04/25/18	REC-MATERIAL FOR MOUND 00017845	01-5-425330.00 REPAIRS & MAINT	154.60	6191	05/09/18
NORNURSE	04/27/18	REC-MATERIAL FOR MOUND 00017912	01-5-425330.00 REPAIRS & MAINT	237.90	6191	05/09/18
NOTT'SEXC	04/30/18	DPW-FEMA TIGERTOWN #4 MAR 2018	01-5-703703.00 FEMA GRANT	28481.33	6192	05/09/18
OFFICESYS	04/18/18	PD-CONTRACT RENEWAL P102705	01-1-004102.00 PREPAID EXPENSES	539.55	-----	---/---/---
OFFICESYS	04/18/18	PD-CONTRACT RENEWAL P102705	01-5-500501.00 ADMINISTRATION	49.05	-----	---/---/---

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PETESTIRE	04/26/18	DPW-TIRES FOR TRAILER 253796	01-5-703403.00 PARTS & SUPPLIES	146.00	-----	--/--/--
PIKE	04/20/18	DPW-WASHED STONE SCREENIN 968836	01-5-703203.00 SAND	122.40	-----	--/--/--
SABIL	03/05/18	DPW - RETURNS 32166	01-5-703403.00 PARTS & SUPPLIES	-409.74	6194	05/09/18
SABIL	04/09/18	DPW - BRAKE PARTS #5 32469	01-5-703403.00 PARTS & SUPPLIES	20.88	6194	05/09/18
SABIL	04/18/18	DPW- KIT 32530	01-5-703403.00 PARTS & SUPPLIES	147.88	6194	05/09/18
SABIL	04/18/18	DPW - REAR BRAKES #8 32536	01-5-703403.00 PARTS & SUPPLIES	1216.15	6194	05/09/18
SABIL	04/18/18	DPW - RETURNS 32537	01-5-703403.00 PARTS & SUPPLIES	-147.88	6194	05/09/18
SABIL	04/19/18	DPW - CORE CREDIT 32539	01-5-703403.00 PARTS & SUPPLIES	-800.00	6194	05/09/18
SABIL	04/19/18	DPW - REPAIRS #8 32551	01-5-703403.00 PARTS & SUPPLIES	210.15	6194	05/09/18
SABIL	03/19/18	DPW -INSPECTION & REP #12 81036	01-5-703401.00 OUTSIDE REPAIRS	885.72	6194	05/09/18
SABIL	04/17/18	FD - INSPECTION 81240	01-5-555528.00 FIRE TRK R & M	75.00	6194	05/09/18
SCHWAAB	04/19/18	TC-REPLACEMENT PADS B079730	01-5-100610.00 OFFICE SUPPLIES	37.00	-----	--/--/--
SIPLAY	05/01/18	REC-REGISTRATION FEES APR 2018	01-5-425218.00 REGISTRATION FEES	386.00	6195	05/09/18
SOLAFLECT	04/19/18	TH & DPW-ELECTRIC APR 2018	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	04/19/18	TH & DPW-ELECTRIC APR 2018	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOUTHWORT	04/17/18	HWY-CAT GRADER REPAIR SCINV310149	01-5-703401.00 OUTSIDE REPAIRS	6241.32	6196	05/09/18
TANGREDI	05/01/18	REC-YOGA INSTRUCTION APR 2018	01-5-425200.00 INSTRUCTOR FEE	380.10	6197	05/09/18
TASCO	04/18/18	PD-ALARM MONITORING 123571	01-5-475303.00 ALARM MONITORING	36.00	-----	--/--/--
TOWLE	04/20/18	DPW -18 YDS CRUSHD STN 2374	01-5-703207.00 GRAVEL & STONE	1398.60	6198	05/09/18
TOWLE	04/20/18	DPW -15 YDS CRUSHD STN 2377	01-5-703207.00 GRAVEL & STONE	1165.00	6198	05/09/18
VTFRAN	04/27/18	TS-1ST QTR FRANCHISE TAX 1ST QTR 2018	01-5-705517.00 VERMONT FRANCHISE TAX	440.21	6199	05/09/18
VTSTATE	05/01/18	NON-RES TAX TO STATE 1718 JUNE 1, 18	01-2-001123.00 SCHOOL DISTRICT TAX	210424.42	6200	05/09/18
WINTER	04/28/18	DPW-TK#4 PLOW EDGE IV37193	01-5-703403.00 PARTS & SUPPLIES	1289.16	-----	--/--/--

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Town of Norwich Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				305148.85		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*305,148.85  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

7a

**Herb Durfee**

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**From:** Matt Swett <matt@swett.net>  
**Sent:** Tuesday, April 17, 2018 9:09 PM  
**To:** Herb Durfee  
**Cc:** Miranda Bergmeier  
**Subject:** Spending Request for Forestry Truck outfitting  
**Attachments:** Spending Request.pdf; ATT00001.txt

Hi Herb,

The attached document is a formal request from the FD to spend up to \$12k to outfit our "new" Forestry truck. The used truck from DPW that we will be using for the Forestry chassis has finally been sent to Dingee Machine where all of the work will be done. This expenditure was in the budget for 2018. Please let me know if there is anything else I need to do to have these funds made available.

Thanks,  
Matt



# Norwich Fire Department

“ Helping Our Neighbors Since 1920 ”

*April 13, 2018*

*To:* Herb Durfee III, Town Manager  
*From:* Matt Swett, Interim Fire Chief  
*Subject:* Use of Fire Apparatus Designated Fund  
*Date:* April 13, 2018

This is a request to use funds from the Fire Apparatus Designated Fund.

The current balance in the apparatus fund is \$457,665. Our capital expenditure plan has \$12,000 budgeted to complete the outfitting of the new forestry truck. We are transferring equipment from the old forestry truck to a used truck we received from the DPW. The insurance claim from the accident with the old forestry truck will partially fund this outfitting. The insurance money covers the body repair to the old forestry truck (which goes into service at the DPW), transferring the forestry skid unit to the new forestry truck (including the pump, tank and some compartments) and some additional improvements to the new forestry truck. We would like to expend designated funds for items not covered by the insurance claim. This would include:

- Repainting and lettering the truck
- LED emergency vehicle lighting and traffic control warning devices
- A mobile radio
- Additional storage compartments

Our request is to expend up to \$12,000 from the Fire Apparatus Designated Fund for the outfitting of the forestry truck.

Thank you for your consideration on this request.

TOWN OF NORWICH, VERMONT  
CONFLICT OF INTEREST POLICY

**Article 1. Authority.** Under the authority granted in 24 V.S.A. Section 2291(20), the Selectboard of the Town of Norwich hereby adopts the following policy concerning conflicts of interest applying to all elected and appointed ~~official~~Public Officers of the Town, including members of all Town committees and boards.

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no ~~public official~~Public Officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in ~~its public official~~Public Officers and public bodies will be preserved. It is also the intent of this policy to encourage all decisions made by municipal officials to be based on the best interest of the community at large. This policy further seeks to promote transparency as the best protection against the threats posed to good governance by real and perceived conflicts of interest.

**Article 3. Definitions.** For the purposes of this policy, the following definitions shall apply:

A. ~~Conflict of interest~~ means any of the following:

A.

1. A significant direct personal or financial interest of a ~~public official~~Public Officer, or of an immediate family member, business associate, employer, or employee of the official, in the discretionary outcome of a cause, proceeding, application, or any other decision pending before the official or before the agency or public body in which the official holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the ~~public official~~Public Officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision, in cases where a decision or act is not subject to the discretion of the official or the body of which he or she is a part, or where such personal or financial interest is *de minimis*;
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
3. A situation where a public officer has engaged in *ex parte* communications with a party in a quasi-judicial proceeding that is before the public body to which that public officer belongs.

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B. **Emergency** means an imminent threat or peril to the public health, safety and welfare.

B.C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.

C.D. **Official act or action** means any legislative, administrative or judicial act performed by an elected or appointed officer or employee while acting on behalf of the municipality. This term does not apply to ministerial acts or actions involving no discretion.

D.E. **Public body** means any board, council, commission or committee of the municipality

E.F. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.

F.G. **Public officer or public official** means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality or appointed to a public body.

G.H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which can be appealed by a party to a higher authority.

H.I. **Financial Interest** means a reasonably foreseeable financial effect, distinguishable from its effect on the public generally, on the ~~public official~~ **Public Officer**, a member of his or her immediate family, or on any of the following:

- (a) Any business entity in which the ~~public official~~ **Public Officer** has a direct or indirect investment.
- (b) Any real property in which the ~~public official~~ **Public Officer** has a direct or indirect interest.
- (c) Any source of income provided or promised to the ~~public official~~ **Public Officer** within 12 months prior to the time when the decision is made or action is taken.
- (d) Any business entity in which the ~~public official~~ **Public Officer** is a director, officer, partner, trustee, or manager.
- (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the ~~public official~~ **Public Officer** within 12 months prior to the time when the decision is made or action is taken.

I.J. **Personal Interest** is an outside interest that is non-financial in nature but could reasonably be considered to affect one's ability to make unbiased decisions. Personal interests are by their nature more difficult to identify, so that officials should be more aware of them in themselves and more circumspect in ascribing them to others.

#### Article 4. Actions Not Permitted.

- A. A public officer shall not participate in any discretionary official decision, action or inaction if he or she has a conflict of interest in the outcome of the action.
- B. A public officer shall not personally participate in a deliberation leading to an act or decision in which he or she has a conflict of interest.
- C. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office.
- D. Public officers shall not use for private gain or personal purposes public resources not available to the general public, including but not limited to Town staff time, equipment, supplies, or facilities.

**Article 5. Disclosure.** Candid, detailed disclosure is the single best protection against conflicts of interest. Appropriate disclosure earns the respect of the public and of fellow ~~public official~~ **Public Officers**. A public officer who has reason to believe that he or she has a potential conflict of interest or an appearance of such a conflict, but believes that he or she is able to act fairly, objectively and in the public interest because no actual conflict exists shall, prior to participating in any official action on the matter, disclose to the public body at a public hearing the matter under consideration, the nature of the potential or apparent conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Notwithstanding the foregoing, an actual or potential conflict need not be disclosed if the affected public officer chooses to recuse him or herself from consideration of or deliberation on the matter, except for publicly announcing the reason for recusal is due to a conflict or its potential.

#### Article 6. Recusal.

- A. A public officer shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:

1. Any person may request that a public officer recuse him or herself due to a perceived conflict of interest. Such request shall not constitute a requirement that the public officer recuse him or herself.
2. A public officer who has recused him or herself from a proceeding shall not sit with or deliberate with the affected body, or participate in that proceeding as a member of that body in any capacity, though such member may still participate as a member of the public or private party, if applicable.
3. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered, the affected body may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict. Executive session may be used for such discussion, in accordance with 1 V.S.A. Section 313(4).
4. The affected body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the body, for example due to a lack of quorum. The body may then resume the proceeding once sufficient members are present.
5. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.

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**Article 7. Quasi-Judicial Proceedings.** A higher conflict of interest standard applies in the context of quasi-judicial decision-making. Quasi-judicial decisions are rendered in situations where the rights of a particular individual are at stake (e.g., tax appeals, vicious dog hearings, land use decisions). In those situations, the affected individual has the right to receive constitutional due process, which includes the right to an impartial decision maker. If a municipal official with a conflict of interest participates in a quasi-judicial process, a court may determine that the official was not an impartial decision maker and may vacate the decision and order the matter be reconsidered without the participation of the conflicted member. See e.g. Appeal of Janet Cote, 257-11-02 Vtec (2003). Therefore, ~~public official~~ **Public Officers** should be more inclined to recuse themselves when they are participating in a quasi-judicial process.

**Article 8. Enforcement; Progressive Consequences for Failure to Follow the Town of Norwich Conflict of Interest Policy.** In cases where the conflict of interest procedures in Articles 5 and 6 have not been followed, the Selectboard may take progressive action to address possible violations of this policy. In taking these actions, the board shall follow these steps in order unless the public officer voluntarily waives any or all steps A, B, or C:

- A. The chair shall meet informally, in private, with the public officer to discuss possible conflict of interest violation, so long as such meeting would not itself constitute a quorum of the relevant public body.
- B. The ~~Select~~board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion, in accordance with 1 V.S.A. Section 313(4). The public officer may request that this meeting occur in public. If appropriate, the board may admonish the offending public officer in private.
- C. If the board decides that further action is warranted, the board may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Appointed officials of the Town may be removed for cause following procedures required in 24 VSA §4323 (for the Planning Board, unless they are elected members) 24 VSA §4460 for the (Developmental Review Board), 24 VSA §4448 for the Zoning Administrator, 24 VSA § 4503 (for the Conservation Commission).

E. All other officials appointed by the Selectboard, and not covered by a contract, may be removed by majority vote of the Selectboard, or as may otherwise be dictated by statute.

**Article 82. Exception.** The recusal provisions of Article 6 shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 5.

FINAL John Langhus draft for May 9 SB meeting

**Article 910. Effective Date.** This policy shall become effective immediately upon its adoption by the Town of Norwich Selectboard.

Adopted by Norwich Selectboard 4/28/10

Revised 6/23/10

Revised 7/27/11

Revised 8/23/17

Revised [DATE]

## **Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard**

**Background:** The Selectboard has the authority to establish various committees, commissions, boards, task forces, etc. necessary for the functioning of the town (24 VSA, 871). The Selectboard appoints members to these groups in accordance with 24 VSA 871, 4323, 4343, 4502. The Selectboard also appoints individuals to positions such as Tree Warden. Vermont's Open Meeting Law dictates that agendas, draft minutes of the meetings, as well as finalized minutes, are publically posted (1 VSA, 310-314). All appointed Committees, Commissions, Task Forces', working groups and individuals serving as appointed officials to the Town of Norwich must abide by the Open Meeting Law, Conflict of Interest policy, and this Reporting policy.

**Purpose:** The purpose of this policy is to improve communication/information sharing between appointed Committees/Commissions/ task forces, work groups and individual appointees and the Selectboard. The secondary purpose is to assure that the work of the various groups/individuals is aligned with the overall goals of the Selectboard and the town; that the work of the group continues to be relevant; and to provide an additional means of sharing information with the public.

This policy **does not** apply to those groups who report directly to the Town Manager or to other elected officials (Town Clerk and Board of Listers).

**Process:** Beginning with the first Selectboard meeting in July 2018, each Committee/Commission/Task Force/ appointed individual will begin quarterly, written reports to the Selectboard. The Selectboard reserves the right to call for an oral presentation.

The report to the Selectboard will, at minimum, include: Current work of the group/individual with proposed deadlines for completion; information on any and all subcommittees and/or work groups including the purpose and goals of the

subcommittee or workgroup; grant applications; future projects under consideration by the Committee/Commission/work group, etc.. The report should not be a submission of meeting minutes.

The reports will be submitted to the Town Manager's Assistant by 3PM on the Thursday prior to the first Selectboard meeting after the end of the quarter, allowing for the material to be included in the Selectboard packet. Reports can be made more frequently than quarterly.

Yearly submission of bylaws, goals, ordinances, etc., governing the work of the Committee/Commission/work group/ sub-committee/individual will be submitted to the Selectboard for yearly review by the first Selectboard meeting in May.

This policy will be shared with all Selectboard appointed Committees/ Commissions and appointed individuals upon adoption.

Adopted \_\_\_\_\_, 2018.

## **Appointment of Selectboard Liaison (or designee) to Norwich Schoolboard and Norwich Prudential Committee**

In effort to establish/improve the communication between those groups outside of the purview of the Selectboard or Town Manager, the Selectboard will appoint a formal liaison to the Norwich Schoolboard and the Norwich Prudential Committee.

The liaison will attend, view meetings via CATV, read meeting minutes, or communicate directly with the Schoolboard Chair or Prudential Chair and report to the Selectboard at least quarterly. Reports should include any substantive issue(s) that could have fiscal or social implications to town residents. The liaison does not speak for the board, but is functioning as a conduit of information from the Schoolboard and Prudential Committee to the Selectboard. As such, the liaison should be free of obvious bias.

The liaison will be appointed by the Selectboard during the organizational meeting held the day after Town Meeting.

## Template for Committee/Commission Reports

**Committee:**

**Members:**

**Committee/Commission/Appointee Charge (including subcommittees and workgroups):**

**Current Projects (including work by subcommittees and workgroups) with proposed deadlines):**

**Future Projects:**

**Support Needed by the Selectboard:**

DRAFT Select Board Subcommittee for the Town Plan

April 20, 2018



The subcommittee of the Select Board which was tasked with reviewing the Town Plan and making recommendations finds that

- 1. The public meetings held to date have produced a number of questions from Norwich citizens. Those questions boil down to the following themes.**
  - a. Impact on Taxes
  - b. Businesses outside the current business district
  - c. Sewage and infrastructure issues -Plan for hookup and what the cost will be
  - d. Limiting scale of development
  - e. Map 11 and the purpose of a high density zoning district
  - f. Retaining Act 250 protections
  - g. Retaining Historic character as opposed to a suburban character
  - h. Affordable housing definitions and local needs
  - i. Adequate citizen participation and due process and the apparent rush to approve the plan
    1. What are Norwich's top Goals?
  - j. What grants are possible with adoption of a Town Plan
  - k. How does the TRORC Regional Plan affect Norwich and the Norwich Town Plan?
  - l. Is the Planning Commission creating a Designated Growth Center or Neighborhood Development Area on Route 5 South, River Road or anywhere else?
  
- 2. The public concerns further boil down to these four issues:**
  - a. Development size and scale and the character of Norwich
  - b. Unanswered questions about how much affordable housing is for Norwich
  - c. Concern about Act 250 protections and Land Use
  - d. Citizen participation
  
- 3. We find that:**
  - a. The Town Plan has not addressed the vagueness identified by TRORC in its 2013 Enhanced Consultation of the 2011 Norwich Town Plan
  - b. The vagueness we find in the 2017 version includes
    - i. The size and scale and location of development and who will make those decision
    - ii. What is needed for "our fair share" of affordable housing in Norwich alone
    - iii. What the energy and transportation goals are and how they would be met
  - c. The TRORC has established a policy to "minimize the blighting effects of sprawl and strip development" which appears in the Town Plan, apparently to describe the traditional Vermont settlement pattern of homes.
  - d. Not all charts and data are updated and not all are from State of Vermont sources
  - e. Missing from the Town Plan
    - i. Specifics about the tax impact
    - ii. Descriptions of the meanings all Maps, especially Map 11
    - iii. Specifics about who makes decisions (same criticism that TRORC made in 2013)
    - iv. Old charts and/or data from the State of Vermont
    - v. All statutory requirements (24 V.S.A. 4302 goals, 4384 and etc.) are not all met

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**From:** Victoria Littlefield  
**Sent:** Thursday, May 3, 2018 9:00 AM  
**To:** Linda Cook  
**Cc:** Herb Durfee; Peter G. Gregory  
**Subject:** Town Plan Adoption

Hi Linda,

Thanks for reaching out to me yesterday. As promised here is the breakdown of what statute says in regards to Town Plan adoption.

Title 24, Chapter 117, section 4385.

**“If the proposed plan or amendment is not adopted so as to take effect within one year of the date of the final hearing of the planning commission, it shall be considered rejected by the municipality.”**

This is stating that the Town Plan must be adopted within one year of the last Planning Commission public hearing, or it becomes null and void, meaning the adoption process starts over again.

Since Norwich has held their first Selectboard hearing, you may hold a second hearing at any time between now and July and formally adopt it through town vote before the July deadline.

The Selectboard also has the option at one of their meetings to vote and send it back to the Planning Commission with comments/changes that came about through the public hearing process. Once the PC has gone through the 30 day mailing again and public hearing, the one year timeline will start over again.

So you have three options, adopt before July, send it back to the PC, or go past the July deadline and it goes back to the PC anyway.

Hope this helps,  
Tory

**Victoria Littlefield**



Planner | Two Rivers-Ortauquechee Regional Commission  
128 King Farm Road | Woodstock, Vermont 05091  
(802) 457-3188 - phone  
[vlittlefield@trorc.org](mailto:vlittlefield@trorc.org) | [trorc.org](http://trorc.org) | [facebook](#) | [youtube](#)

# NORWICH RECREATION DEPARTMENT

## APRIL 2018 - Monthly RECREATION REPORT

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**Recreation Program Update** - A spring flyer was sent home to all the Marion Cross School students as a sign-up reminder and all the new programs began on April 23rd. I booked facilities, including rain back-up spaces where available. Everything is up and running successfully.

I completed my annual bulk equipment order, distributed equipment to coaches as well as hats, mouth protectors, T-shirts and jerseys to participants, where applicable. Plans are underway for many summer activities and offerings for which I continue to work on solidifying program dates, staffing and details.

**Meetings** - At our monthly Recreation Council meeting we welcomed our new members, Christy & Sarah and discussed spring and summer programs, Touch-A-Truck (5/23) and spring clean up at Huntley Meadow.

I met with Lacrosse and Baseball Coaches to get teams organized and also hosted a meeting for the Upper Valley Recreation Association at which we discussed Baseball tournaments, rules and upcoming umpiring clinics. In regard to equal playing time, it was agreed to add to our Manual, "To see that every player participates in every game during the regular season as well as in all tournaments. Equal participation in the program as a whole is the desired goal." We then moved on to spring sports game scheduling.

**Facilities** - The skating rink was retired for the season, with the dismantling organized by Kristin Brown Close. We couldn't have done it without with help from our wonderful B & G crew and Kristin.

Volunteer baseball coaches headed up by John Girard, organized a community work day to help prep the baseball diamond for the season. Many thanks go out to the players and families who showed up with a special note of gratitude to Mr. Girard, Robb Cramer and Rob Snyder who gave extra time and provided equipment, materials and manpower. The Buildings and Grounds Department within our Public Works Department also spent a lot of time re-vamping the baseball diamonds and the pitching mounds in particular and also set up Lacrosse goals. They painted the lacrosse lines and goals at Huntley Meadow so we are ready for practices and games. Although we had to wait until 4/23 before all the ice was melted off the back of the tennis courts we were finally able to get the nets up for the season as well. I approached the HHS Athletic Director asking if they might have an old set of lacrosse goals. He generously gave us permission to use them. Thanks to Adam and the B & G crew for painting them and making them look like new.

I worked with outside agencies who are renting space/time at Huntley Meadow this spring and coordinated the overall recreation facility schedule.

**Grants** - Many thanks to a group of my Baseball Coaches who secured a \$10,000 grant from the Byrne Foundation to buy a baseball batting cage for Huntley Meadow. John Lobb, Julie Stevenson and Philip McCaul were instrumental in the success of this grant proposal. We are incredibly grateful to Jack and Dorothy Byrne for granting us this funding.

I submitted a Women's Club grant request, approved by Herb Durfee, to refurbish our Skating Rink and purchase some needed supplies for 'The Hosers', our Volunteer group who maintains the rink.

I was able to secure and pick up twenty free clipboards for my coaches from a grant that the 'Brain Injury Association of Vermont' received. Concussion recognition and protocol is included on each clipboard.

**Training** - Three Recreation Council members and I attended Sergeant Frank's CRASE (Active Shooter) Training at the new Police Department building. She did an excellent job presenting very interesting material to the group.

**Miscellaneous** - We all wish Phil Dechert the best in his retirement and thank him for his impressive twenty-seven years of dedicated service in Norwich. He will truly be missed on a daily basis for all the hats he wore to help keep Norwich and our Town offices running.

Respectfully submitted by, Jill Kearney Niles



**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: Public Works Monthly Report  
Date: April 28, 2018

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

Winter Maintenance

Activity	This month	This season, so far	Last season, as of April 28, 2017
Callout	2	30	33
Plowing	2	30	29
Treating the pavement	3	48	50
Sanding	2	42	43
Sidewalks	2	43	38
Snow removal	0	7	7

From the daily log:

- Fri., April 6: At 3:00pm, because of snow, we treated the pavement. Adam did the sidewalks. We finished at 5:00
- Mon., April 9: Because of snow overnight, Gary took Truck #5 and treated the pavement on the main roads.
- Sun., April 15: Because of sleet and freezing rain, I called everyone in at 1:30 pm. We treated all of the pavement. Everyone finished at 5:00 pm. Adam came in and plowed the pavement.
- Mon., April 16: Because of sleet and freezing rain overnight, everyone was in at 6:00 except Adam. Neal, Colton, and Mike treated all of the pavement, then sanded all of the gravel roads. Adam did the sidewalks. After that he plowed off all of the paved roads again, working until 5:00 pm.
- Wed., April 18: Gary took Truck #5 and picked up one load of manufactured sand and spread it on Sand Hill because it was slippery.

Mud Season:

- Again this month much of our time was spent maintaining gravel roads for mud season.

### **Tropical Storm Irene Alternate Projects:**

- The renovations to the Public Works facility started in September and are ongoing.

### **Flash Flood of July 1, 2017:**

- Since spring thaw is mostly over and conditions are now favorable, Nott's Excavation has been able to resume installing culverts on Turnpike Road and Tigertown Road.

### **Transfer Station:**

- The recycling rate for March was 61% of all materials collected.

### **Out-to-Bid:**

- We are currently out to bid for gravel and ledge products, winter sand, and crack sealing.

### **PACIF Grant:**

- We have applied for a PACIF grant for a new fire alarm system for Tracy Hall.

### **Guardrail Repairs:**

- I have scheduled repairs to the guardrails in three locations: at the intersection of Mitchell Brook and Tigertown Road, New Boston Road, and at the intersection of Main Street and Turnpike Road. These areas of guardrail were damaged by unreported accidents and need to be repaired because of the liability issue to the town.

### **Road/Street Sweeping:**

- We have swept all of the outlying roads. We are waiting for Avery Sweeping to get to us for the sweeping of the downtown area.

### **Training:**

- Colton Grant attended competent person training on April 24<sup>th</sup>. This is an OSHA course.

### **Pending Projects:**

- The balance of the 2017 Paving Plan, to be completed during the spring of 2018.
- Remarketing of our crosswalks, stop bars, parking stalls, etc.
- Out to bid for paving.
- Out to bid for the repairs to Bridge #43
- Out to bid for repairs to the box culvert on Route 132. This was supposed to have been done last year, but was postponed because of the solar project at the Elizabeth Copper Mine in Strafford (truck traffic).
- Pressure washing of the bridges to prevent premature decay.

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**DRAFT**

Town of Norwich, Vermont



CHARTERED 1761

Herbert A. Durfee, III  
Town Manager

**REQUEST FOR PROPOSALS  
PROFESSIONAL AUDITING SERVICES**

TO: Prospective Firms  
FROM: Herbert A. Durfee, III, Town Manager  
DATE: May 22, 2018

The Town of Norwich, Vermont seeks qualified professional auditing services for a three (3) year audit period covering FYE 2018, FYE 2019, and FYE 2020 for the Town of Norwich. (Fiscal Year = July 1–June 30.) Audited financial statements for past fiscal years are available by contacting the Town Finance Office.

All proposals must be received by the **Town Manager's Office no later than 4:30 pm, on Friday, May 25, 2018.** Proposals received after the deadline will not be accepted.

One (1) original and seven (7) copies of a firm's proposal shall be submitted and addressed to:

Herbert A. Durfee, III, Town Manager  
Town of Norwich  
300 Main Street; PO Box 376  
Norwich, Vermont 05055-0376

**SELECTION AND ANNUAL PROJECT SCHEDULE**

The schedule for selecting the professional auditing firm and completion of the annual audits shall adhere to the following schedule:

Selection Schedule:

May 25, 2018	Deadline for Proposal Submission
June 13, 2018	Selectboard's Intended Date to Select a Preferred Firm
June 27, 2018	Selectboard's Date to Sign Contract with the Preferred Firm

Annual Project Schedule:

End Aug. 2018/2019/2020 Audit Start Date  
Sept. 30, 2018/2019/2020 Draft Audit / Management Letter Delivered to the Town Manager  
Oct. 30, 2018/2019/2020 Final Audit / Management Letter Delivered to the Selectboard

**DRAFT**

#### **ANNUAL DELIVERABLES**

The preferred auditing firm shall provide to the Town Manager and the Selectboard the following deliverables on an annual basis for the three (3) fiscal years FYE 2018, FYE 2019, and FYE 2020:

September 30:

- One (1) original digital copy (.pdf) of the draft audit report and related management/internal controls letter.

October 30:

- One (1) original, seven (7) hardcopies, and one (1) digital copy (.pdf) of the final audit report and related management/internal controls letter.
- One (1) digital copy (.pdf) of a "short" version of the final audit for inclusion in the Town's Annual Report.

No Later Than December 31:

- Audit firm presentation of the annual audit and management/internal controls letter to the Selectboard.

#### **COST OF PROPOSAL PREPARATION**

Firms submitting proposals shall bear the full cost of preparing the proposal. There may be no claims for reimbursement from the Town for the cost and expense associated with preparing proposals.

#### **EVALUATION OF PROPOSALS**

Firm should recognize that the audit must be completed according to the time schedule. Proposals will be evaluated by the Town Manager, Finance Director, Treasurer, and Selectboard based on the following criteria:

1. Experience and familiarity with municipal financial statements.
2. Experience and resources of the accountant/accounting firm.
3. Availability to meet time schedule.
4. General quality and completeness.
5. Cost which must be expressed as a "not-to-exceed" fee.

#### **SCOPE OF SERVICES**

Perform an audit of the financial statements of the Town of Norwich. The audit shall be in accordance with generally accepted accounting standards and include procedures which the firm considers necessary to express a qualified opinion as to the fairness of the financial statements.

In determining the extent of test procedures, the firm shall give full consideration to the apparent effectiveness of the system of internal accounting control and internal check and its management.

The feasibility of recommendations for improvements in the internal accounting system needs to be discussed with the Town's administrative staff during the course of the fieldwork.

#### **TOWN RIGHTS**

The Town reserves the right to reject any and all proposals. The Town also reserves the right to select the firm that, in the best judgment of the Town Manager and Selectboard, will provide the required deliverables according to the schedule irrespective of the "not-to-exceed" bid.

# 2017 Vermont Local Opinion Leaders Survey: Summary of Findings

Opinions Regarding Tobacco, Alcohol, and non-Medical Marijuana Prevention and Control Policies

TM Report

12

January 2018

## Overview

The Vermont Department of Health's Tobacco Control Program (VTCP) and Alcohol and Drug Abuse Programs (ADAP) work with strategic partners and community grantees throughout Vermont to promote tobacco and substance prevention and control policies at the state and local levels. To inform program policy priorities, it is helpful to understand knowledge, attitudes, and support for potential policy options among municipal government and other local opinion leaders.

In 2014, the VTCP sponsored a survey of local opinion leaders in Vermont, conducted by RTI International, to assess knowledge, attitudes, and support on a selection of potential tobacco control policies. In 2017, VTCP partnered with ADAP to co-sponsor a second Local Opinion Leader Survey (LOLS), conducted by JSI Research & Training Institute, Inc. The 2017 LOLS was expanded in scope, including potential policies for tobacco control and potential policies addressing alcohol and non-medical marijuana use. The 2017 LOLS sample was also expanded to incorporate additional types of local leaders.

## Survey Methods & Sample

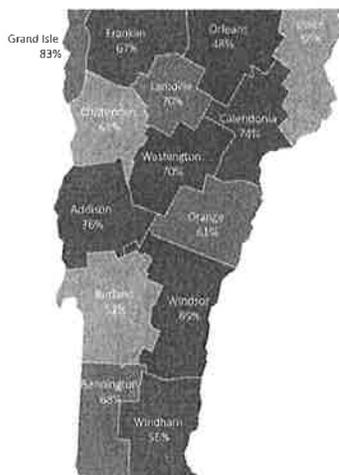
The 2017 LOLS was administered to two samples using phone interviews and an online survey.

- **Core Sample:** comprised of select board chairs, mayors, regional planners, and town managers.
- **Expanded Sample:** comprised of local planners and chambers of commerce (CoC) members and staff.

The sampling frame came from the Vermont League of Cities & Towns, town websites, and the Vermont CoC website.

The total 2017 LOLS sample size was 299/460, for a response rate of 65%. Among the 299 survey respondents, 164 (55%) were interviewed via phone and 135 (45%) completed the survey online.

### RESPONSE RATE BY COUNTY



## Who responded?

- **Mayors**
- **Regional planning commission**
- **Select board chairs**
- **Town managers**
- **Chambers of Commerce**
- **Local planning commission**
- **Average number of responses by county = 22**

## 2017 Findings

### A MAJORITY OF LOCAL LEADERS ARE RECEPTIVE TO 5 POLICIES\*

- Increasing the state tobacco excise tax
- Restricting non-medical marijuana advertising
- Preventing retailers from accepting tobacco coupons
- Restricting alcohol consumption in public places
- Having health promotion language in town and/or regional plans

### COMMON THEMES

- Most significant community health issues include: Addiction, obesity/nutrition/physical activity, and access to health care/aging/mental health/the impact of poverty on health
- Local opinion leaders support for policy options do not significantly differ by population size of county or local opinion leaders' perceived level of influence
- Local opinion leaders generally perceived their influence to be greater at the local level than at the state level

\*Majority = 50% or more respondents are strongly supportive or somewhat supportive of the policy.



JSI RESEARCH & TRAINING INSTITUTE, INC.



## Opinions on Tobacco Prevention and Control Policies

77% of local leaders feel tobacco prevention and control is an equally or more important issue than other health problems in their community.

### LEVEL OF SUPPORT FOR TOBACCO POLICIES\*

- **73% of local opinion leaders support increasing the state tobacco excise tax**
  - Reasons include: increased cost for tobacco discourages use, motivates tobacco users to quit, and messages that tobacco is not healthy behavior. Some local opinion leaders also stated that additional tax revenue would be beneficial.
  - Favorability for increasing the state tobacco excise tax is often conditional on the tax revenue being used to offset the societal cost of tobacco use (e.g, fund health care costs, education).
  - 44% strongly support, 29% somewhat support
- **52% of local opinion leaders support preventing retailers from accepting tobacco coupons, a slight decline from the 2014 rate of 56%**
  - 39% strongly support, 13% somewhat support
- **47% of local opinion leaders support increasing the minimum age to purchase tobacco products to 21 years, similar to the 2014 rate of 47%**
  - 29% strongly support, 18% somewhat support
- **46% of local opinion leaders support making flavored tobacco products illegal\*\***
- **21% of local opinion leaders support restricting the number of tobacco retailers**
  - 9% strongly support, 11% somewhat support

### NOTES

- Opinions varied by role for tobacco control policies; municipal officials were less likely to favor policies on: raising the legal age of sale for tobacco to 21, restricting the number of tobacco retailers, or preventing retailers from accepting tobacco discount coupons.
- Opinions on tobacco control policies did not vary by county population size.

\* Support = strongly support or somewhat support

\*\* = yes or no question on the survey



## Opinions on Alcohol Prevention and Control Policies

72% of local opinion leaders feel underage drinking is an important health issue to address in their community.

### LEVEL OF SUPPORT FOR ALCOHOL POLICIES\*

- **51% of local opinion leaders support restricting alcohol consumption in public places.**
  - Local opinion leaders support restricting alcohol consumption where children play, in parks, and at local events.
  - Local opinion leaders expressed that alcohol control policies should be determined at the local based on each community's situation, not mandated by the state.
  - 25% strongly support, 26% somewhat support
- **46% of local opinion leaders support a 1% local option tax on alcohol sales.**
  - Local opinion leaders not in favor of a local option expressed concern on too much taxation already, pushback from residents, unfair to those of lesser means, and negative economic impact.
  - For all alcohol tax policies, about 10% of local opinion leaders consistently said these policies won't work - people will go elsewhere, such as other towns in Vermont with lower taxes, or notably, to New Hampshire.
  - 25% strongly support, 21% somewhat support

### NOTES

- **Planners were more likely to favor a policy to restrict or cap the number of alcohol retailers in a community while municipal officials and business people were strongly against this policy.**
  - There were no differences of opinion by county population size or leaders' perceived level of influence.

\*Support = strongly support or somewhat support



## Opinions on Non-Medical Marijuana Prevention and Control Policies

46% of local opinion leaders feel non-medical marijuana use is an important or very important health issue to address in their community.

### LEVEL OF SUPPORT FOR NON-MEDICAL MARIJUANA POLICIES\*

- **61% of local opinion leaders support restricting advertising for non-medical marijuana and related paraphernalia, should marijuana be legalized in Vermont.**
  - A small group of local opinion leaders were opposed to restrictions on advertising of marijuana products, stating that if it were a legal product sold through retail markets then businesses ought to be able to sell and therefore promote it.
  - 41% strongly support, 20% somewhat support

### Viable Prevention and Control Policy Options

Considering survey findings on local opinion leaders level of support for prevention and control policies, salience of issues and contextual factors, the following policy options are candidates for development, support, and adoption.

- **STATE TOBACCO EXCISE TAX.** Significantly increasing tobacco taxes is one of the most effective strategies to reduce tobacco use, especially among youth. With a tax rate of \$3.08 per pack of cigarettes, Vermont ranks 6th in the nation for cigarette excise tax. Vermont's local opinion leaders are aware of the effectiveness of this strategy, and generally receptive to increasing the tax. However, many are concerned that the revenue would end up in the state's General Fund. Linking revenue gained from tobacco taxes to support tobacco programming and/or healthcare costs associated with tobacco use lends further support for this policy option.
- **RESTRICTING ALCOHOL CONSUMPTION IN PUBLIC PLACES.** Considering the craft beer, wine and spirits industry in Vermont and its contribution to state and local tourism and economy, local opinion leaders are more supportive of local policies to restrict alcohol consumption in public places, such as parks, than they are in restricting number of alcohol retailers or increasing alcohol taxes.
- **RESTRICTING ADVERTISING FOR NON-MEDICAL MARIJUANA AND PARAPHERNALIA.** Possession of non-medical marijuana will become legal in Vermont in July 2018. Considering the likelihood of Vermont moving forward with a plan to tax and regulate the sale of marijuana in the future, and some level of support among local opinion leaders to restrict advertising for nonmedical marijuana and paraphernalia in an effort to restrict promotion of use, this policy option is timely and salient.

\*Support = strongly support or somewhat support

this application was addressed at 4/25 SB Mtg.

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**FYI**

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

Name: Don McCabe

Address: 97 Meetinghouse Road

Day phone: 5649-5921

Evening phone: same

E-mail: don\_mccabe@comcast.net

Position Applied For: alternate DRB member

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

Terms: 2

Years: 2016-18

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

Evening: (Yes  No  Morning: (Yes  No

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

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

33 years resident. Served on DRB in past.

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

Past: Police Review committee, Bandstand committee.

5. Education and Current Employment

Name of Company: retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

MSW. Past Norwich committees.

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

Comments:

Signature

*don mccabe*

Date

4/05/2018

*this application was addressed @ 4/25 SB mtg.*

**Town of Norwich**  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**FYI**

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

Name: Robert Gere

Address: 1399 Union Village Rd

Day phone: 802-280-5192

Evening phone: 802-649-5267

E-mail: rgere@mac.com

Position Applied For: EC Fiber Governing Board - alternate delegate

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

Terms: 1 full term

Years: 1.4

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

Evening: (Yes  No  Morning: (Yes  No

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

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

I have served on several town committees and boards

and I work in Information Technology.

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

Currently - Energy Committee

Previously - Finance Committee, Justice of the Peace, Board of Civil Authority,

Development Review Board.

5. Education and Current Employment

Name of Company: Dresden School District SAI Location: Hanover, NH

Title: IT Specialist

Describe your work:

Computer support for school staff, repair and maintain computers, administer users.

6. Pertinent Education and/or Experience:

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

Comments:

Signature

*Rob Gere*

Date

4/19/2018