

Agenda for the Selectboard Meeting Wednesday, July 11, 2018 6:30 PM

- 1) Approval of Agenda (Action)
- 2) Approval of Minutes: 6/27/2018 & 6/28/2018 Selectboard meetings (Action)
- 3) Correspondence (Discussion/Action)
 - a) VTrans – re: Church St. Safe Routes to School sidewalk (Possible Action Item)
 - b) Planning Commission
 - c) Stuart Richards
 - d) Kathy Urffer (CT River Conservancy)
 - e) Mary Fowler
- 4) Public Comments (Discussion) *strict 3-minute limit per speaker*
- 5) Set Tax Rate (Discussion/Action)
- 6) Review Accounts Payable/Warrants (Discussion/Action Item)
- 7) Adopt the 2018 Town Plan (Action)
- 8) Internal Financial Controls – Interim Status Report (Layton/Cook) (Discussion)
- 9) Personnel Policies Update/Status (Discussion)
- 10) Approve Contract #2 (Willey Earth) & Contract #3 (L&M Construction) for July 1 Storm Repair (Action)
- 11) Clarify Dissolution of Finance Committee MOU with School District (Discussion)
- 12) Re-Appoint Linda Cook, Town Forest Fire Warden (Action)
- 13) Appoint Alex Northern, Deputy Town Forest Fire Warden (Action)
- 14) Watershed Land Management Council Vacancy Appointment (Possible Action)
- 15) RE: Gurman Appeal of DRB Decision (Zoning Permit 3APP18, 5/30/18) to VT Environmental Court (Action):
 - a) Authorize the Town's Entry of Appearance
 - b) Appoint the Zoning Administrator (and his legal representation, as necessary) to serve as the Town's representative in the appeal
- 16) Town Manager Report (Discussion)
- 17) Review of Next Agendas (Discussion/Action)
- 18) End of Meeting Debrief (Discussion)
- 19) Adjourn

Next Meeting – August 8, 2018 at 6:30 PM

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(2)

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, June 27, 2018 at 6:30 pm

Members present: Claudette Brochu, Vice Chair; Linda Cook; John Langhus; Mary Layton; Herb Durfee, Town Manager. Member absent: John Pepper.

There were about 7 people in the audience.

Also participating: Cheryl Lindberg, Nathan Margolis, Norm Levy, Robert Gere, and Dennis Kaufman.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to proceed with the agenda as drafted.
2. Approval of Minutes (Action Item). Layton **moved** (2nd Langhus) to approve the minutes of the June 10, 2018 and June 13, 2018 Selectboard meetings with amendments put forward by Mary Layton. **Motion passed unanimously.**
3. Correspondence (Discussion/Action Item). Langhus **moved** (2nd Layton) to receive correspondence from Chris Katucki regarding the Finance Committee. **Motion passed unanimously.**
4. Public Comment (Discussion Item). Cheryl Lindberg said that the Board of Listers has signed a contract for assessing services.
5. Review Accounts Payable/Warrants (Discussion/Action Item). No action necessary.
6. Town Treasurer Fiscal Checklist (Discussion/Action Item). Durfee explained that this checklist was completed by the town treasurer, per annual requirement. The checklist may be helpful for Selectboard as they review financial/fiscal functions. Cook asked about three items on the checklist that were answered, "don't know". Lindberg said that she answered the checklist according to her knowledge. Langhus **moved** (2nd Layton) to receive the treasurer's financial checklist and to authorize Brochu to sign the checklist on behalf of the Selectboard. **Motion passed unanimously.**
7. Funds for Reappraisal (Discussion/Action Item). Durfee said that the status of the fund is that money for reappraisal had been going into the general fund; starting last year \$6,400 was put aside for the next year in a reappraisal fund. Cook asked about money from the state and how it is used. Kaufman said that the state is still sending that money annually and Lindberg said that the money has traditionally gone into the general fund to offset listers' expenses. Starting in the next fiscal year, money is being put into a reappraisal fund. Lindberg said that the new assessor contract will provide for the new assessor to maintain the grand list, and the listers will put out a new request for bids when it is time to conduct a reappraisal. Lindberg asked if the Selectboard would agree to roll over from the current fiscal year any unused listers funds into the next fiscal year. Selectboard members agreed they would revisit the listers funding issue after receiving updated budget/spending information from fiscal year 2018
8. Church Street Safety Alternatives (Discussion/Action Item). Durfee said that he is in the process of finding out from the state whether the state funds for "safe routes to school" can be used for traffic calming measures. Durfee has spoken to state officials and they are looking into the question. Durfee will report on what he learns.

9. Marijuana Regulations (Discussion/Action Item). Tracey Hayes spoke on the issue of marijuana, and presented information as included in materials she had provided to the Selectboard, which are included in the packet for this meeting. Selectboard members discussed ways to approach the issue. Langhus suggested that a SB member volunteer to put together resources and personnel to consult with the SB. Durfee said that he is looking at ways to address the issue as it relates to town personnel and town facilities/property and would want to include experts and interested parties. Hayes said that she would like to work with town officials on this issue; Durfee agreed to follow up with Hayes.

10. Energy Committee (Discussion/Action Item). Brochu explained that there is interest in discussing the Energy Committee charge and also energy policy in general. Langhus reviewed past SB discussions about Energy Committee issues. Langhus consulted with Linda Gray and Norm Levy, and Linda Cook about the charge and produced a draft for SB consideration. SB members discussed some suggested changes to the charge language. Langhus **moved** (2nd Layton) to approve the Charge for the Energy Committee, as amended. **Motion passed unanimously.** Langhus discussed Charlotte Metcalf's questions about the Energy Committee and Langhus's draft answers. Selectboard members acknowledged Langhus's efforts in answering Metcalf's questions. Selectboard members discussed the possibility of seeking approval of an enhanced energy plan and the possibility of designating preferred sites for renewable energy projects. Norm Levy said that the Energy Committee has been working on both of these issues, and they hope to have drafted documents to share with the Selectboard sometime this coming fall. Selectboard members agreed to revisit these issues in the fall.

11. Land Management Council (Discussion/Action Item). Selectboard members agreed to defer this discussion for a later meeting. Durfee said that the Council does currently exist and it has three members. He does not yet know what their terms are and when they might expire. Durfee will continue to investigate the matter and report back to the Selectboard.

12. Draft of SB Memo to Appointed Boards & Commissions (Discussion/Action Item). Brochu said she drafted a memo to send it out to boards and commissions. Langhus **moved** (2nd Layton) to approve the memo to appointed boards, committees, and commissions, dated May 28, 2018 and distribute said memo, as applicable. **Motion passed unanimously.**

13. Town Manager Report (Discussion/Action Item). Brochu said that the Selectboard members were provided a written report. Brochu suggested that the Selectboard ask any questions about the report. Durfee said that he will not purchase a used 550 Ford truck, because the vendor has said the truck needs too much work. Durfee asked the Selectboard to authorize him to purchase a wing to install on the new Freightliner truck that has been ordered. The cost of the wing would be \$16,755. Durfee said he is working on reducing the DPW fleet to what vehicles are necessary. Layton **moved** (2nd Langhus) to authorize the expenditure of an amount not to exceed \$16,755 for the purchase and installation of an Everest wing system installed on the Freightliner that the town is in the middle of purchasing. **Motion passed unanimously.** Durfee will provide documentation for Selectboard about this purchase.

- a. Durfee said that Rod Francis will start on July 9, 2018 and the Selectboard should officially appoint him as zoning administrator. Layton **moved** (2nd Langhus) to appoint Roderick Francis as Zoning Administrator, effective July 9, 2018. **Motion passed unanimously.**
- b. Selectboard members asked Durfee to insist that the auditor must present to the Selectboard at a meeting at no extra charge. Langhus **moved** (2nd Layton) to authorize

the Town Manager to enter into a contract with Batchelder to provide auditing services to the Town of Norwich for FYE 2018, 2019 and 2020, according to the terms/deliverables required of the RFP. **Motion passed 3 to 1 (no-Cook).**

14. Review of Next Agendas (Discussion/Action Item). The Selectboard agreed to include in their June 27, 2018 agenda the following items:

Clarification of Finance Committee MOU Dissolution
Lister/Reappraisal Funding
Town Plan Adoption
Set Tax Rate

At 9:15 pm, Cook **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:15 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____.

John Pepper
Selectboard Chair

Next Meetings – June 28, 2018 – Meeting at 7:00 PM

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

Miranda Bergmeier

From: claudette brochu <cbrochu30@gmail.com>
Sent: Tuesday, July 03, 2018 9:17 PM
To: Miranda Bergmeier; John Pepper; John Langhus; Mary Layton; Linda Cook; lcookie1971 @gmail.com; Herb Durfee
Subject: Draft minutes 6/27/18

I propose the following changes to the minutes:

Agenda item #6: After the sentence ending in "don't know" and before Cheryl's comment that she answered to the best of her ability: add "explanations provided Durfee."

Agenda #10: After sentence :Selectboard acknowledges Langhus's work in answering Metcalf questions: Add sentence saying board would be interested in getting quantitative data on where we as a town stand in relation to meeting state renewable energy goals as well on what cost savings the town has realized with the work that has already been accomplished (r/t renewables). Levy reported that the data has recently been received by Energy Commission so the work has started.

Delete the sentence: "Selectboard members discussed seeking approval of an enhanced energy plan...". Change to "Langhus presented a first draft on Energy Policy. Board discussed if this was the role of EC vs board. Board decided to defer discussion to allow EC time to do this work and present proposed Energy Policy to the board."

Agenda item #12: Add "Durfee to distribute memo to all committee/commission/appointed officials, etc."

Agenda item #14: Future agenda:

Delete Lister funding- this is deferred until end of FY financial info available.

Change date of nextSB meeting to July 11, 2018.

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DRAFT Minutes of the Special Selectboard Meeting of Sunday, June 28, 2018 at 7:00 pm

Members present: John Pepper, Chair (remotely); Claudette Brochu, Vice-Chair; Linda Cook; John Langhus; and, Mary Layton.

Others present: Herb Durfee, Town Manager; Stuart Richards; Frank Manasek; Colin Calloway; Marcia Calloway; Jaci Allen; Christopher Ashley; John Farrell; Anne Focey; Jeff Lubell; Melissa Horwitz; Susan Brink; and, Peter Brink.

1. **Call to Order.** At 7:02 pm, Vice-Chair Claudette Brochu called the meeting to order and presided over the meeting (since John Pepper was attending remotely). Brochu introduced members.
2. **Public Comment** (for items not on the agenda). Stuart Richards asked for an update on the Town Plan Survey and asked for clarity on the Affordable Housing Designated Fund and the fund's use. Pepper replied that, to date, the survey was not yet complete and that he couldn't provide additional information at this time. Herb Durfee provided a general summary of the Affordable Housing Designated Fund and its use, based on an e-mail he sent to the Board. Richards asked if the funds could be used as "seed" money, including feasibility studies, for issues leading to purchase of land or securing options on land. Durfee stated he would have to further research that question.
3. **Town Plan Public Hearing #3.** Mary Layton **moved to open the 3rd public hearing on the draft Town Plan. Seconded** by John Langhus. **Motion passed 5-0-0.** Brochu asked the Board how they preferred to proceed procedurally but indicated her desire to generally follow the same procedure as the 2nd public hearing. Langhus asked if it made sense to first take on the comments already received from some members of the public, since some level of response had been prepared for the meeting. After some discussion, there was general consensus to proceed matching the method used for the 2nd public hearing.

Marci Calloway explained her understanding is that the May 23rd plan of record based on the June 10 public hearing and with the changes acted on by the Selectboard would generate a revised plan of record (dated June 12). Calloway said there are some differences between the May 23rd and June 12th plans of record that are not consistent with the Board's action on June 10. She stated her real question is whether the changes are more than *de minimis*.

Stuart Richards followed up on Calloway's concern by adding his belief that the additions to the draft plan are substantive. He stated he felt the Rte 5 South concerns were re-enabled. He noted the Board has his comments. Richards reiterated his feeling that the changes are taking the Town backward, and that he feels blindsided.

Frank Manasek indicated that there is a general overriding problem in that nobody here seems to know what's going on. He observed that people seem to be disenfranchised, and, he too, feels blindsided. He indicated that the meaning of the plan has changed whereby the plan has reverted to something that the Town dislikes.

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Jaci Allen noted her representation as a Planning Commission member. She noted her concern with today's earlier comments. Allen stated that repetitive statements mentioned repeatedly don't make them true. She explained the process she went through in helping the Selectboard prepare its revisions to the draft plan. Allen noted that the Town cannot afford to not have a plan. She reiterated that those persons involved with helping the Selectboard were acting in good faith to carry out actions of the Selectboard; and, putting the plan on hold makes no sense. She stated there is nothing in the plan that furthers the Rte 5 South concern of previous comments.

Langhus thanked all persons involved for their participation. He further clarified the process undertaken from June 10 through June 12. He noted his appreciation for the public's comments but he doesn't appreciate those persons indicating there wasn't good faith made in the work that was accomplished to create the revised draft of record.

The Board next reviewed the written comments submitted earlier in the day by Marcia Calloway (as also submitted by Stuart Richards). To aid in the Board's review, the Board used Jaci Allen's prepared responses to the concerns raised. [A copy of the Calloway's concerns with Allen's response is attached herein.] Allen was at the microphone to help with the explanation that follows:

Page 1-3 – The added text, "The plan may be used in state regulatory proceedings including Act 250, Section 248, VTrans access permits, etc.", was added, according to Allen, specific to input from the TRORC as to typical venues in which the plan is used.

Page 5-11 – omitted language where "[Explain]" appeared in the margin. Langhus replied there was at least one area in the plan that the Board sought additional explanation (in this case, related to inclusionary zoning). Due to the time constraints of getting the plan revised and ready for adoption, the Board opted not to add additional text in the draft plan, at this time. However, Langhus noted that future amendment/update to the plan should add explanatory text where this bracketed text appeared in the previous draft of the plan.

Page 9-11 – Action G.3.a from the May 23 draft is omitted. Langhus, from his perspective, indicated that this action item could return to the plan draft without affecting the plan's content.

Page 10-8 – Action H.8.h from the May 23 draft is omitted. Langhus, also, indicated that this action item could return to the plan draft without affecting the plan's content.

Page 12-6 (...scale, size, density...); 12-8 (Rte 5 South); 12-9 (Rte 5 South/River Rd); 12-9 (Hamlets); and, 12-12 (Action K.3.d), at the Board's request, Durfee, since he prepared the changes to the Land Use section, offered insight into the rationale for the changes – predominately, changes were made to recognize changes made to the Future Land Use Map and the related text, to be consistent with changes made in other section (e.g., size, scale, density, etc.), to acknowledge concern about public participation, and to emphasize best of intentions in a short period of time in which to make the necessary changes but to still meet statutory public notice requirements.

Richards encouraged that at least part of the new text on page 12-6 could be removed from the draft plan. He further encouraged removal of the new text on page 12-8 in its entirety. Finally, he indicated that the new text on page 12-9 required amendment.

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Christopher Ashley offered insight that, yes, some persons are opposed to the draft plan. He agreed that there is additional support, especially related to workforce housing, that could be added to improve the plan. He reminded the Board that the plan is visionary and that the plan, by itself, doesn't address changes to bylaws that would further the Town's housing needs (i.e., one of the key documents that carry out the plan's vision). He stated that effort is down the road, but what is important now is to get the plan adopted so those efforts can start. He also encouraged adopting the plan so amendments can be made to the bylaws so the Town can obtain a greater share of reimbursement funds related to FEMA and the state emergency management fund. Lastly, he offered to the Board, of those persons he's speaking with, those persons are supportive of adopting the plan. Thus, he offered his vote of support for the plan.

Susan Brink indicated her support for the plan.

Jeff Lubell commended the efforts by all involved with developing the plan, especially since its receipt by the Selectboard. He encouraged passage of the plan, and suggested that the issues raised today are not problems that affect the plan's meaning. Lubell noted the host of changes that had been made with relation to all the concerns raised to date. In that light, he said it is time to move forward.

Stuart Richards said if you remove the red flags then you are "home free", and there's no reason not to remove them. He encouraged the Board to not be stubborn.

John Pepper asked, given the schedule and notice requirements, etc., what changes could be made without comprising moving forward with the plan. Durfee responded by offering insight on "substantive" changes versus "technical deficiencies". He noted the planning statute really only defines technical deficiency, so a substantive change would be defined as not being a technical deficiency. He further indicated that it's really in the hands of the Board as to what they define as substantive. Lastly, Durfee indicated that if you make any other change that is not a technical deficiency the plan is "dead". Langhus offered additional information to help with clarifying the difference between such changes.

Christopher Ashley, again, encouraged passage of the revised plan of record. He expressed concern that if the Town doesn't move forward with a plan the discussion will devolve into a constant discussion of changes where there is never an endpoint.

At 8:10 pm, there being no further public comment, Layton **moved to close the public hearing**. **Seconded** by Langhus. There was general discussion about the procedure moving forward, including substantive changes versus technical deficiencies, and the schedule the Board agreed to (i.e., the action to adopt the plan on July 11 not during tonight's meeting). Calloway asked how the public will get to know what the Board may act on later in the meeting. Lubell offered clarity on the definition of substantial. The **motion passed 5-0-0**.

4. Town Plan – Board Discussion and Action on Revised Plan of Record, (June 12, 2017).

Brochu asked Board members to offer their individual insight on the revised plan of record.

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Mary Layton said it's not a great plan, but we need to get it up and going.

John Langhus yielded his time to other members, since he already offered his insight.

Linda Cook indicated concern that the camaraderie of the process is lost. She stated the big change was the Land Use section (e.g., use of the term "cluster").

John Pepper said he received an alarming number of e-mails prior to the meeting. He believes there is a lack of trust among some people. He stated it's wrong to think of the Board this way. He explained the Board has bent over backward to address public comment. He's very comfortable with the plan as drafted. It's not a piece of "art". Two people had the challenge to put it all together in a very short period of time. We need to adopt the plan but we, also, have to take the red flags and continue the discussion. He believed the Board agrees with most of the feedback.

Claudette Brochu said she would like to see a couple of the deleted sections put back into the draft (i.e., the ones considered technical deficiencies). She noted those were the ones on pages 9-11, 10-8, and 12-12.

Regarding Page 9-11, Brochu moved to re-add Action G.3.a. into the plan. Langhus seconded the motion. Langhus suggested amendment to Brochu's motion such that the motion instead would read, Brochu moved to correct the following drafting error (on page 9-11) to re-instate Action G.3.a. Brochu accepted the change as her motion. The motion passed 5-0-0.

Brochu moved to correct the following drafting error (on page 10-8) to re-instate Action H.8.h. Langhus seconded the motion. The motion passed 5-0-0.

Brochu moved to correct the following drafting error (on page 12-12) such that Action K.3.d. needs to be deleted from the plan. Langhus seconded the motion. The motion passed 5-0-0.

There was general Board discussion on the clarity of comments and whether or not they constituted substantive change. Also, there was general discussion concerning whether or not the public requires time to see/comment on the comments offered today, including the written ones along with the responses provided, including the above motions. The issue of the plan's status was asked based on Richards' question related to if he submitted his petition for Town vote. Calloway clarified her concern related to the changes she noted in her comments based on a side by side comparison of the various draft plans. Also, Cook asked about some of the changes requested and the comments made, and what additional changes could be made that wouldn't jeopardize the plan's adoption. She indicated her hope to find some compromise between members of the public, the Board, and the comments/concerns identified. Allen offered that much compromise already has been carried out, but that it's time to get the plan done and adopted.

Cook moved as a form of correcting drafting errors that the new text (on page 12-6) be deleted, the new text (on page 12-8) be deleted, and the new text (on page 12-9) be deleted from the draft plan. The motion died for lack of a second.

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5. **Adjournment.** At 8:51 pm, Langhus moved to adjourn. Seconded by Layton. Motion passed 5-0-0.
Meeting adjourned.

Respectfully submitted,

Herbert A. Durfee, III, Town Manager

APPROVED:

John Pepper, Chair

Date

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[Marcia] Calloway [with Jaci Allen's response in red]

June 27, 2018

Comparison of May 23, 2018 Draft Town Plan to June 12, 2018 Draft Town Plan

The following page references are from the June 12, 2018 Draft Town Plan.

Page 1-3

ADDED LANGUAGE

"The plan may be used in state regulatory proceedings including Act 250, Section 248, VTrans access permits, etc." **There was Selectboard agreement on 6-10-18 that 'smaller side' TRORC comments would be addressed. This statement was added in response to one of these comments. It is a statement of fact about how any town plan may be used. It mentions three of the most common applications, and is not inclusive of all the possibilities. There is no hidden agenda.**

CONCERN: Section 248 is for public service hearings etc.
VTrans access permits is to apply for permits to access roads such as Route 5.

Why add these particular regulatory processes instead of all the other things that might be of concern to a town? The suggestion is that we are more particularly concerned with development (Act 250), energy initiatives (Section 248), and putting more access roads on to Route 5 from to-be developed areas on to Route 5 e.g. Dyke property.

Page 5-11

OMITTED LANGUAGE There is no comment that says 'explain' in the May 23 2018 Selectboard Draft Town Plan that was posted. This was a stray comment leftover in a Word draft from iterations of feedback that took place between Nov '18 and May 23rd, 2017. Not every comment was prioritized for follow up by the Selectboard. In this case, 'Inclusionary zoning' is listed as one of 7 possible ideas to 'Explore and evaluate multiple strategies for encouraging the creation of affordable housing, including, but not limited to...." There's no action on 'inclusionary zoning' that is implied by the Town Plan, except 'possibly explore.'

For reference, 'inclusionary zoning' from a conceptual standpoint means that if you're going to build a 'to be determined' number of housing units at a time, a 'to be determined' number must be affordable.

Action 8.5.1.3. Inclusionary zoning.

May 23, 2018 Draft says "explain" but there is nothing explained in the June 12, 2018 Draft.

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CONCERN: Why leave a term like "Inclusionary zoning" unexplained? This is vague and could lead to unintended consequences.

Page 9-11

OMITTED LANGUAGE There is no omitted language or inconsistency between the May 23 2018 and June 10 2018 Draft Town Plans published by the Selectboard. G.3.a was omitted from the Nov 2017 version of the Town Plan in response to concerns expressed about development. It's important to note that traffic is always considered by the Development Review Board as part of any new development, and is a key component of current regulations.

Action G.3.a in the May 23, 2018 Draft is gone. It said

"Proposed major changes in land use, either new development or changes in zoning districts, should be evaluated based on the available or planned capacity of transportation facilities serving the area."

CONCERN: The plan has references to saving fuel, using public transit, etc. in other places. Is there a particular agenda or reason for this issue not to be considered for zoning changes/new development?

Page 10-8

OMITTED LANGUAGE Action H.8.h in both the May 23rd and June 12th versions of the Town Plan states, "Include bicycle paths, pedestrian walkways, and mass transportation access in review of all proposals for development. There is no inconsistency or omitted language.

Action H.8.h. in the May 23, 2018 Draft is gone. It said

"Include bicycle paths as a component of the town's Capital Improvement Program and pursue federal and state funding for their construction."

CONCERN: I do not recall this coming up at the Board meeting following the last public hearing. Why remove it?

Regarding added language on Pages 12-8 through 12-9, at the Special Meeting on June 10, 2018, the Selectboard authorized the Town Manager to make appropriate edits in the Town Plan that would support the approved Map 11. These changes were made in good faith.

Page 12-6

ADDED LANGUAGE

First paragraph under "Village Business, Village Residential I and Village Residential II Districts: New language is

"The scale, size, density, etc. of these planning districts are intended to match those of current zoning regulations. However, given additional

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analysis by the Planning Commission as part of this plan's update or update to the zoning regulations, to further the goals and objectives of this plan (e.g., provision for affordable housing), it is understood that the scale, size, density, etc. of these established planning districts may require amendment. Note, however, that the planning district boundaries are well established. Any change to these boundaries or the creation of any new district needs to be accomplished through a plan amendment or re-write process." (Emphasis added.)

- CONCERN:** 1. This plan should NOT be just about affordable housing.
2. The plan NEVER talks about keeping existing housing affordable.
3. There has never been community agreement and it is NOT understood by the people of Norwich that "the scale, size, density, etc. of these established planning districts may require amendment."
THIS IS A MATERIAL AND UNACCEPTABLE CHANGE IN THE LANGUAGE AND SHOULD BE DELETED. It shows bad faith to insert it.

Page 12-8

ADDED LANGUAGE

Route 5 South/River Road. New language is
"While not a planning area defined by this plan, several parcels on the west side of Route 5 South and along River Road are served by state highways and easily accessible to Interstate 91, schools, municipal services, and public transportation. Due to this area's accessibility, some discussion already has occurred to change the planning and zoning for this area."

- CONCERN:** Why add this? The suggestion is that the people agree this is important and true. There are no NORWICH municipal services e.g. water and septic in those areas and they are exactly the areas of contention. **THIS IS AN INAPPROPRIATE CHANGE AND SHOULD BE DELETED.** It shows bad faith to insert it.

Page 12-9

ADDED LANGUAGE

Last paragraph of Route 5 South/River Road section. New language is
"Because such a zoning district is not presently authorized under this town plan, its creation would require a future change to the town plan, including additional public participation beyond minimum statutory requirements (i.e., the singular public hearing required of the Planning Commission.)"

- CONCERN:** This was not discussed at the Board meeting following the last public hearing. Notwithstanding, the added language mixes up the

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regulatory process for new/amended town plans – a process the Planning Commission did not follow for this plan – and the regulations concerning proposal and approval of zoning regulations. It is a confusing sentence, and one reading of it could be interpreted to mean that zoning can be changed with a single public hearing, which is not the case. THIS IS AN INAPPROPRIATE AND INCORRECT CHANGE OF LANGUAGE AND SHOULD BE DELETED.

Page 12-9

CHANGED LANGUAGE

"Hamlets" have been replaced with "Historic "Cluster" Areas"

NEW LANGUAGE

Second paragraph under Historic Cluster Areas. New language is
"There may be other areas in the Rural Residential District that could represent new locations for such type of clustering."

CONCERN: The people have NOT decided that there are other areas for "clustering" and have NOT decided where there should be any development. THIS IS NOT CORRECT, AND SHOWS BAD FAITH BY TRYING TO SUGGEST THAT THIS IS TRUE. THIS LANGUAGE SHOULD BE DELETED.

Page 12-12

SELECT BOARD VOTED TO DELETE AN ACTION BUT IT IS STILL IN THE JUNE 12 DRAFT There was some confusion on whether K.3.d or K.3.e was to be deleted, which was unable to be resolved by the June 12th posting date. K.3.e reads "Create criteria and performance standards for commercial uses in the rural residential areas to allow low-impact uses that will not adversely affect residential and agricultural uses."

It's important to note the context for each of these Action items. Both come under Objective K.3, "Limit commercial development through performance standards to a type, scale and design that is compatible with the character of the town and the neighborhood. " There are also numerous regulations in place today regarding commercial uses and development.

In this context, the Selectboard will make a decision on whether these two actions should be retained.

Action K.3.d "Allow for appropriate business/services needed in the community."

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CONCERN: This was voted by the Board to be deleted and should have been deleted. THIS LANGUAGE SHOULD BE DELETED.



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**State of Vermont
Highway Division**
One National Life Drive
Montpelier, VT 05633
vtrans.vermont.gov

[phone] 802-793-1743
[fax] 802-828-2848
[ttd] 800-253-0191

Agency of Transportation

June 25, 2018

John Pepper, Chair
Norwich Selectboard
Town of Norwich
PO Box 376
Norwich, VT 05055

RE: Norwich STP SRIN(14) Church Street Sidewalk

Dear Mr. Pepper,

It is our understanding that the Town of Norwich has elected to stop progress on the Safe Routes to School sidewalk project. Please be advised that, as outlined in the payment provision section of the original contract and subsequent amendment, if the municipality no longer desires the improvements or fails to construct the project, the municipality will be responsible for all reimbursed project related costs. The project costs up to this point are \$65,847.74; \$21,720.48 to T.Y. Lin International and \$44,127.26 to Resource Systems Group, Inc. for engineering services.

Town Manager Herb Durfee has reached out to VTrans inquiring about possible alternative solutions such as additional signage and other similar traffic calming type devices. While we do encourage the Town to consider some of these options as part of other projects and initiatives, these alternatives do not satisfy the purpose and need of the project which states: *The purpose of this project is to improve pedestrian access along US-5 in the Village Core of Norwich adjacent to the Marion Cross Elementary School and residential development between Main Street and Carpenter Road. The walkway will meet current ADA standards and the latest pedestrian guidelines, and directly serve as many residential properties as practicable. The need for the project is due to the proximity to the Marion Cross Elementary School and associated school age pedestrian volumes and lack of any existing walkway resulting in poor pedestrian movement*". Any proposed alternatives need to satisfy the above purpose and need statement.

Should the Town wish to move forward with this project, it would need to procure a design consultant. Engineering work previously completed for this project would not be considered for reimbursement of this project. Because of where this project is in the development phase, it would be acceptable for the Town to approach RSG directly about a new agreement to bring this project to completion. If an agreement with RSG cannot be reached or a new design consultant is desired, they must be procured in compliance with the MAB RFP/RFQ process. Once the project design consultant has reached the right-of-way negotiations phase, the cost of completing the project would again be considered for reimbursement as long as the consultant was procured using the above referenced RFP/RFQ process.

Please provide a formal response by August 3, 2018 confirming the Town's desire to stop the pursuit of this project or outline a projected plan of action for the continuation and construction of this project.

Thank you,

Tina M. Bohl
Project Manager
Municipal Assistance Bureau
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633



3b

To: Norwich Selectboard

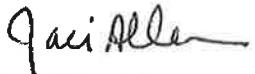
From: Norwich Planning Commission

Date: June 26, 2018

Subject: Response to Selectboard Draft Town Plan of Record, dated 6-10-18

It is the opinion of the Planning Commission that the Draft Town Plan of Record, dated 6-10-18 is generally consistent with Vermont's statewide planning goals.

The Planning Commission has no further comment and recommends the Selectboard adopt the Draft Town Plan of Record, dated 6-10-18.



Jacqueline Allen
Planning Commission Chair

3c

Miranda Bergmeier

Subject: FW: Affordable Housing Institutional Memory!

From: Stuart Richards [mailto:srichards@globalrescue.com]

Sent: Wednesday, June 27, 2018 1:25 PM

To: Herb Durfee; Claudette Brochu; John Langhus; John Pepper; Linda Cook; Mary Layton

Cc: Miranda Bergmeier; Phil Dechert; Roberta Robinson; Bonnie Munday; Ralph Hybels; Jeffrey Lubell; allenjaci@yahoo.com; Paul Manganiello; Andrew Winter; Bill Bittinger; Doug Wilberding; Daniel Richards; Dan Fraser; Mary Layton; Cathy Girard; Bill Stetson; Nancy Dean; Dean Seibert; Charlotte Metcalf; Cheryl Lindberg; Office fm; George Clark; ps; Ernie; Warren Thayer; Norman Levy; Kris Clement; Sarah Reeves; Anne Silberfarb; Devon Voake; Beth Baras; Miriam Richards; jerry ireland

Subject: Re: Affordable Housing Institutional Memory!

Herb,

Many thanks for working on this issue. It appears from the correspondence below that the "Assigned Fund Balance" for affordable housing may only apply to the purchase of land for affordable housing if in fact it can be used for that purpose. If it is true that the Select Board doesn't have the ability to draw from this fund (\$45K+) because it is expired or the ability to draw on it for additional purposes which might include but not be limited to engineering studies, septic studies, architect fees, traffic studies and the like then I request that you schedule an Agenda item to resolve this issue and to put this issue to Norwich voters at the August election if need be.

There has been great support expressed for the creation of affordable housing in Norwich. It seems more than appropriate that the Town do what it can to continue to support affordable housing as it has in the past. Please make this email and those below a part of the Select Board's correspondence file. In addition, it would be appreciated if Jaci Allen and Ralph Hybels make this a part of their respective committee's/commission's correspondence files.

Best regards,

Stuart

Stuart L. Richards, Director

Norwich Affordable Housing, Inc.

802-649-3928

From: Herb Durfee <HDurfee@norwich.vt.us>

Date: Wednesday, June 27, 2018 at 9:28 AM

To: Claudette <cbrochu30@gmail.com>, John Lanhus <johnlanghus@gmail.com>, John Pepper

<johnpepper91@gmail.com>, Linda Cook <lcook2825@gmail.com>, Mary Layton <marylayton@gmail.com>

Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>, Phil Dechert <PDechert@norwich.vt.us>, Roberta Robinson

<RRobinson@norwich.vt.us>, Bonnie Munday <BMunday@norwich.vt.us>, Stuart Richards

<srichards@globalrescue.com>

Subject: FW: Affordable Housing Institutional Memory!

Board Members,

My understanding from Stuart Richards is that he may attend tonight's meeting. He continues to be interested in the "Assigned Fund Balance" for "Affordable Housing". Below is the answer(s) to his question.

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: Phil Dechert
Sent: Tuesday, June 26, 2018 5:30 PM
To: Roberta Robinson; Herb Durfee
Cc: Bonnie Munday
Subject: Re: Affordable Housing Institutional Memory!

It could also be used to purchase an option.

Sent from my Verizon, Samsung Galaxy smartphone

Phil Dechert
Retired Director of Planning
Town of Norwich
802 649-1419 x 4

----- Original message -----

From: Roberta Robinson <RRobinson@norwich.vt.us>
Date: 6/26/18 5:05 PM (GMT-05:00)
To: Herb Durfee <HDurfee@norwich.vt.us>
Cc: Bonnie Munday <BMunday@norwich.vt.us>, Phil Dechert <PDechert@norwich.vt.us>
Subject: RE: Affordable Housing Institutional Memory!

Yes well it is in a separate fund in our books. It was set up as seed money in case anything became available in the way of affordable housing such as land , to be used as a down payment. The town voted to establish the fund and the monies came from tax dollars. Yes I believe the selectboard can spend it without voter approval because they voted for the fund, several times.

Originally voted on March 1, 2005:

Shall the voters of the Town of Norwich appropriate \$ 45,000 to create a revolving fund to initiate contracts to acquire land suitable for affordable housing?

Voted again March 4, 2008 and then again March 6, 2012.

From: Herb Durfee
Sent: Tuesday, June 26, 2018 4:52 PM
To: Bonnie Munday; Roberta Robinson; Phil Dechert
Subject: Affordable Housing Institutional Memory!

The \$45,000+ in the Assigned Fund Balance for Affordable Housing – what's the history behind that funding source? Can the Selectboard spend it without voter authorization as long as it's for "affordable housing"? Are there any strings to the specificity of "affordable housing" (e.g., does it have to be for construction, does it have to be only for a Town project such as a study, etc.)? Thx for any insight.

If there was a Town vote on the funding when was that vote?

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)

Herb Durfee

From: Kathy Urffer <kurffer@ctriver.org>
Sent: Thursday, June 28, 2018 11:21 AM
To: 'Kathy Urffer'
Subject: CRC update to partners on dam relicensing

Hello Dam Relicensing Partners!

Below is our latest update on the hydropower relicensing process for the Wilder, Bellows Falls, Vernon, and Turners Falls Dams and the Northfield Mountain Pumped Storage Station along the Connecticut River.

VT/NH facilities, owned by Great River Hydro

FERC Issued Study Plan Determination

As you might recall, Great River Hydro (GRH) submitted supplemental study reports for Study 18 (American Eel Upstream Passage Assessment) and Study 21 (American Shad Telemetry Study). They scheduled a study report meeting on March 8 where they discussed Studies 18 and 21, presented information about fish passage and eel monitoring work they have been doing at Vernon Dam, and discussed the Study 2/3 Erosion Supplemental data report filed on November 15, 2017.

Comments on Study 2/3, Study 18, and Study 21 as well as disagreements and requests to amend the study plans were submitted on April 23, 2018 by Connecticut River Conservancy (CRC), US Fish & Wildlife Service, VT Fish & Game, VT Department of Environmental Conservation, NH Fish and Game, NH Department of Environmental Services and many other private parties.

On June 21 FERC issued a study plan determination on Studies 2/3, 18, and 21:

- Regarding erosion issues (Studies 2/3) this quote sums it up, "The information presented in the study reports and addendum is sufficient for [FERC's] environmental analysis of the likely causes of erosion. Therefore, we do not recommend that Great River Hydro conduct an additional analysis of the likely causes of erosion."
- No specific requests for study plan changes were made on Study 18, so FERC did not address that study in their determination.
- Comments on Study 21 (American Shad Telemetry Study) requested a balloon tag study to quantify survival of American Shad for all downstream passage routes. FERC did not recommend any modifications to Study 21.

This basically means that these studies are considered complete.

Review Continues on Study 9, Instream Flow Study

US Fish & Wildlife and VT and NH state agency staff continue to conduct technical review of instream flow data. Great River Hydro completed the model run requested by stakeholders and held a stakeholder meeting on June 8 to go over the data and discuss next steps. Fisheries biologists will have a working meeting to discuss the model results and conversations with GRH will continue in meetings planned for early August.

Other studies underway

Great River Hydro submitted their required Progress Reports for Studies 9 (Instream Flow), 24 (Dwarf Wedgemussel and Co-Occurring Mussel), and 33 (Cultural and Historic Resources) on May 22, 2018. Their next progress report on these studies will be due on August 13, 2018 and then again every 90 days until final study reports are submitted. In their progress report, Great River Hydro indicated that they will continue efforts to complete their Traditional Cultural Properties report as well as develop a Programmatic Agreement in consultation with the State Historic Preservation Officer's and tribal leaders during summer 2018.

Recreation Survey and Feedback

Survey results and associated feedback from CRC's online recreation survey and public forums held in November and December will be distributed in the coming weeks for comment. In addition to information gleaned from the survey, CRC continues to have ongoing discussions with municipalities along the river regarding recreational access. We are finalizing the information and will be collecting clarifying comments. Once comments are received, a final version will be shared with Great River Hydro for their consideration as they continue to develop their overall recreation plan.

The process from here

What's next? Once the final Study Reports for Studies 9 and 24 are submitted there should be an opportunity to comment on those. When those studies are completed, FERC will commence the "post-filing" process. FERC has not indicated a date for Great River Hydro to file an amended license application at this point.

Facilities in MA, owned by FirstLight

CRC submits additional information/study request for Northfield Mountain Alternatives Analysis

On June 8, CRC filed a new additional information/study request with FERC. The request lists the results of relicensing studies and the impacts that Northfield Mountain has on various resources. We are requesting that FERC require FirstLight to conduct an analysis, including costs, of various options for avoiding, minimizing, and mitigating Northfield Mountain's environmental impacts for the next forty years, while continuing to provide valuable large-scale electric storage in an era of increasing renewable energy generation. Thus far, FirstLight has proposed to study the feasibility of a barrier net across the Northfield Mountain tailrace, which may avoid impacts to downstream migrating juvenile shad and American eels, but will not mitigate other impacts to the river and fishery. There is no "Plan B" if the barrier net proves infeasible and the costs for this option have not been provided.

Settlement Discussions Underway

Meetings and discussions among settlement stakeholders and with FirstLight continue.

If you have any questions or comments, please do not hesitate to contact us.

GRH facilities: CRC River Steward, Kathy Urffer. (kurffer@ctriver.org; 802-258-0413)

FirstLight: CRC River Steward, Andrea Donlon. (adonlon@ctriver.org; 413-772-2020 x 205)

~~~~~

Kathy Urffer

River Steward

**Connecticut River Conservancy**, formerly *Connecticut River Watershed Council*

PO Box 6219 | Brattleboro, VT 05302 | [www.ctriver.org](http://www.ctriver.org)

802-258-0413 | [kurffer@ctriver.org](mailto:kurffer@ctriver.org)



*Clean water. Healthy habitat. Thriving communities.*

**Connecticut River  
Conservancy**



**CLICK HERE TO  
BECOME A MEMBER**

**Miranda Bergmeier**

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**Subject:** FW: Norwich SB Meeting

**From:** Mary W. Fowler [<mailto:mwfowler@myfairpoint.net>]

**Sent:** Saturday, June 30, 2018 2:22 PM

**To:** Donna Girot; claudette brochu; Herb Durfee; [johnlanghus@gmail.com](mailto:johnlanghus@gmail.com); Mary Layton; Linda Cook

**Subject:** Norwich SB Meeting

First to Donna at catv--this is just to report that totally by chance I happened upon the broadcast today, Saturday, early afternoon, of the most recent Norwich Selectboard meeting, and what a pleasure it was!

First to note that actually I'd been listening for some 30-40 minutes before realizing I was listening to a broadcast that had no audio distortion! I don't know how long it's been since that severe glitch was resolved, but this was the first time I'd happened to tune in to this program to witness it. It took that long for me to recall that heretofore, due to that glitch, I have been unable to follow Norwich management in progress, and what a wonder this realization was! So, congratulations, catv! This is a demonstration of commitment to quality broadcasting that took years to resolve, and as a Norwich resident considerably interested in governance, very heartily received.

Also because I have heretofore literally been unable to *follow* our local SB meetings (on air), this (relatively?) recent access to the proceedings may make of me, an outsider without it, an actually participating member of the community.

Of the many things I'd been unaware, Claudette's incorporation onto the board had passed me by--and not only was she present, but here taking the management of the meeting itself. Her skill at tracking issues and supporting communications was a pleasure to witness.

Also impressed that Herb Durfee caught that a vote on a committee initiative must count the full majority of membership, not just the majority of those members attending a meeting--so that with a 7-member committee, a vote of 4 must rule, even if only 5 members were present.

I was impressed that John Langhus particularly was able to assist a resident clarify the issues at stake in a complex presentation of local marijuana regulations.

And I watched admiringly as the full board sorted through what was at stake in the Energy Committee's presentation of regulatory issues, clarifying therein what was advisory rather than regulatory authority.

These observations represent what to me must be a most efficient, informed, and coordinated governance team. Kudos to all involved!

Mary Fowler  
28 Dorrance Dr.

(5)

**Town of Norwich  
Property Tax Rates**

**Grand List**

|                          |                |                 |              |
|--------------------------|----------------|-----------------|--------------|
| 4/1/2018 Town Grand List | \$ 745,621,160 | Comcast         | \$ 964,204   |
| 1%                       | \$ 7,456,212   | Town Exemptions | \$ 2,420,200 |

| <b>School (Rates Set by State)</b> |  | <b>\$ 1.8487</b>     |
|------------------------------------|--|----------------------|
| <b>Homestead Tax Rate</b>          |  | \$ 4,706,685         |
| HGL Education Grand List           |  | \$ 8,701,249         |
| State Education Taxes              |  |                      |
| <b>Non Residential Tax Rate</b>    |  | <b>1.6075</b>        |
| NRGL Education Grand List          |  | \$ 2,759,173         |
| State Education Taxes              |  | \$ 4,435,370         |
| <b>Total State Education Taxes</b> |  | <b>\$ 13,136,619</b> |

|                                                                | FY19                | FY18             |
|----------------------------------------------------------------|---------------------|------------------|
| <b>Total Town Budget w/o Articles</b>                          | <b>\$ 4,502,386</b> | <b>\$ 0.4489</b> |
| Voted Monetary Articles                                        |                     |                  |
| Advance Transit                                                | 13,120              | \$ 0.0018        |
| Cemetery Commission                                            | 15,000              | \$ 0.0020        |
| The Family Place                                               | 6,000               | \$ 0.0008        |
| Good Beginnings                                                | 3,000               | \$ 0.0004        |
| Green Mountain Economic Development                            | 1,693               | \$ 0.0002        |
| Headrest                                                       | 2,500               | \$ 0.0003        |
| Norwich American Legion                                        | 1,500               | \$ 0.0002        |
| Norwich Child Care Scholarship                                 | 4,348               | \$ 0.0006        |
| Norwich Historical Society                                     | 8,000               | \$ 0.0011        |
| Norwich Lion's Fireworks                                       | 3,000               | \$ 0.0004        |
| Norwich Public Library Operating                               | 275,000             | \$ 0.0368        |
| Public Health Council of the Upper Valley                      | 337                 | \$ 0.0000        |
| SEVCA                                                          | 3,750               | \$ 0.0005        |
| Upper Valley Trails Alliance                                   | 2,000               | \$ 0.0003        |
| VT/NH Visiting Nurse                                           | 15,600              | \$ 0.0021        |
| White River Council on Aging                                   | 5,300               | \$ 0.0007        |
| Windsor County Partners                                        | 1,000               | \$ 0.0001        |
| WISE                                                           | 2,500               | \$ 0.0003        |
| Youth-in-Action                                                | 3,000               | \$ 0.0004        |
| <b>Total Monetary Articles</b>                                 | <b>\$ 366,648</b>   | <b>\$ 0.0491</b> |
| <b>Total Town Expenditures</b>                                 | <b>\$ 4,869,034</b> | <b>\$ 0.0492</b> |
| <b>Offsetting Revenues</b>                                     |                     |                  |
| Property Tax Fees and Interest                                 | 42,000              |                  |
| Current Use Payment                                            | 178,000             |                  |
| Permit and License Fees                                        | 11,805              |                  |
| Intergovernmental Revenues                                     | 230,132             |                  |
| Service Fees                                                   | 363,760             |                  |
| Public Safety Revenues                                         | 10,200              |                  |
| Other Town Revenues w/o Interest from Banks                    | 31,000              |                  |
| Interest Earned from Banks                                     | 20,000              |                  |
| Miscellaneous Revenues                                         | 4,000               |                  |
| <b>Total Offsetting Revenues</b>                               | <b>\$ 890,897</b>   |                  |
| Payment from Reduction in Undesignated Fund Balance 16%        | \$ 264,290          |                  |
| <b>Amount to raise from Property Taxes w/o Local Agreement</b> | <b>\$ 3,713,847</b> | <b>\$ 0.4980</b> |
| <b>Town Tax Rate</b>                                           |                     |                  |
| <b>Local Agreement Taxes</b>                                   | \$ 41,108           | \$ 0.0055        |
| <b>Total Town Tax Rate</b>                                     | <b>\$ 3,754,955</b> | <b>\$ 0.5035</b> |
| <b>Grand Total to be raised in Property Taxes</b>              |                     |                  |

**Summary**

|                                            | FY19   | FY18      | % Change |
|--------------------------------------------|--------|-----------|----------|
| School Homestead Tax Rate                  | 1.8487 | \$ 1.8122 | 2.01%    |
| School Non Residential Tax Rate            | 1.6075 | \$ 1.5461 | 3.97%    |
| Town Tax Rate (With Local Agreement Rate)  | 0.5035 | \$ 0.4953 | 1.66%    |
| Windsor County Rate (\$ 56,244 amount due) | 0.0076 | \$ 0.0076 | 0.00%    |
| Total Homestead Tax Rate                   | 2.3598 | \$ 2.3151 | 1.93%    |
| Total Non Residential Tax Rate             | 2.1186 | \$ 2.0490 | 3.40%    |

06/29/18  
01:07 pm

Town of Norwich Accounts Payable  
 Check Warrant Report # 18-28 Current Prior Next FY Invoices For Fund (General)  
 For Check Acct 03(General) All check #'s 06/26/18 To 06/29/18

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RRobinson

| Vendor    |                           | Invoice  | Invoice Description                   | Account                                     | Amount   | Check  | Check    |
|-----------|---------------------------|----------|---------------------------------------|---------------------------------------------|----------|--------|----------|
|           |                           | Date     | Invoice Number                        |                                             | Paid     | Number | Date     |
| ADVANCE   | ADVANCE AUTO PARTS        | 06/21/18 | PD-WASHER FLUID<br>214956             | 01-5-500308.00<br>CRUISER SUPPLIES          | 24.78    | 6403   | 06/29/18 |
| ADVANCE   | ADVANCE AUTO PARTS        | 04/13/18 | DPW -HYDRULIC HOSES<br>386429         | 01-5-703403.00<br>PARTS & SUPPLIES          | 2061.38  | 6403   | 06/29/18 |
| ADVANCE   | ADVANCE AUTO PARTS        | 05/25/18 | DPW -OIL FILTER-JOHN DEER<br>507803   | 01-5-703403.00<br>PARTS & SUPPLIES          | 7.35     | 6403   | 06/29/18 |
| ADVANCE   | ADVANCE AUTO PARTS        | 05/25/18 | DPW -BELT TENSIONER<br>507834         | 01-5-703403.00<br>PARTS & SUPPLIES          | 43.42    | 6403   | 06/29/18 |
| ADVANCE   | ADVANCE AUTO PARTS        | 06/04/18 | DPW -AIR BRAKES<br>514330             | 01-5-703403.00<br>PARTS & SUPPLIES          | 280.94   | 6403   | 06/29/18 |
| ADVANCETR | ADVANCE TRANSIT INC       | 06/20/18 | FY18 APPROPRIATION<br>008364          | 01-5-800352.00<br>ADVANCE TRANSIT           | 13120.00 | 6404   | 06/29/18 |
| ANYTIME   | ANYTIME CARPET CARE & CLE | 06/25/18 | PD & FD-CLNING<br>119795              | 01-5-475302.00<br>REPAIRS & MAINT           | 180.00   | 6405   | 06/29/18 |
| ANYTIME   | ANYTIME CARPET CARE & CLE | 06/25/18 | PD & FD-CLNING<br>119795              | 01-5-550330.00<br>REPAIR & MAINTENANCE EXPN | 180.00   | 6405   | 06/29/18 |
| ANYTIME   | ANYTIME CARPET CARE & CLE | 06/19/18 | PD-FD-CLEANING SERVICE<br>235655      | 01-5-475302.00<br>REPAIRS & MAINT           | 180.00   | 6405   | 06/29/18 |
| ANYTIME   | ANYTIME CARPET CARE & CLE | 06/19/18 | PD-FD-CLEANING SERVICE<br>235655      | 01-5-550330.00<br>REPAIR & MAINTENANCE EXPN | 180.00   | 6405   | 06/29/18 |
| BAHRRON   | RONALD BAHR               | 06/22/18 | DPW-STONEWK GRANGE HALL<br>053315     | 01-5-703315.00<br>OTHER PROJECTS            | 1875.00  | 6406   | 06/29/18 |
| BEARDSLEY | BEARDSLEY INC             | 06/25/18 | DPW-GARAGE REPAIRS&MAIN.<br>116192    | 01-5-703511.00<br>REPAIRS & MAINTENANCE     | 1088.40  | 6407   | 06/29/18 |
| BOUNDTREE | BOUND TREE MEDICAL LLC    | 06/06/18 | FD-MEDICAL SUPPLIES<br>82887783       | 01-5-555424.00<br>EMS TOOLS/ EQUIP          | 59.52    | 6409   | 06/29/18 |
| BOUNDTREE | BOUND TREE MEDICAL LLC    | 06/20/18 | FD-MEDICAL SUPPLIES<br>82901392       | 01-5-555424.00<br>EMS TOOLS/ EQUIP          | 160.04   | 6409   | 06/29/18 |
| BOUNDTREE | BOUND TREE MEDICAL LLC    | 06/21/18 | FD-MEDICAL SUPPLIES<br>82902820       | 01-5-555424.00<br>EMS TOOLS/ EQUIP          | 82.88    | 6409   | 06/29/18 |
| CASELLA   | CASELLA WASTE SERVICES    | 06/01/18 | TS-MAY ZERO SORT/OCC<br>0411766       | 01-5-705308.00<br>FOOD WASTE DISPOSAL       | 225.16   | 6410   | 06/29/18 |
| CASELLA   | CASELLA WASTE SERVICES    | 06/01/18 | TS-MAY ZERO SORT/OCC<br>0411766       | 01-5-705305.00<br>RECYCLING                 | 3891.87  | 6410   | 06/29/18 |
| CASELLA   | CASELLA WASTE SERVICES    | 06/25/18 | TS-MAY TRASH<br>0411767               | 01-5-705306.00<br>C & D WASTE DISPOSAL      | 1266.25  | 6410   | 06/29/18 |
| CASELLA   | CASELLA WASTE SERVICES    | 06/25/18 | TS-MAY TRASH<br>0411767               | 01-5-705303.00<br>MUNICIPAL SOLID WASTE     | 4188.11  | 6410   | 06/29/18 |
| CED       | CONSOLIDATED ELECTRICAL D | 06/21/18 | TH-BULBS<br>9433-764393               | 01-5-706109.00<br>BUILDING SUPPLIES         | 260.35   | 6411   | 06/29/18 |
| CHILDSUPP | OFFICE OF CHILD SUPPORT   | 06/30/18 | CHILD SUPP-PPE 6/30/18<br>PPE 6/30/18 | 01-2-001115.00<br>CHILD SUPPORT PAYABLE     | 244.92   | 6412   | 06/29/18 |
| COMCAST   | COMCAST                   | 06/07/18 | GEN ADMIN-JUNE 18<br>JUNE 18          | 01-5-275632.00<br>SERVER MAINTENANCE        | 19.95    | 6413   | 06/29/18 |
| COTT      | COTT SYSTEMS INC          | 07/01/18 | TC-JUNE 18 HOSTING<br>122694          | 01-5-100613.00<br>SOFTWARE                  | 241.00   | 6414   | 06/29/18 |
| D&W       | DAN & WHIT'S GENERAL STOR | 05/01/18 | REC-RICECAKES<br>5426675              | 01-5-425220.00<br>SPECIAL EVENTS /SUPPLIES  | 2.39     | 6415   | 06/29/18 |
| D&W       | DAN & WHIT'S GENERAL STOR | 05/22/18 | REC-TOUCH A TRUCK<br>5448033          | 01-5-425220.00<br>SPECIAL EVENTS /SUPPLIES  | 9.87     | 6415   | 06/29/18 |

06/29/18  
01:07 pm

Town of Norwich Accounts Payable  
 Check Warrant Report # 18-28 Current Prior Next FY Invoices For Fund (General)  
 For Check Acct 03(General) All check #'s 06/26/18 To 06/29/18

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RRobinson

| Vendor    |                           | Invoice  | Invoice Description                 | Account                                    | Amount  | Check  | Check    |
|-----------|---------------------------|----------|-------------------------------------|--------------------------------------------|---------|--------|----------|
|           |                           | Date     | Invoice Number                      |                                            | Paid    | Number | Date     |
| D&W       | DAN & WHIT'S GENERAL STOR | 05/23/18 | REC-TOUCH A TRUCK<br>5448860        | 01-5-425220.00<br>SPECIAL EVENTS /SUPPLIES | 31.38   | 6415   | 06/29/18 |
| D&W       | DAN & WHIT'S GENERAL STOR | 06/25/18 | REC-BATTERIES<br>5483627            | 01-5-425220.00<br>SPECIAL EVENTS /SUPPLIES | 1.09    | 6415   | 06/29/18 |
| D&W       | DAN & WHIT'S GENERAL STOR | 06/25/18 | REC-BATTERIES<br>5483627            | 01-5-425182.00<br>OFFICE SUPPLIES          | 5.49    | 6415   | 06/29/18 |
| DAVISAUTO | DAVIS AUTO SALES & RECOND | 06/14/18 | FD-MAROON EXPLORER<br>7738          | 01-5-555616.00<br>VEHICLE ALLOWANCE        | 250.00  | 6416   | 06/29/18 |
| EVANSMOTO | EVANS GROUP, INC.         | 06/13/18 | PREPAID 330. GAL PREM GA<br>638631  | 01-1-004102.00<br>PREPAID EXPENSES         | 1057.89 | 6417   | 06/29/18 |
| EVANSMOTO | EVANS GROUP, INC.         | 06/14/18 | PREPAID 338.7 GAL PREM GA<br>638687 | 01-1-004102.00<br>PREPAID EXPENSES         | 1089.16 | 6417   | 06/29/18 |
| EYEMED    | COMBINED INSURANCE CO OF  | 06/01/18 | VISION INSURANCE<br>JUNE 2018       | 01-2-001126.00<br>VISION SERV PLAN-PAYROLL | 203.65  | 6418   | 06/29/18 |
| FERGUSON  | FERGUSON WATERWORKS       | 04/02/18 | FEMA-CULVERTS<br>0810253            | 01-5-703703.00<br>FEMA GRANT               | 660.68  | 6419   | 06/29/18 |
| FERGUSON  | FERGUSON WATERWORKS       | 06/07/18 | PD-SEPTIC COVER/RISER<br>0822943    | 01-5-475302.00<br>REPAIRS & MAINT          | 58.52   | 6419   | 06/29/18 |
| FERGUSON  | FERGUSON WATERWORKS       | 06/29/18 | FEMA-FABRIC CLOTH<br>0823200        | 01-5-703703.00<br>FEMA GRANT               | 940.28  | 6486   | 06/29/18 |
| FERGUSON  | FERGUSON WATERWORKS       | 06/06/18 | FEMA-SLD HDPE PIPE<br>0823984       | 01-5-703703.00<br>FEMA GRANT               | 262.80  | 6419   | 06/29/18 |
| FIRESTORE | THE FIRE STORE            | 06/15/18 | FD-3 STATPACKS<br>1868527           | 01-5-555424.00<br>EMS TOOLS/ EQUIP         | 315.48  | 6420   | 06/29/18 |
| FIRESTORE | THE FIRE STORE            | 06/21/18 | FD-2 STATPACKS<br>1868527.001       | 01-5-555424.00<br>EMS TOOLS/ EQUIP         | 568.98  | 6420   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-005531.00<br>ADMIN TELEPHONE          | 17.09   | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-100531.00<br>TELEPHONE                | 0.55    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-200531.00<br>TELEPHONE                | 1.81    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-275531.00<br>TELEPHONE                | 0.00    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-300531.00<br>TELEPHONE                | 8.67    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-350531.00<br>TELEPHONE                | 2.35    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-425127.00<br>TELEPHONE                | 8.16    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-703505.00<br>TELEPHONE                | 0.00    | 6421   | 06/29/18 |
| FIRSTLIGH | FIRSTLIGHT FIBER          | 06/15/18 | LONG DISTANCE CALLS<br>4184767      | 01-5-703505.00<br>TELEPHONE                | 21.43   | 6421   | 06/29/18 |
| FOGGS     | FOGG'S HARDWARE AND BUILD | 06/07/18 | PD-PAINT<br>828511                  | 01-5-500202.00<br>COMMUNITY RELATNS        | 14.97   | 6422   | 06/29/18 |
| FOGGS     | FOGG'S HARDWARE AND BUILD | 06/15/18 | FD- DOOR HARDWARE<br>829187         | 01-5-555630.00<br>OFFICE SUPPLIES          | 35.98   | 6422   | 06/29/18 |
| FOGGS     | FOGG'S HARDWARE AND BUILD | 06/20/18 | CONCOM-BUILDING SUPPLIES<br>829530  | 01-5-650630.00<br>TRAILS                   | 351.56  | 6422   | 06/29/18 |

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| FOGGS     | FOGG'S HARDWARE AND BUILD                | 06/25/18 | FD-PAINT<br>829993                      | 01-5-550330.00<br>REPAIR & MAINTENANCE EXPN | 60.98   | 6422   | 06/29/18 |
| FRANK     | JENNIFER FRANK                           | 06/19/18 | PD - JUMP BOOTS<br>06/19/18             | 01-5-500582.00<br>UNIFORMS                  | 160.00  | 6423   | 06/29/18 |
| FREIGHTNH | FREIGHTLINER OF NEW HAMPSHIRE            | 06/18/18 | DPW -REAR SEALS #5<br>LR37044           | 01-5-703401.00<br>OUTSIDE REPAIRS           | 1576.85 | 6424   | 06/29/18 |
| FTSNE     | FIRE TECH & SAFETY OF NEW HAMPSHIRE      | 06/20/18 | FD-SCOTT AIR PACK MAINT.<br>172568      | 01-5-555422.00<br>FIRE TOOLS & EQUIPMENT    | 106.40  | 6425   | 06/29/18 |
| GATEWAY   | GATEWAY MOTORS INC                       | 06/11/18 | PD-NEW L-HEADLIGHT EQI<br>28650         | 01-5-500306.00<br>CRUISER MAINT             | 103.16  | 6426   | 06/29/18 |
| GATEWAY   | GATEWAY MOTORS INC                       | 06/14/18 | PD-NEW R-HEADLIGHT EQI<br>28781         | 01-5-500306.00<br>CRUISER MAINT             | 74.66   | 6426   | 06/29/18 |
| GEORGE    | MICHELE S. GEORGE                        | 06/26/18 | REC-ADULT SPRING YOGA<br>06/26/2018     | 01-5-425200.00<br>INSTRUCTOR FEE            | 599.90  | 6427   | 06/29/18 |
| GIRLSONT  | GIRLS ON THE RUN, VERMONT                | 06/29/18 | REC-LATE REGISTRANT<br>6/28/18          | 01-5-425200.00<br>INSTRUCTOR FEE            | 100.00  | 6428   | 06/29/18 |
| GMEDC     | GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP | 06/25/18 | ANNUAL APPROPRIATION<br>1273            | 01-5-800388.00<br>GREEN MTN ECO DEV CORP    | 1693.00 | 6429   | 06/29/18 |
| GMPC      | GREEN MOUNTAIN POWER CORP                | 06/18/18 | DPW-STREETLIGHTS<br>051192 6/18         | 01-5-703307.00<br>STREETLIGHTS              | 36.12   | 6430   | 06/29/18 |
| GRAPHIC   | THE GRAPHIC EDGE, INC                    | 06/11/18 | REC--CAPS<br>1228558                    | 01-5-425208.00<br>TEE SHIRT/HAT             | 168.68  | 6431   | 06/29/18 |
| GUVSWM    | GRTR UPPR VLLY SOLID WAST                | 06/18/18 | FY18 STICKER SALES<br>06/18/18          | 01-2-001125.10<br>DUE TO GUVSWM-STICKERS    | 354.00  | 6432   | 06/29/18 |
| HAMMCOL   | COLLEEN HAMMOND                          | 06/20/18 | LIST-DONUTS FOR GRIEVANCE<br>06/20/2018 | 01-5-300615.00<br>DUES/MTGS/EDUC            | 8.97    | 6433   | 06/29/18 |
| HARTFORD  | TOWN OF HARTFORD                         | 06/21/18 | PD--BROADBAND MAY 18<br>9246            | 01-5-500535.00<br>VIBRS                     | 121.11  | 6434   | 06/29/18 |
| HARTGEN   | HARTGEN ARCHEOLOGICAL ASSOCIATION        | 03/28/18 | PLAN-PATTERSONVILLE GRANT<br>5202-11-02 | 01-5-350416.00<br>HIST PRES GRANT           | 3000.00 | 6435   | 06/29/18 |
| HAUN      | HAUN WELDING SUPPLY, INC.                | 06/12/18 | DPW-OXYGEN<br>5665355                   | 01-5-703401.00<br>OUTSIDE REPAIRS           | 62.96   | 6436   | 06/29/18 |
| HAYNESB   | BYRON HAYNES                             | 06/26/18 | CON COMM-WATER PROOF PAPER<br>6/26/18   | 01-5-650630.00<br>TRAILS                    | 75.86   | 6437   | 06/29/18 |
| HEADREST  | HEADREST                                 | 06/28/18 | 17-18 APPROPRIATION<br>17-18 APPROP     | 01-5-800354.00<br>HEADREST                  | 2500.00 | 6438   | 06/29/18 |
| HOMEDEPOT | HOME DEPOT CREDIT SERVICE                | 05/24/18 | REC- QUIKRETE<br>4021485                | 01-5-425330.00<br>REPAIRS & MAINT           | 53.40   | 6439   | 06/29/18 |
| HOMEDEPOT | HOME DEPOT CREDIT SERVICE                | 05/22/18 | TH-PLANTERS<br>6202059                  | 01-5-706109.00<br>BUILDING SUPPLIES         | 39.96   | 6439   | 06/29/18 |
| IMAGING   | VALLEY IMAGING & AWARDS                  | 05/23/18 | T8- WINDOW STICKERS<br>20726            | 01-5-705515.00<br>ADMINISTRATION            | 675.20  | 6440   | 06/29/18 |
| JAYS      | BRENTON K. SOUTHWORTH                    | 06/19/18 | PD-FD-CAMERA FOR SEPTIC<br>189764       | 01-5-550330.00<br>REPAIR & MAINTENANCE EXPN | 197.50  | 6441   | 06/29/18 |
| JAYS      | BRENTON K. SOUTHWORTH                    | 06/19/18 | PD-FD-CAMERA FOR SEPTIC<br>189764       | 01-5-475302.00<br>REPAIRS & MAINT           | 197.50  | 6441   | 06/29/18 |
| LAMONTAGN | JAMES LAMONTAGNE LANDSCAPING             | 06/10/18 | B&G - WEEDING<br>1992                   | 01-5-704301.00<br>FOLEY PARK & MEDIAN       | 140.00  | 6442   | 06/29/18 |
| LINCOLN   | LINCOLN FINANCIAL GROUP                  | 06/01/18 | JUNE 2018 LIFE INSURANCE<br>JUNE 2018   | 01-5-005124.00<br>DISABILITY/LIFE INSUR     | 140.21  | 6443   | 06/29/18 |

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| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-100124.00            |         | 114.26    | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE INS       |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-200124.00            |         | 65.06     | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE INS       |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-350124.00            |         | 62.58     | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE INS       |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-425124.00            |         | 71.81     | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE INSUR     |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-704124.00            |         | 94.99     | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE           |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-500124.00            |         | 246.31    | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE INS       |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-555124.00            |         | 63.18     | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE INSURANCE |         |           |        |          |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/01/18 JUNE 2018 LIFE INSURANCE  | 01-5-703124.00            |         | 370.61    | 6443   | 06/29/18 |
|           |                           | JUNE 2018                          | DISABILITY/LIFE           |         |           |        |          |
| LINDBERG  | CHERYL A LINDBERG         | 06/21/18 LISTER-MILEAGE            | 01-5-300580.00            |         | 29.21     | 6444   | 06/29/18 |
|           |                           | 6/21/18                            | MILEAGE REIMB             |         |           |        |          |
| MCNEIL    | MCNEIL, LEDDY & SHEAHAN,  | 05/31/18 TADMIN-PRO SERVICES       | 01-5-005300.00            |         | 4651.65   | 6445   | 06/29/18 |
|           |                           | 30671                              | PROFESS SERV              |         |           |        |          |
| MISC1     | ANIA WHITE                | 06/27/18 REC-LACROSSE OFFICIAINT   | 01-5-425214.00            |         | 50.00     | 6446   | 06/29/18 |
|           |                           | 6/27/2018                          | REFERREE/UMPIRE           |         |           |        |          |
| MONTCALRI | MONTSHIRE CAL RIPKEN LEAG | 06/28/18 REC-BASEBALL EXPENSE      | 01-5-425160.00            |         | 362.73    | 6447   | 06/29/18 |
|           |                           | #001(B)                            | DUES/MTGS/EDUC            |         |           |        |          |
| MOOREME   | MOORE MEDICAL, LLC        | 06/28/18 FD-DIFIB PADS             | 01-5-555424.00            |         | 291.84    | 6448   | 06/29/18 |
|           |                           | 83571643                           | EMS TOOLS/ EQUIP          |         |           |        |          |
| NORCEMET  | NORWICH CEMETERY COMMISSI | 06/28/18 17-18 APPROPRIATION       | 01-5-800316.00            |         | 15000.00  | 6449   | 06/29/18 |
|           |                           | 17-18 APPRO                        | NORWICH CEMETERY ASSOCATN |         |           |        |          |
| NORTRAX   | NORTRAX                   | 01/09/18 DPW-GRADER MONITORING     | 01-5-703401.00            |         | 910.00    | 6450   | 06/29/18 |
|           |                           | 1828706                            | OUTSIDE REPAIRS           |         |           |        |          |
| NOTT'SEXC | NOTT'S EXCAVATING, INC.   | 06/26/18 FEMA-TIGERTOWN #6         | 01-5-703703.00            |         | 138996.73 | 6451   | 06/29/18 |
|           |                           | TIGERTOWN #6                       | FEMA GRANT                |         |           |        |          |
| NOTT'SEXC | NOTT'S EXCAVATING, INC.   | 06/27/18 FEMA- TURNPIKE RD #5      | 01-5-703703.00            |         | 145834.28 | 6451   | 06/29/18 |
|           |                           | TURNPIKE #5                        | FEMA GRANT                |         |           |        |          |
| PAC-VAN   | PAC-VAN, INC.             | 06/18/18 DPW-40' STORAGE CONTAINER | 01-5-703511.00            |         | 135.00    | 6452   | 06/29/18 |
|           |                           | 8552939                            | REPAIRS & MAINTENANCE     |         |           |        |          |
| PAC-VAN   | PAC-VAN, INC.             | 06/19/18 DPW-40' STORAGE CONTAINER | 01-5-703511.00            |         | 135.00    | 6452   | 06/29/18 |
|           |                           | 8564711                            | REPAIRS & MAINTENANCE     |         |           |        |          |
| PATHWAYS  | PATHWAYS CONSULTING, LLC  | 05/31/18 FEMA--ENGINEERING SERVICE | 01-5-703703.00            |         | 22834.56  | 6453   | 06/29/18 |
|           |                           | 20808                              | FEMA GRANT                |         |           |        |          |
| PETESTIRE | PETE'S TIRE BARNS, INC    | 06/07/18 DPW-TIRE REPAIR           | 01-5-703401.00            |         | 41.00     | 6454   | 06/29/18 |
|           |                           | 254437                             | OUTSIDE REPAIRS           |         |           |        |          |
| PIKE      | PIKE INDUSTRIES INC       | 12/08/17 FEMA-3/4" STONE           | 01-5-703703.00            |         | 275.88    | 6455   | 06/29/18 |
|           |                           | 961456                             | FEMA GRANT                |         |           |        |          |
| PIKE      | PIKE INDUSTRIES INC       | 12/12/17 FEMA-3/4" STONE           | 01-5-703703.00            |         | 268.76    | 6455   | 06/29/18 |
|           |                           | 961746                             | FEMA GRANT                |         |           |        |          |
| PIKE      | PIKE INDUSTRIES INC       | 03/09/18 FEMA-VT 3" DGBM           | 01-5-703703.00            |         | 231.00    | 6455   | 06/29/18 |
|           |                           | 966190                             | FEMA GRANT                |         |           |        |          |
| PIKE      | PIKE INDUSTRIES INC       | 05/25/18 FEMA-3/4" STONE           | 01-5-703703.00            |         | 4476.58   | 6455   | 06/29/18 |
|           |                           | 974700                             | FEMA GRANT                |         |           |        |          |

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| PIKE       | PIKE INDUSTRIES INC       | 06/26/18     | FEMA-3/4" STONE<br>975078             | 01-5-703703.00<br>FEMA GRANT             | 7199.92  | 6455       | 06/29/18     |            |
| PIKE       | PIKE INDUSTRIES INC       | 05/29/18     | FEMA-3/4" STONE<br>975110             | 01-5-703703.00<br>FEMA GRANT             | 162.48   | 6455       | 06/29/18     |            |
| PIKE       | PIKE INDUSTRIES INC       | 06/01/18     | FEMA-3/4" STONE<br>975618             | 01-5-703703.00<br>FEMA GRANT             | 7045.80  | 6455       | 06/29/18     |            |
| PIKE       | PIKE INDUSTRIES INC       | 06/05/18     | FEMA-3/4" STONE<br>976053             | 01-5-703703.00<br>FEMA GRANT             | 8115.35  | 6455       | 06/29/18     |            |
| PIKE       | PIKE INDUSTRIES INC       | 06/12/18     | DPW-NEW BOSTON<br>977430              | 01-5-703207.00<br>GRAVEL & STONE         | 905.28   | 6455       | 06/29/18     |            |
| PIKE       | PIKE INDUSTRIES INC       | 06/22/18     | DPW-FD/GRANGE HALL<br>979703          | 01-5-703215.00<br>OTHER PROJECTS         | 99.88    | 6455       | 06/29/18     |            |
| POSTMASTE  | POSTMASTER NORWICH        | 06/15/18     | PD--PO BOX RENTAL<br>06/15/2018       | 01-1-004102.00<br>PREPAID EXPENSES       | 90.00    | 6456       | 06/29/18     |            |
| POSTMASTE  | POSTMASTER NORWICH        | 06/01/18     | GADMIN--PO BOX RENTAL<br>6/01/2018    | 01-1-004102.00<br>PREPAID EXPENSES       | 90.00    | 6456       | 06/29/18     |            |
| POWELLJUD  | JUDITH POWELL             | 06/25/18     | PD--UNIFORM REIMBURSE<br>06/25/18     | 01-5-500582.00<br>UNIFORMS               | 200.00   | 6457       | 06/29/18     |            |
| POWESP     | SPENCER POWERS, LLC       | 06/24/18     | CEM COMM-MOW & TRIM<br>6/11-6/24/18   | 01-5-675500.00<br>PURCHASED SERVICE      | 1666.66  | 6458       | 06/29/18     |            |
| R&R        | R&R COMMUNICATIONS INC    | 06/11/18     | PD-RADIO REPAIR EQ2<br>54569          | 01-5-500301.00<br>RADIO MAINTENANCE      | 192.50   | 6459       | 06/29/18     |            |
| REYNOLDS   | REYNOLDS & SON INC        | 06/15/18     | FD-RESCUE WIPES<br>3329444            | 01-5-555422.00<br>FIRE TOOLS & EQUIPMENT | 175.05   | 6460       | 06/29/18     |            |
| SABIL      | SABIL & SONS INC          | 06/14/18     | FD-HUB CAP #1<br>33033                | 01-5-555528.00<br>FIRE TRK R & M         | 40.09    | 6461       | 06/29/18     |            |
| SCHIPPERT  | FRANK SCHIPPERT           | 06/17/18     | PD-MEALS/MILAGE<br>06/17/18           | 01-5-500538.00<br>TRAINING               | 79.51    | 6462       | 06/29/18     |            |
| SCHIPPERT  | FRANK SCHIPPERT           | 06/17/18     | PD-MEALS/MILAGE<br>06/17/18           | 01-5-500580.00<br>MILEAGE REIMB          | 149.88   | 6462       | 06/29/18     |            |
| STAPLELINK | STAPLES BUSINESS ADVANTAG | 05/12/18     | FD-OFFICE SUPPLIES<br>8049857233      | 01-5-555630.00<br>OFFICE SUPPLIES        | 18.47    | 6464       | 06/29/18     |            |
| STAPLELINK | STAPLES BUSINESS ADVANTAG | 05/19/18     | FD-OFFICE SUPPLIES<br>8049943942      | 01-5-555630.00<br>OFFICE SUPPLIES        | 30.47    | 6464       | 06/29/18     |            |
| STAPLES.   | STAPLES CREDIT PLAN       | 05/08/18     | TADMIN & FIN--OFFICE SUP<br>208400374 | 01-5-005610.00<br>OFFICE SUPPLIES        | 18.58    | 6465       | 06/29/18     |            |
| STAPLES.   | STAPLES CREDIT PLAN       | 05/08/18     | TADMIN & FIN--OFFICE SUP<br>208400374 | 01-5-200610.00<br>OFFICE SUPPLIES        | 33.98    | 6465       | 06/29/18     |            |
| STAPLES.   | STAPLES CREDIT PLAN       | 06/06/18     | FIN-ENVELOPES<br>210241851            | 01-5-200610.00<br>OFFICE SUPPLIES        | 93.99    | 6465       | 06/29/18     |            |
| STATELINE  | STATELINE SPORTS, LLC     | 06/13/18     | REC--BASEBALL UNIFORMS<br>4519        | 01-5-425244.00<br>UNIFORMS               | 84.00    | 6466       | 06/29/18     |            |
| TAYLORT    | TERRY TAYLOR              | 06/01/18     | DPW--LINE STRIPING<br>1806            | 01-5-703319.00<br>PAVEMENT MARKING       | 521.00   | 6467       | 06/29/18     |            |
| TMDE       | TMDE CALIBRATION LABS, IN | 06/01/18     | PD-RADAR IN EQI/CHURCH<br>33087       | 01-5-500306.00<br>CRUISER MAINT          | 328.72   | 6468       | 06/29/18     |            |
| TSSAND     | TWIN STATE SAND & GRAVEL  | 05/15/18     | FEMA-3" DENSE GRADE<br>84345          | 01-5-703703.00<br>FEMA GRANT             | 14542.94 | 6469       | 06/29/18     |            |
| TSSAND     | TWIN STATE SAND & GRAVEL  | 05/31/18     | FEMA-3" DENSE GRADE<br>84594          | 01-5-703703.00<br>FEMA GRANT             | 27515.94 | 6469       | 06/29/18     |            |

06/29/18  
01:07 pm

Town of Norwich Accounts Payable  
 Check Warrant Report # 18-28 Current Prior Next FY Invoices For Fund (General)  
 For Check Acct 03(General) All check #'s 06/26/18 To 06/29/18

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RRobinson

| Vendor    |                           | Invoice  | Invoice Description                     | Account                                | Amount  | Check  | Check    |
|-----------|---------------------------|----------|-----------------------------------------|----------------------------------------|---------|--------|----------|
|           |                           | Date     | Invoice Number                          |                                        | Paid    | Number | Date     |
| UNIFIRST  | UNIFIRST CORPORATION      | 05/28/18 | DPW-B&G-UNIFORMS<br>35-4260105          | 01-5-703311.00<br>UNIFORMS             | 179.61  | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 05/28/18 | DPW-B&G-UNIFORMS<br>35-4260105          | 01-5-703515.00<br>ADMINISTRATION       | 20.35   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 05/28/18 | DPW-B&G-UNIFORMS<br>35-4260105          | 01-5-704311.00<br>UNIFORMS             | 35.36   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 05/28/18 | DPW-B&G-UNIFORMS<br>35-4260105          | 01-5-703507.00<br>SUPPLIES             | 0.00    | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/04/18 | DPW-B&G-UNIFORMS<br>35-4262336          | 01-5-703311.00<br>UNIFORMS             | 179.86  | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/04/18 | DPW-B&G-UNIFORMS<br>35-4262336          | 01-5-703515.00<br>ADMINISTRATION       | 45.62   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/04/18 | DPW-B&G-UNIFORMS<br>35-4262336          | 01-5-704311.00<br>UNIFORMS             | 35.36   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/04/18 | DPW-B&G-UNIFORMS<br>35-4262336          | 01-5-703507.00<br>SUPPLIES             | 0.00    | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/11/18 | DPW-B&G-UNIFORMS<br>35-4264526          | 01-5-703311.00<br>UNIFORMS             | 182.89  | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/11/18 | DPW-B&G-UNIFORMS<br>35-4264526          | 01-5-703515.00<br>ADMINISTRATION       | 16.85   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/11/18 | DPW-B&G-UNIFORMS<br>35-4264526          | 01-5-704311.00<br>UNIFORMS             | 33.28   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/11/18 | DPW-B&G-UNIFORMS<br>35-4264526          | 01-5-703507.00<br>SUPPLIES             | 2.30    | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/18/18 | DPW-B&G-UNIFORMS<br>35-4266713          | 01-5-703311.00<br>UNIFORMS             | 194.96  | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/18/18 | DPW-B&G-UNIFORMS<br>35-4266713          | 01-5-703515.00<br>ADMINISTRATION       | 22.09   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/18/18 | DPW-B&G-UNIFORMS<br>35-4266713          | 01-5-704311.00<br>UNIFORMS             | 38.96   | 6470   | 06/29/18 |
| UNIFIRST  | UNIFIRST CORPORATION      | 06/18/18 | DPW-B&G-UNIFORMS<br>35-4266713          | 01-5-703507.00<br>SUPPLIES             | -0.40   | 6470   | 06/29/18 |
| UVFENCE   | UPPER VALLEY FENCING CLUB | 06/28/18 | REC-17-18 FEES FENCING<br>6/28/2018     | 01-5-425200.00<br>INSTRUCTOR FEE       | 3984.40 | 6471   | 06/29/18 |
| UVTRAILS  | UPPER VALLEY TRAILS ALLIA | 06/29/18 | CON COMM-CHAINSAW COURSE<br>6/15/2018   | 01-5-650630.00<br>TRAILS               | 1080.00 | 6472   | 06/29/18 |
| VALLEYNEW | VALLEY NEWS               | 05/31/18 | DRB-CLASSIFIED ADS<br>01275682          | 01-5-350540.00<br>ADVERTISING          | 53.47   | 6473   | 06/29/18 |
| VALLEYNEW | VALLEY NEWS               | 05/31/18 | TADMIN-BID ADVERTISEMENT<br>01276317    | 01-5-005540.00<br>ADVERTISING          | 157.25  | 6473   | 06/29/18 |
| VALLEYNEW | VALLEY NEWS               | 05/31/18 | TADMIN-BID AUDITING<br>01276331         | 01-5-005540.00<br>ADVERTISING          | 56.61   | 6473   | 06/29/18 |
| VALLEYNEW | VALLEY NEWS               | 05/31/18 | TADMIN-BID ADVERTISEMENT<br>01276343    | 01-5-005540.00<br>ADVERTISING          | 113.22  | 6473   | 06/29/18 |
| VERIZWIRE | VERIZON WIRELESS          | 06/04/18 | TM,PD,FIRE,DPW-CELL PHONE<br>9808464886 | 01-5-005532.00<br>T MNGR CELL PHONE    | 56.34   | 6474   | 06/29/18 |
| VERIZWIRE | VERIZON WIRELESS          | 06/04/18 | TM,PD,FIRE,DPW-CELL PHONE<br>9808464886 | 01-5-475238.00<br>ADMIN TELEPHONE      | 56.32   | 6474   | 06/29/18 |
| VERIZWIRE | VERIZON WIRELESS          | 06/04/18 | TM,PD,FIRE,DPW-CELL PHONE<br>9808464886 | 01-5-550235.00<br>TELEPHONE & INTERNET | 25.38   | 6474   | 06/29/18 |

06/29/18  
01:07 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-28 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 06/26/18 To 06/29/18

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RRobinson

| Vendor                              | Invoice Date | Invoice Description                  | Amount Paid    | Check Number | Check Date    |
|-------------------------------------|--------------|--------------------------------------|----------------|--------------|---------------|
|                                     | Date         | Invoice Number                       | Account        |              |               |
| VERIZWIRE VERIZON WIRELESS          | 06/04/18     | TM,PD,FIRE,DEW-CELL PHONE 9808464886 | 01-5-703505.00 | 149.10       | 6474 06/29/18 |
|                                     |              | TELEPHONE                            |                |              |               |
| VERMONTRE VT RECREATIONAL SURFACING | 06/13/18     | DPW--UNION VILL GUARDRAIL 12145      | 01-5-703315.00 | 2609.00      | 6475 06/29/18 |
|                                     |              | OTHER PROJECTS                       |                |              |               |
| VILLAGE VILLAGE GREEN PUBLISHING    | 06/13/18     | CONCOM--ADVERTISING NT SUMMER 18     | 01-5-650620.00 | 250.00       | 6476 06/29/18 |
|                                     |              | SPKRS/PUBLIC INFO                    |                |              |               |
| VLCT VERMONT LEAGUE OF CITIES       | 06/07/18     | TADMIN-HR WORKSHOP 2018-19658        | 01-5-005615.00 | 60.00        | 6477 06/29/18 |
|                                     |              | DUES/MTS/EDUC                        |                |              |               |
| VLCTPACIF VLCT PROP & CASUALTY INTE | 06/20/18     | DPW-DRUG TESTING 2018-50524          | 01-5-703515.00 | 50.00        | 6478 06/29/18 |
|                                     |              | ADMINISTRATION                       |                |              |               |
| VNA VISITING NURSE ASSOC. & H       | 06/28/18     | 17-18 APPROPRIATION 17-18 APPRO      | 01-5-800328.00 | 15600.00     | 6479 06/29/18 |
|                                     |              | VSTNG NRS/HSP APPR                   |                |              |               |
| VTTRANS VT AGENCY OF TRANSPORTATI   | 06/25/18     | DPW-TRANSFER F550 FORD TRANS         | 01-5-703515.00 | 16.00        | 6480 06/29/18 |
|                                     |              | ADMINISTRATION                       |                |              |               |
| WBMAISON W.B. MASON CO., INC.       | 06/06/18     | FIN-TONER I55741787                  | 01-5-200610.00 | 80.65        | 6481 06/29/18 |
|                                     |              | OFFICE SUPPLIES                      |                |              |               |
| WBMAISON W.B. MASON CO., INC.       | 06/08/18     | TADMIN-TONER I55820039               | 01-5-005610.00 | 92.12        | 6481 06/29/18 |
|                                     |              | OFFICE SUPPLIES                      |                |              |               |
| WBMAISON W.B. MASON CO., INC.       | 06/14/18     | TADMIN-CORRECT TAPE I55986537        | 01-5-005610.00 | 8.83         | 6481 06/29/18 |
|                                     |              | OFFICE SUPPLIES                      |                |              |               |
| WEEDCONCR L.E. WEED & SON, LLC      | 06/19/18     | DPW-WALL BLOCKS GRANGE 20029164      | 01-5-703215.00 | 730.00       | 6482 06/29/18 |
|                                     |              | OTHER PROJECTS                       |                |              |               |
| WEEDCONCR L.E. WEED & SON, LLC      | 06/20/18     | DPW-WALL BLOCKS GRANGE 20029177      | 01-5-703215.00 | 720.00       | 6482 06/29/18 |
|                                     |              | OTHER PROJECTS                       |                |              |               |
| WINDSORPA WINDSOR COUNTY PARTNERS   | 06/13/18     | ANNUAL APPROPRIATION 18' 06/13/2018  | 01-5-800356.00 | 1000.00      | 6483 06/29/18 |
|                                     |              | WINDSOR COUNTY PARTNERS              |                |              |               |
| WISE WOMEN'S INFORMATION SERVI      | 06/28/18     | 17-18 APPROPRIATION 17-18 APPRO      | 01-5-800362.00 | 2500.00      | 6484 06/29/18 |
|                                     |              | WISE                                 |                |              |               |
| YOUTH YOUTH IN ACTION               | 06/28/18     | 17-18 APPROPRIATION 17-18 APPRO      | 01-5-800368.00 | 3000.00      | 6485 06/29/18 |
|                                     |              | YOUTH-IN-ACTION                      |                |              |               |
| Report Total                        |              |                                      |                | 486477.26    |               |

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 \$ \*\*\*486,477.26

Let this be your order for the payments of these amounts.

FINANCE DIRECTOR *Roberta Robinson*  
Roberta Robinson

TOWN MANAGER: *H.D.*  
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

06/29/18  
01:07 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-28 Current Prior Next FY Invoices For Fund (DPW-PAVING FUND)  
For Check Acct 03(General) All check #s 06/26/18 To 06/29/18

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RRobinson

| Vendor       | Invoice Date | Invoice Description                    | Account                  | Amount  | Check  | Check    |
|--------------|--------------|----------------------------------------|--------------------------|---------|--------|----------|
|              |              |                                        |                          | Paid    | Number | Date     |
| BLAKTOP      | BLAKTOP INC  | 06/19/18 HWY-TRANSFER STATION<br>24281 | 42-5-700565.00<br>PAVING | 4499.31 | 6408   | 06/29/18 |
| Report Total |              |                                        |                          | 4499.31 |        |          |

To the Treasurer of Town of Norwich, We hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*\*4,499.31  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Robert A. Robinson  
Roberta Robinson

TOWN MANAGER: H.D.  
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

06/29/18  
02:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-01 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 07/02/18 To 07/02/18

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RRobinson

| Vendor    |                           | Invoice  | Invoice Description      | Amount                    | Check   | Check          |
|-----------|---------------------------|----------|--------------------------|---------------------------|---------|----------------|
|           |                           | Date     | Invoice Number           |                           | Paid    | Number         |
| BCBS      | BLUE CROSS/BLUE SHIELD OF | 06/26/18 | JULY 2018 BCBS           | 01-5-005123.00            | 4225.80 | 6487 07/02/18  |
|           |                           |          | JULY 2018                | HEALTH INSUR              |         |                |
| BCBS      | BLUE CROSS/BLUE SHIELD OF | 06/26/18 | JULY 2018 BCBS           | 01-5-100123.00            | 2386.92 | 6487 07/02/18  |
|           |                           |          | JULY 2018                | HEALTH INS                |         |                |
| BCBS      | BLUE CROSS/BLUE SHIELD OF | 06/26/18 | JULY 2018 BCBS           | 01-5-425123.00            | 607.36  | 6487 07/02/18  |
|           |                           |          | JULY 2018                | HEALTH INS                |         |                |
| BCBS      | BLUE CROSS/BLUE SHIELD OF | 06/26/18 | JULY 2018 BCBS           | 01-5-704123.00            | 1583.57 | 6487 07/02/18  |
|           |                           |          | JULY 2018                | HEALTH INSURANCE          |         |                |
| BCBS      | BLUE CROSS/BLUE SHIELD OF | 06/26/18 | JULY 2018 BCBS           | 01-5-500123.00            | 5584.28 | 6487 07/02/18  |
|           |                           |          | JULY 2018                | HEALTH INS                |         |                |
| BCBS      | BLUE CROSS/BLUE SHIELD OF | 06/26/18 | JULY 2018 BCBS           | 01-5-703123.00            | 9069.04 | 6487 07/02/18  |
|           |                           |          | JULY 2018                | HEALTH INSUR              |         |                |
| CVC       | CVC PAGING                | 06/25/18 | PD-PAGERS 18-19          | 01-5-500301.00            | 315.00  | 6488 07/02/18  |
|           |                           |          | 164-6491460              | RADIO MAINTENANCE         |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-005125.00            | 119.69  | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-100125.00            | 135.42  | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-200125.00            | 67.71   | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-350125.00            | 67.71   | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-425125.00            | 35.97   | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-500125.00            | 306.81  | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DELTA DENTAL              |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-555126.00            | 35.97   | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-704125.00            | 35.97   | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| DELTA DEN | DELTA DENTAL              | 06/01/18 | JULY 2018 DENTAL         | 01-5-703125.00            | 426.50  | 6489 07/02/18  |
|           |                           |          | JULY 2018                | DENTAL INSURANCE          |         |                |
| IACP      | INTERNATIONAL ASSOCIATION | 06/22/18 | PD-IACP NET 18-19        | 01-5-500581.00            | 275.00  | 6490 07/02/18  |
|           |                           |          | 32364                    | DUES/MTGS/EDUC            |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-005124.00            | 140.21  | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INSUR     |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-100124.00            | 114.26  | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INS       |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-200124.00            | 65.06   | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INS       |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-350124.00            | 62.58   | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INS       |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-425124.00            | 71.81   | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INSUR     |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-704124.00            | 94.99   | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE           |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-500124.00            | 246.31  | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INS       |         |                |
| LINCOLN   | LINCOLN FINANCIAL GROUP   | 06/25/18 | JULY 2018 LIFE INSURANCE | 01-5-555124.00            | 63.18   | ----- --/--/-- |
|           |                           |          | 07/01/18                 | DISABILITY/LIFE INSURANCE |         |                |

06/29/18  
02:37 pm

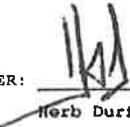
Town of Norwich Accounts Payable  
Check Warrant Report # 19-01 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 07/02/18 To 07/02/18

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RRobinson

| Vendor       | Invoice Date                       | Invoice Description                                                           | Amount   | Check Number | Check Date |
|--------------|------------------------------------|-------------------------------------------------------------------------------|----------|--------------|------------|
|              |                                    | Invoice Number                                                                | Paid     |              |            |
| LINCOLN      | LINCOLN FINANCIAL GROUP 06/25/18   | JULY 2018 LIFE INSURANCE 01-5-703124.00<br>07/01/18 DISABILITY/LIFE           | 364.05   | -----        | --/-/-     |
| NACOP        | NAT'L ASSN OF CHIEFS OF P 06/22/18 | PD-18-19 DUES 01-5-500581.00<br>18-19 DUES DUES/MTGS/EDUC                     | 60.00    | 6491         | 07/02/18   |
| NORTHSTAR    | NORTHSTAR FIREWORKS 06/26/18       | LIONS CLUB-FIREWORKS 01-5-800306.00<br>18-19 NORWICH LIONS CLUB               | 3000.00  | 6492         | 07/02/18   |
| UVRESA       | UPPER VALLEY REGIONL EMER 06/28/18 | FD-ACTIVE 911 SERVICE FEE 01-5-555632.00<br>206 DISPATCH SERVICE              | 312.00   | 6493         | 07/02/18   |
| VLCT         | VERMONT LEAGUE OF CITIES 07/01/18  | TADMIN-VLCT DUES 01-5-005302.00<br>19-RD141 VLCT MEMBERSHIP                   | 4977.00  | 6494         | 07/02/18   |
| VLCTERB      | VLCT EMPLOYMENT RESOURCE 07/01/18  | 3RD QTR-UNEMPLOYMENT 01-5-800517.00<br>26806-Q3 UNEMP INS RATE ASSMT          | 69.00    | 6495         | 07/02/18   |
| VLCTPACIF    | VLCT PROP & CASUALTY INTE 06/22/18 | PROP LIABILITY WORKER COM 01-5-800520.00<br>0455 18-19 WORKER'S COMP INS      | 68326.00 | 6496         | 07/02/18   |
| VLCTPACIF    | VLCT PROP & CASUALTY INTE 06/22/18 | PROP LIABILITY WORKER COM 01-5-800518.00<br>0455 18-19 PROP & CAS INSURANCE   | 41683.50 | 6496         | 07/02/18   |
| VTDEC        | VTDEC-WATERSHED MANAGEMEN 06/22/18 | DPW-WATERSHED PROC FEE 01-5-703515.00<br>ADMIN FEE ADMINISTRATION             | 240.00   | 6497         | 07/02/18   |
| VTGFOA       | VT GOVERNMENT FINANCE OFF 06/22/18 | 18-19 TREASURER DUES 01-5-005615.00<br>18-19 DUES DUES/MTS/EDUC               | 30.00    | 6498         | 07/02/18   |
| WINDSORCL    | WINDSOR COUNTY TREASURER 06/22/18  | COUNTY TAX 01-2-001128.00<br>JULY 2018 DUE TO WINDSOR COUNTY                  | 18354.00 | 6499         | 07/02/18   |
| WINDSORCL    | WINDSOR COUNTY TREASURER 06/22/18  | WINDSOR COUNTY BOND PYMT 01-2-001128.00<br>JULY BOND WC DUE TO WINDSOR COUNTY | 9768.00  | 6500         | 07/02/18   |
| Report Total |                                    |                                                                               |          | 173320.67    |            |

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 \$ \*\*\*173,320.67  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

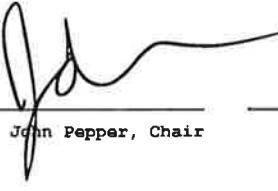
TOWN MANAGER:   
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

06/29/18  
01:07 pm

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Town of Norwich Accounts Payable  
Check Warrant Report # 18-28 Current Prior Next FY Invoices For Fund (RECREATION FACILITY & IMP)  
For Check Acct 03(General) All check #s 06/26/18 To 06/29/18

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RRobinson

| Vendor                              | Invoice                            | Invoice Description     | Amount  | Check | Check       |
|-------------------------------------|------------------------------------|-------------------------|---------|-------|-------------|
|                                     | Date                               | Invoice Number          | Account | Paid  | Number Date |
| SPRINGFEN SPRINGFIELD FENCE CO, INC | 06/13/18 REC - BATTING CAGE DEPOSI | 05-5-425560.00          | 2400.00 | 6463  | 06/29/18    |
|                                     | 6/13/18                            | BYRNE FOUN BATTING CAGE |         |       |             |
| Report Total                        |                                    |                         | 2400.00 |       |             |

To the Treasurer of Town of Norwich, We hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*\*\*2,400.00

Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

*Roberta Robinson*  
Roberta Robinson

TOWN MANAGER:

*H.D.*  
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

*J.D.*

Memorandum

To: Norwich Select Board  
From: Mary Layton and Linda Cook  
CC. Herb Durfee, Miranda Bergmeier  
Subject: Internal Financial Controls Interim Report  
Date: June 28, 2018

Town Manager Herb Durfee, and Select Board members Mary Layton, and Linda Cook have met twice since identifying the Internal Controls Goal in March, most recently as of the date of this memo. We have been using the document *Internal Financial Controls Checklist for Municipalities* issued by Vermont League of Cities and Towns in November 2017, as a framework for our discussions. It is a comprehensive checklist that includes controls recommended for the practice and policies followed by the Town Manager as well as elected and appointed officials. It includes general controls and those over cash, accounts payable, collections, purchasing and disbursement, payroll, the grand list and tax records, municipal property and equipment, and information systems. The motivation to work in this area is prompted by the desire to use best practices in financial control throughout Town government to get a good and fair result for the taxpayers of Norwich.

Requests of Linda and Mary resulted in the following actions by Herb prior to the June 28<sup>th</sup> meeting:

1. Monthly financials are being provided in Select Board packets.
2. AP warrants that are not coordinated with the SB meeting schedule are available for review via email.
3. The Town Treasurer provided the check list mandated by statute on schedule to the SB at their June 27<sup>th</sup> meeting. (The Town Manager recommends that the Treasurer use the VLCT checklist in the future as it is more comprehensive, and in order that communications about the financial operational framework are clear.)
4. The VLCT checklist was completed by the Town Manager and Finance Director.
5. The Audit Report was finished.
6. A bid process was initiated for a new Auditor, the SB chose a new auditor.
7. Evaluation and reconfiguration of the vehicle fleet at DPW is ongoing.
8. The Town Manager is researching methods of inventory control including software and bar code systems.

Herb worked with Finance Director Roberta Robinson to fill out the VLCT checklist. The format used a format with yes, no, and unsure as categories of answers, with room for comments by Herb. The document is very useful as a snapshot of practice in this town, and as a guide to comprehensive improvement. The answers marked no or unsure point to areas that can be improved mainly through specific policy development, plus good communication and cooperation between elected and appointed officials and the Town Manager.

Five areas were noted where improvements can be made:

1. Create a Master Financial Policy that includes the roles and duties of the Select Board, Town Manager, Treasurer, Listers, and Town Clerk.
2. Orient and educate new Select Board members using an updated chapter in the Select Board Resource Manual.
3. Foster Participation under a Master Financial Policy by all elected and appointed officials and the Town Manager.
4. Improve and implement systems of inventory control across all Town departments.
5. Develop a Fraud Policy.

As part of the continuing effort to improve internal controls, Mary Layton offers to develop a financial literacy guide for new Select Board members in the Select Board Resource Handbook, and perhaps to work with another member to rework the guide in other ways that will help orient new members. An agenda item is recommended for the Select Board to discuss the idea of creating a Master Financial Policy and a Fraud Policy. Herb is researching possible draft policies to support this idea. Linda and Mary will continue to meet with Herb to talk about inventory control and controls over information systems.

A caveat of this report is that Mary is the author and due to time constraints of inclusion of materials in the Select Board packet Linda may have to comment separately, whether in writing or at the next Select Board meeting on July 11, 2018.

| INTERNAL FINANCIAL CONTROLS – STATUS, 07/11/2018                                                                                                                                                                                                                                                                                                                                                                         |                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NORWICH CURRENT POLICIES                                                                                                                                                                                                                                                                                                                                                                                                 | VLCT RECOMMENDED POLICIES                          | RECOMMENDATION / ISSUE                                                                                                                                                                                                                                                                                                                                                                 |
| -----                                                                                                                                                                                                                                                                                                                                                                                                                    | Accounting, Auditing, & Financial Report Policy    | Town Budget Management Policy addresses some of what VLCT recommends. The Selectboard should adopt a “master” accounting, auditing, & financial report policy.                                                                                                                                                                                                                         |
| Purchasing Policy: <ul style="list-style-type: none"> <li>• Purchase order procedures</li> <li>• Bid requirements</li> <li>• Contracts for labor services</li> <li>• Contracts for professional services</li> <li>• Summary of purchasing policies</li> <li>• Lease purchases</li> <li>• Legal services</li> <li>• Exemptions &amp; waivers</li> <li>• Vehicle acquisition &amp; replacement</li> <li>• Forms</li> </ul> | Purchasing Policy                                  | Current Town policy is a Town Manager procedure/protocol. Recommendation: within the bounds of the Selectboard juxtaposed with authority of the Town Manager’s statutory duties, the Selectboard should adopt a Purchasing Policy. The Town Manager’s procedure/protocol should be amended as applicable to interface with any such adopted policy.                                    |
| General Financial Policies & Procedures: <ul style="list-style-type: none"> <li>• Grant applications &amp; administration</li> <li>• Encumbrances &amp; year end purchasing</li> <li>• Department revenues</li> <li>• Voided checks</li> <li>• Interim checks</li> <li>• Credit card use</li> <li>• Employee reimbursement</li> <li>• Petty Cash</li> <li>• Forms</li> </ul>                                             | Cash Receipts, Petty Cash, & Returned Check Policy | The Town policy should be reviewed for possible update and compared to the VLCT policy for inclusion of any missing item.<br><br>Also, it's the Town Manager's recommendation that any form of petty cash should be eliminated. Given that recommendation, specific attention to policy update should include employee reimbursement, credit card, and charge account procedures, etc. |
| [Covered in Gen'l Financial Policies & Procedures above]                                                                                                                                                                                                                                                                                                                                                                 | Credit Card Policy                                 | Refer to previous recommendations.                                                                                                                                                                                                                                                                                                                                                     |
| Debt Management Policy                                                                                                                                                                                                                                                                                                                                                                                                   | Debt Management Policy                             | The Town policy should be reviewed for possible update, as applicable and warranted. This update should include comparison with the VLCT policy.                                                                                                                                                                                                                                       |
| Capital Budget Policy                                                                                                                                                                                                                                                                                                                                                                                                    | Capital Budget & Program Policy                    | The Town policy should be                                                                                                                                                                                                                                                                                                                                                              |

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| <b>INTERNAL FINANCIAL CONTROLS – STATUS, 07/11/2018</b>            |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>NORWICH CURRENT POLICIES</b>                                    | <b>VLCT RECOMMENDED POLICIES</b>           | <b>RECOMMENDATION / ISSUE</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                    |                                            | reviewed for possible update, as applicable and warranted. This update should include comparison with the VLCT policy.                                                                                                                                                                                                                                                                                                                                 |
| Investment Policy                                                  | Investment Policy                          | This policy was updated about a year ago. It should be compared with the VLCT policy to ensure nothing has been overlooked. Any amendment should be drafted and adopted in collaboration with the Treasurer.                                                                                                                                                                                                                                           |
| -----                                                              | Trustees of Public Funds Investment Policy | The Selectboard in collaboration with the Trustees of Public Funds should draft and adopt a policy as recommended by VLCT.                                                                                                                                                                                                                                                                                                                             |
| -----                                                              | Fraud Prevention Policy                    | The Selectboard should adopt a policy, though the Conflict of Interest and the Code of Ethics Policies, to some degree, touch on issues related to a fraud prevention policy.                                                                                                                                                                                                                                                                          |
| Undesignated Fund Balance Policy [Selectboard Financial Policy #2] | Fund Balance Reserve Policy                | The Selectboard, through the Town Manager and the Finance Director, should work with the auditor to ensure the Town's methods (procedures) for use of fund balances, designated reserve funds, and other related issues are being properly conducted. This should include revisiting any "emergency" reserve policy/procedure the Town may adhere to. As applicable and warranted, the Selectboard should amend and/or adopt the relevant policy(ies). |
| -----                                                              | Balanced Budget Policy                     | Without an adopted policy, the Town annually carries out a balanced budget approach to recommending a budget for voter approval. The Selectboard may opt to adopt such policy despite its annual approach.                                                                                                                                                                                                                                             |
| Grants, Gifts, & Special Funds                                     | Gift Policy                                | The Town policy should be                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>INTERNAL FINANCIAL CONTROLS – STATUS, 07/11/2018</b>                 |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NORWICH CURRENT POLICIES</b>                                         | <b>VLCT RECOMMENDED POLICIES</b>             | <b>RECOMMENDATION / ISSUE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Policy [Selectboard Financial Policy #3]                                |                                              | reviewed for possible update, as applicable and warranted. This update should include comparison with the VLCT policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Budget Management Policy [Selectboard Financial Policy #1]              | -----                                        | The Town policy should be reviewed for possible update, as applicable and warranted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Capital Assets Accounting Policy                                        | [Related to Capital Budget & Program Policy] | The Selectboard should incorporate this policy into, for instance, either in the “master” accounting, auditing, & financial report policy or in the capital budget & program policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Conflict of Interest Policy                                             | -----                                        | The Selectboard recently updated this policy. No action required, at this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Code of Ethics Policy                                                   | -----                                        | The Town policy should be reviewed for possible update, as applicable and warranted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Appropriation Request & Disbursement Policy (“Other Monetary Articles”) | -----                                        | The Town policy should be reviewed for possible update, as applicable and warranted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Transfer Station Use & Sticker Policy                                   | -----                                        | <p>The Town policy should be reviewed for possible update, as applicable and warranted.</p> <p>Also, it's the Town Manager's recommendation that cash should be eliminated from the Transfer Station. This is one of the highest financial risk areas in Town. The only form of payment that should be accepted at the Transfer Station should be checks, pre-numbered punch cards, and, possibly, credit cards. Should the Selectboard agree to pursue this, the Town Manager has first-hand, successful experience in doing this in another Vermont community.</p> <p>If cash is continued as a form of payment, then, a mandatory form of duplicative receipting</p> |

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| INTERNAL FINANCIAL CONTROLS – STATUS, 07/11/2018 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| NORWICH CURRENT POLICIES                         | VLCT RECOMMENDED POLICIES | RECOMMENDATION / ISSUE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                  |                           | <p>should be put in place, including a “point of sale” system (cash register).</p> <p>Also, if possible, payment should be made upon entering the Transfer Station not upon exiting.</p>                                                                                                                                                                                                                                                                                                                                                                |
| -----                                            | -----                     | <p>Other: based on “management letter” insights from the Town’s auditor, other policies/procedures should be put in place, as applicable and warranted. First step, work with the new auditor to complete the FYE 2018 audit, including clarification of any issues raised by the previous auditor for the FYE 2017 audit. There were some “misstatements” identified by the previous auditor which were either corrected or concluded by the auditor to be reasonable representations given discussion between the auditor and the Finance Office.</p> |

# TOWN OF NORWICH

## PERSONNEL POLICIES

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Originally Adopted: July 1, 2006

Updated:  
August 16, 2006  
August 7, 2007  
May 28, 2008  
September 10, 2008  
May 27, 2009  
August 26, 2009  
September 7, 2010  
[Month Day], 2017

## NORWICH ORGANIZATIONAL CHART

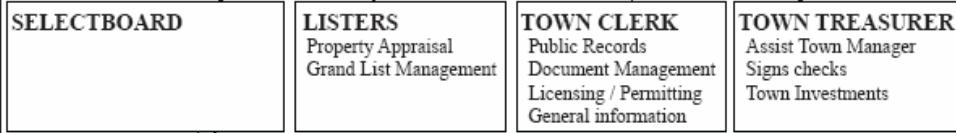
Chart prepared by Steve Stokes and Chuck Wise, TRORC

February 2006

— Direct Responsibility  
- - - Indirect Responsibility  
and/or collaboration

**Comment [HD1]:** Requires general update

### ANNUAL TOWN MEETING



### BOARDS/COMMITTEES (not subject to personnel policies)

- Affordable Housing
- Auditors
- Cemetery Commission
- Conservation Commission
- Corridor Enhancement Committee
- Development Review Board
- Energy Committee
- Finance Committee
- Health Officer
- Milt Frye Nature Area Committee
- Planning Commission
- Senior Action Council
- Transportation Committee
- Tree Warden
- Watershed Land Management Council
- Boards of Abatement and Civil Authority

|                       |                            |                                   |                  |
|-----------------------|----------------------------|-----------------------------------|------------------|
| Recreation Department | Zoning and Planning        | Finance Office                    | Waste Management |
| Special Events        | Land Use Planning          | Accounting                        | Collection       |
| Youth Programs        | Zoning Administration      | Accounts Payable                  | Recycling        |
| Adult Programs        | Community Development      | Payroll                           |                  |
| Park Maintenance      | Historic Preservation      | Tax Collection                    |                  |
| Municipal Pool        | Conservation               |                                   |                  |
|                       |                            |                                   |                  |
| Police Department     | Fire Department            | Highway Department                |                  |
| Administration        | Fire Suppression           | Roads and Bridges Management      |                  |
| Detectives/Youth      | Rescue                     | Transportation System Maintenance |                  |
| Patrol                | Emergency Medical Services | Equipment Maintenance             |                  |
| Communications        | Hazardous Materials        |                                   |                  |
| Parking & Traffic     | Fire Prevention            |                                   |                  |
| Animal Control        | Public Education           |                                   |                  |

These groups work on behalf of Town of Norwich residents but are not directly governed by the Selectboard.

MARION CROSS  
SCHOOL

DRESDEN SCHOOL  
DISTRICT

NORWICH FIRE  
DISTRICT

OTHER AGENCIES  
& ORGANIZATIONS

## STATEMENT OF EMPLOYMENT CONDITIONS

The Norwich Selectboard has adopted the following statement of policy concerning employees of the Town of Norwich.

| Except for Section 5., "no employee, officer, agent or other representative of the Town of Norwich subject to these policies has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the foregoing provisions. Any exceptions to this policy of "at-will" employment must be expressly authorized in writing by the Selectboard of the Town of Norwich."

**Deleted: 5.B.**

No statement in these Town of Norwich Personnel Policies should be construed to grant any employee an employment contract of fixed duration nor should this or any other personnel manual be interpreted as making an implied or express contract of employment. This will serve notice to all employees that the employment relationship is at-will, and may be terminated by either the Town of Norwich or the employee at any time for any reason. All sections contained in these Town of Norwich Personnel Policies are intended as a general policy statement containing broad internal policy guidelines and not as a contract or any other commitment. The policies/guidelines set forth herein do not represent all terms and conditions of employment applicable to Town of Norwich employees.

**Town of Norwich, Vermont  
Personnel Policies**

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| \*\* ORIGINALLY ADOPTED BY THE NORWICH SELECTBOARD ON JULY 12, 2006. \*\*

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## 2. DEFINITIONS

- A. "The Policy" - refers to the Town of Norwich Personnel Policies as adopted and amended.
- B. "The Town" – refers to the Town of Norwich.
- C. "Town Buildings" – refers to Tracy Hall, Highway Garage and buildings, Transfer Station facilities, Police/Fire Stations and all other Town-owned buildings and structures.
- D. "Benefits" - life, health, dental, vision, flexible benefit plan, accidental death and dismemberment insurances, retirement benefits, and disability plans as approved by the Selectboard.
- E. "Privileges" - sick leave, vacation leave, bereavement leave, medical appointment leave, holiday leave and other such privileges as described within the Policy.
- F. "Full-time Employee" - as described in Section 8, paragraph B, of the Policy.
- G. "Part-time Employee" - as described in Section 8, paragraph C, of the Policy.
- H. "Temporary Employee" - as described in Section 8, paragraph D, of the Policy.
- I. "Salaried and Contract Employees" – as described in Section 8, paragraphs E and F, of the Policy.
- J. "Fire Department Employee" – a member of the Fire Department.
- K. "Town of Norwich Selectboard" - shall be the Town's legislative body.
- L. "Spouse" –shall be construed to mean the legally married or civil union partner of an employee.
- M. "Department Head" - for the purposes of these Personnel Policies Department Heads are:

Finance Officer  
Director of Public Works  
Recreation Director  
Town Clerk

Fire Chief  
Police Chief  
  
Zoning Administrator/  
Planning Coordinator

- N. "Town Departments" are:

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Comment [jm2]: Normally considered separate and above department heads

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Comment [jm3]: usually not considered "department heads"

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Town Finance  
 Town Public Works  
 Town Recreation  
 Town Fire  
 Town Administration

Town Clerk (Elected)

Town Zoning/Planning  
 Town Police

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O *"Personnel File"* refers to the permanent record maintained by the Town for each employee, and containing, at a minimum, a history of the dates of employment of the employee, the positions the employee filled, the rates of pay for the employee, the annual evaluations completed by the Employee's Supervisor, and the records of any disciplinary action as noted in Section 14 of these policies. The file may also contain records such as application forms, professional certifications and licenses, and results of reference checks related to initial employment, employee benefit plan selections, employee authorizations for payroll deductions, and any other documents which are deemed by the Town Manager to be relevant to the individual's employment.

P "Compensatory time". Pursuant to Section 7(o) of the Federal *Fair Labor Standards Act* (FLSA), the Town of Norwich offers its non-exempt employees compensatory time off in lieu of overtime compensation. Compensatory time is provided at the rate of one and one-half hours of compensatory time for each hour of overtime worked.

An employee may accumulate not more than 100 hours of compensatory time. Any employee who has accrued 100 hours of compensatory time off shall, for additional overtime worked, be paid overtime compensation at the rate of one and one-half times the employee's regular rate of pay.

At the time of hiring, a non-exempt employee must elect to receive either compensatory time or payment of overtime compensation. This election may be changed in writing by an employee, but only once each fiscal year, by informing the Department Head and the Finance Office.

An employee who has accrued compensatory time and requested use of this time shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly interrupt the operations of the employee's department. A request to use compensatory time may be turned down when the Department Head reasonably and in good faith anticipates that the employee's use of the time will impose an unreasonable burden on the department's ability to provide services of an acceptable quality and quantity for the public during the time requested without the use of the employee's services.

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**Comment [jm4]:** keep separate in the "application file"

**Comment [jm5]:** best practice to keep in separate files

**Comment [HD6]:** This definition and its provisions is inconsistent with the Union Contract (7/1/14 – 6/30/18)

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An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the average regular rate received by such employee during the last three years of employment or the final regular rate received by such employee, whichever is higher.

Q “*Non-Exempt Employees*”. Are those employees who are covered by the Fair Labor Standards Act (FLSA).

R “*Exempt Employees*”. There are three primary exempt categories for municipalities under FLSA rules:

- Executive
- Administrative
- Professional

All have a salary threshold and all have separate duties/tasks. (See Appendix XI for detailed descriptions.) Elected officials are also classified as exempt.

S “*Timesheets*”. For the purposes of filling out timesheets, the workweek starts on a Sunday and finishes on the following Saturday. Employees are paid every two weeks. NOTE: Fire Department submits timesheets quarterly or biannually.

Each employee is responsible for assuring the timely submission of their respective timesheet once every two weeks. The number of regular, overtime, call back hours, compensatory hours accumulated, compensatory hours used, holiday, vacation and sick hours and hours of unpaid leave, shall be entered. The timesheet shall be approved and signed by the employee's supervisor and submitted to the Finance Office. Timesheets are filed in each department and the Finance Office. Each employee has the responsibility to check his/her timesheet and report any errors.

T “*Town Manager*” The chief administrative officer for the Town, appointed by the Selectboard.

### 3. PURPOSE

These policies establish procedures that serve as a guide to administrative action concerning the personnel activities and transactions of the Town. The policies intend to set forward the customary and most reasonable method of fulfilling the objectives of personnel administration. The policies are also a mechanism by which to inform the employees of the Town's employment conditions.

This policy and the provisions contained herein do not constitute a contract to employment in whole or in part. The Town reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

|                                                                                                                                                                                        |
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| <b>Comment [jm7]:</b> Is this necessary? It seems like an extra burden for the Town to keep up to date. If so inclined, employees can easily look up the FLSA requirements themselves. |
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| <b>Deleted:</b> Each supervisor is responsible for assuring the timely submission of a timesheet for each employee under their supervision every two weeks                             |
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| <b>Deleted:</b> Town of conditions of employment within the Town                                                                                                                       |
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#### 4. ADOPTION AND AUTHORITY

These Personnel Policies of the Town of Norwich dated July 1, 2006 (Updated: August 16, 2006, August 7, 2007, May 28, 2008, September 10, 2008, August 26, 2009, September 7, 2010, and [Month Day], 2017), are adopted pursuant to 24 VSA §1121, et seq., and by their adoption, supersede any policies previously in force.

These policies remain in effect until superseded, but should be reviewed on a regular basis by the Town Manager and the Selectboard, with a formal review being completed no later than once every three years. However, these Personnel Policies will not be negated for lack of review within the specified schedule.

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#### 5. APPLICABILITY

- A. These policies shall be applicable to all persons employed by the Town except where specifically superseded by a collective bargaining agreement for employees who are members of the collective bargaining unit (New England Police Benevolent Association) and other employees excluded by this section.
- B. These policies shall be applicable to the Town Manager except as they may be covered specifically by any employment contract between the Town Manager and the Selectboard, in which case the employment contract will take precedence.
- C. Sections 7, 8, 12, 14, 15, 16, 17, 18, 19, 20 and 21 do not apply to employees of the Fire Department.
- D. Severability Clause. Should any provision of these policies be held to violate a Federal or State law, only those specific provisions shall be invalid, and all other provisions shall remain in full force.

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**Comment [jm8]:** Note: VLCT suggests that elected officials such as the Town Clerk sign an agreement to be covered by the personnel policy in exchange for receiving benefits. See VLCT model. (There are certain sections, such as discipline, exempted from the agreement since elected officials answer to the voters and not the Selectboard or Town Manager.)

#### 6. EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Town is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications and suitability for the position and will consider them with respect to compensation and opportunity for training and advancement including up-grading and promotion, without regard to age, sex, race, color, ancestry, sexual orientation, place of birth, physical or mental condition, religion, national origin, marital status, any other categories protected by state or federal law, or political affiliation.

Equality in such opportunities continues to be the basic policy of the Town.

#### 7. RECRUITMENT

- A. The Town Manager shall post notice of every Town vacancy in all Town

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buildings for a period of at least five business days. The Town Manager may also post notice of vacancies in newspapers, on the Town website, and in such other appropriate media as to attempt to obtain the best qualified applicant response. Note as exception hereto: The Fire Department, as a volunteer/call department, recruits on a continuous basis.

- B. Notice shall specify the vacant position, salary range, nature of the work and full job description when available, required qualifications of the applicants, closing date for receiving applications and other such information as required. Notice shall include verification that the Town does promote Equal Employment Opportunity.
- C. It is the policy of the Town that immediate relatives shall not directly supervise immediate relatives. Temporary employees may be exempted from this provision where the possibility of any conflict of interest is deemed to be minimal and with prior approval of the Town Manager. For the purpose of this subsection, immediate relative shall include (step) mother, (step) father, parents-in-law, sister (in-law), brother (in-law), spouse, domestic partner, (step) children. Members of the Fire Department are exempt from this provision, except the Fire Chief, as long as the Fire Department continues to operate as a Call Department.
- D. Policies stated in this section are not to be construed as to conflict with any law or regulations mandated by state statutes required for police hiring practices or any other department that may also be affected by laws or statutes.
- E. As part of the pre-employment procedure, former supervisors, employers, and references provided by applicants shall be contacted to confirm application information. Motor vehicle, criminal background and/or credit checks may be conducted with written authorization from the applicant. Reference checks may be conducted personally, by telephone, electronically, or by other methods and shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. For Town positions requiring a commercial driver's license (CDL), a pre-employment drug test may be required (in addition to the random drug testing required during any employment). All such information is to be handled as privileged and confidential.
- F. Steps Before Starting to Hire. Before starting to fill a new or existing position, the following items must be determined:
- (1) The position title, the nature of work to be performed and a job description, when available, listing essential tasks of the position. Existing job descriptions will be updated as applicable. New or changed job descriptions must be approved by the Town Manager before advertising the position.

**Comment [jm9]:** do you list all qualifications? I suggest inserting the word "major" here since there may be other required qualifications upon which you make the decision that are not listed on the posting.

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**Comment [HD10]:** The Fire Chief is an employee of the Town versus a volunteer "employee".

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- (2) The job classification, exempt or non-exempt status under FLSA and the hourly pay rate must be determined.
- (3) The position may be full-time or part-time, permanent or temporary (seasonal). Both must be determined before hiring, including the number of hours per week for a part-time position.
- (4) An estimated starting date must be agreed upon.
- (5) No position may be advertised unless the necessary funds are included in the current budget for the position.
- (6) The position must be advertised. The final date for receiving applications must be stated. It is not necessary to advertise the pay rate/hiring range. Job descriptions should be available for applicants if they want them. Advertisements will be posted in at least three public places in Town (including the town website) and in the Selectboard's designated newspaper (currently, Valley News) or other appropriate form of online or print media (e.g., the Norwich Listserve). Advertising costs will be charged to the department hiring the employee.
- (7) Normally the Department Head will be responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. However, the Town Manager may decide to participate in the screening and interviewing if s/he wishes.
- (8) The Town Manager will approve all hiring decisions on an individual basis, before a job offer is made, unless s/he specifically delegates this authority to the Department Head.

## 8. EMPLOYEE CLASSIFICATION

- A. **Probationary Employee.** A probationary employee is any new employee or any employee returning from a break in service of one year or more (except for an employee returning from active military service). The probationary status of an employee shall be completed when the employee has worked at least one year and has received favorable reviews at 90 days and 180 days from the Department Head which have been accepted by the Town Manager. The probationary period may be extended at the discretion of the Town Manager, but shall not exceed eighteen months. Probationary employees receive all the benefits and privileges provided by these Personnel Policies. Probationary employees are not subject to the disciplinary and discharge procedures set out in Section 14.
- B. **Full-Time Employee.** A full-time employee is an employee who has completed the probationary period and works a regularly scheduled forty (40) hour work week. The employee is subject to all policies and

**Comment [jm11]:** suggest this could be a range, depending on qualifications

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**Comment [HD12]:** This is inconsistent with section 7.B.

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regulations and is eligible to receive all benefits and privileges as provided by the Personnel Policies.

- C. Part-Time Employees. All those working fewer than 40 hours per week up to and including 39 hours per week.
- D. Temporary Employee. A temporary employee is one who is hired with an expected employment duration of less than one (1) year. A temporary employee shall not enjoy nor be entitled to the privileges and benefits provided by these policies, except as provided by state or federal law, but may be paid a 15% differential above the hourly rate for the position held.
- E. Salaried and Contract Employees. Salaried and contract employees are not considered hourly employees.

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**Comment [jm13]:** this allows for workers' comp insurance, unemployment insurance, social security, medicare, and the new Vermont paid sick leave law plus any future laws that are passed.

**Comment [jm14]:** independent contractors should not be included as a type of employee. There may be "contract" employees but, by definition, an independent contractors should be a non-employee and this personnel policy should not be applied to them.

**Deleted:** <#>Independent Contractor. An independent contractor is hired to perform one or more defined tasks, and is paid at a negotiated rate of remuneration. No overtime is paid and there are no fringe benefits payable. As an alternative to a fixed contract, the person may be paid at an hourly rate based on the number of hours needed to complete the task. Again, no overtime or fringe benefits are paid. All independent contractors must get a signed contract before starting work. Health, injury and third party insurance are the responsibility of the independent contractor.¶

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**Comment [jm15]:** These 2 sentences are confusing. What is "appropriate notice" and what is "official notice." Maybe this could be clearer. Perhaps this fits: "Because the department has vacancies on a fairly regular basis, we accept applications on a continual basis and review them as needed when openings arise."

## 9. FIRE DEPARTMENT

With the exception of the Fire Chief, members of the Fire Department are employed on an on-call basis and shall be excluded from coverage of the Personnel Policies and shall not be entitled to any rights or benefits contained in these Personnel Policies except as specifically provided in these policies. Members of the Fire Department shall have the right to present grievances, except grievances relating to promotion, demotion, discipline or discharge and shall have the right to report instances of sexual harassment to the Fire Chief or the Town Manager in accordance with Appendix I. In the case of a conflict between this section and any other portions of these policies, this section will govern.

Members of the Fire Department serve as "at will" employees and may be demoted or terminated by the Fire Chief with the approval of the Town Manager at any time without cause. These Personnel Policies do not constitute an employment agreement between the employer and the employee and are subject to change at the sole discretion of the employer as the needs of the employer and requirements of the department change.

### A. Recruitment

The Fire Department shall provide appropriate notice of vacancies. Recognizing that the department has vacancies on a fairly continual basis and is consistently recruiting, official notice of vacancies is not required.

The following are the minimum requirements for becoming a member of the Fire Department:

- Minimum of 18 years old
- High School graduate
- Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.

- No felony conviction.
- No misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions.
- No pending misdemeanor or felony charges.
- Holder of a valid driver's license with no suspensions in last three years and no habitual or serious traffic offenses.
- Not a habitual drunkard or gambler.
- No use of illegal drugs in the past three years.
- Never sold illegal drugs.
- No use of mind-altering drugs within the past 5 years.
- Able to attend regular training and drills.
- Able to respond to calls on a regular basis.

**Comment [jm16]:** I'm not sure this is legal when there is no conviction.

**Comment [jm17]:** define? also may be protected by ADA. Better to define essential functions of the job.

**Comment [jm18]:** define "mind-altering." what about alcohol? perhaps "no illegal drug use" would be better.

The applicant will fill out an application on a form provided by the Fire Chief with the necessary releases to allow a background investigation.

The Fire Chief is responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. The Town Manager may participate in the screening and interviewing process.

The Police Department will perform a background investigation of all applicants.

Applicants for membership in EMS division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being appointed.

Members of the fire/rescue division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being qualified for interior firefighting or other tasks requiring the use of SCBA.

Appointments to the Fire Department are made by the Town Manager based on a recommendation of the Fire Chief.

B. Promotions

To the extent feasible appointment as a Fire Department officer, with the exception of the chief, should be made from within the department.

Application for a promotion shall be made on a form provided by the Fire Chief with the necessary releases to allow a background investigation. The selection process will be based on the requirements of the job description and may include review of education, training and experience; appropriate testing and interviews; background check; physical agility; drug screening and, where appropriate, pre-appointment medical examination. The Town Manager may participate in the screening and interviewing process.

**Comment [jm19]:** Be careful. I don't believe drug testing is allowed except after a job offer has been made and the offer is contingent upon passing the drug test.

Appointments as a Fire Department officer in the fire/rescue division are made by the Town Manager based on a recommendation from the Fire

Chief. The Fire Chief makes appointments to staff positions and assigns other duties as required.

C. Performance Evaluation

Written performance evaluations shall be conducted at least once annually for all Fire Department officers using a form prepared by the Fire Chief and approved by the Town Manager.

**Comment [jm20]:** what about other staff?

10. PHYSICAL EXAMINATION

All prospective employees, including current employees being promoted or transferred or transitioned from temporary employment to a new position, may be required to undergo a physical examination at the expense of the Town after an offer of employment has been made. Appointment to a position may be conditioned upon satisfactory results of the examination demonstrating that the prospective employee has the physical and mental capacity to perform the job's essential functions with reasonable accommodations, if necessary. Pre-employment medical examinations for applicants shall be conducted only under circumstances allowed by the Americans with Disabilities Act and Vermont state law.

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All new Town employees must provide the Town with proof of identity and work authorization status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

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12. PROMOTIONS AND TRANSFERS

A. Vacancies in positions in any department in the Town should be filled as far as practicable by the promotion or transfer of well-qualified employees (based on past performance reviews) and recommendation of Department Heads. Promotion in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation. In no case shall a promotion be effected without just compensation.

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B. All promotions and transfers shall be subject to a one year evaluation period. If, during this evaluation period the Town Manager in consultation with the Department Head determines that the employee cannot satisfactorily perform the duties of the position, the employee shall be notified in writing as to the reasons for the decision and, subject to a pre-demotion hearing, may be removed from the position. If the employee's old position, or some other position for which the employee is qualified, is vacant, the employee will be returned to his former or other equivalent job. Otherwise, the employee will be subject to the Layoff Provisions under these policies. A decision by the Town Manager, after consultation with the

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Department Head, during the evaluation period to remove a promoted or transferred employee from the new position shall be final and not subject to appeal.

### 13. RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

- A. Every employee shall fulfill to the best of their ability the duties and responsibilities of his position. Each employee shall, during his/her hours of duty, devote full time, attention and efforts to their position and employment. An employee shall not use their position to secure special privileges or exemptions for him/herself or others. An employee shall not use Town property or equipment for private use or for any use other than that which serves the public interest.
- B. An employee shall not disclose confidential information gained by reason of their position except as authorized or required by law, nor shall the employee otherwise use such information for personal gain or benefit.
- C. The obvious responsibility of an employee is to the Town. No conduct or action contrary to the best interests of the Town will be permitted.
- D. If, in the opinion of the Town Manager, secondary employment interferes with an employee's performance of duties, the Town Manager shall provide written notice to the employee of such observations and of the possibility of imposition of disciplinary action including, but not limited to, termination.
- E. An employee may not be absent from duty without the permission of his Department Head. Any absence of an employee from duty not authorized under provisions of these policies shall be investigated by the Department Head and reported to the Town Manager. Any employee absent from work without authorization may be subject to forfeiture of compensation for the period of absence and other forms of discipline including termination.
- G. Exempt personnel shall be entitled to reasonable time off as compensation for hours worked in excess of forty hours per week, providing prior notice and approval is secured by the Town Manager. This time off shall constitute the only compensation for said additional work hours.
- H. Political Activity: An employee shall not use his or her official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office in the Town of Norwich. This rule is not to be construed to prevent an employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.
- I. Town Policies Affecting Employees: In accordance with state statute, the Town maintains several policies employees shall adhere to. A copy of the

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**Comment [HD21]:** Redundant section to Section 14.B.

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**Deleted:** Town employees are expressly prohibited from soliciting or accepting any gratuity (except mementos or novelties of nominal value) from any person, company firm or corporation to which any purchase or contract is or might be awarded.

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**Comment [jm22]:** Generous but is this necessary? Fine to have if working well but may be worth review and reconsideration.

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J. Smoking Policy: In accordance with state statute, the Town has adopted a smoking policy. See the full policy in the appendices for further information. ¶

K. Drug Free Workplace: In accordance with state statute, the Town has adopted a drug free workplace policy. See the full policy in the appendices for further information. ¶

L. Workplace Violence Policy: The Town has adopted a policy dealing with violence in the workplace. See the full policy in the appendices for further information. ¶

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policies are included in the appendices, and they address sexual harassment, smoking, drug free workplace, and workplace violence. This list may not encompass all Town adopted policies applicable to employees. Employees are encouraged to speak with their supervisor or the Town Manager for any such policy(ies).

- M. Personnel Files: An employee, upon request to the Town Manager, may make an appointment to review his/her Personnel File. Such review shall occur at the Town offices and shall be supervised. Employees may receive copies of any documents contained in their file, but may not remove or destroy any such documents.

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#### 14. DISCIPLINARY ACTION

- A. The Town exists to provide services to its citizens and, therefore, has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of its Town employees. Discipline and/or performance improvement coaching will result from any action or inaction resulting in anything less than satisfactory performance. All full-time and part-time employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case. The termination and disciplinary procedures outlined in these Policies do not apply to probationary or temporary employees.
- B. Disciplinary action may be initiated by the Department Head and/or Town Manager. Discipline will be administered for reasons which include but are not limited to:
- No employee shall, directly or indirectly, ask, demand, exact, solicit, accept, receive a gift or gratuity, or a promise to make a gift or to do any act beneficial to the employee or another with the understanding that the employee will be influenced thereby in any action within the employee's official capacity or employment. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services.
  - absenteeism including tardiness;
  - any violation of any employee duties as set forth in these policies, or a violation of any other duties or work rules, whether or not specified herein;
  - any action or inaction resulting in anything less than satisfactory performance;
  - insubordination;
  - unacceptable job performance;
  - possession or use of alcohol on the job;
  - possession or use of illegal drugs on the job;

**Comment [jm23]:** best to avoid "for cause" phrase as it can get quite specific legally.

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- misuse of prescription or non-prescription drugs which impairs the performance of the employee;
  - unauthorized use of Town equipment or property;
  - destruction of public and/or private property;
  - falsification of documents concerning payroll or any other departmental operations;
  - abusive and/or obscene language directed at supervisors, other employees or the public;
  - failure to comply with safety regulations;
  - sexual harassment;
  - dishonesty of any kind, including theft of public or private property;
  - violation of confidentiality;
  - other actions or conduct adversely affecting or impairing the efficiency or effectiveness of Town service.
- C. All disciplinary actions shall be communicated to the employee in writing. The discipline documentation shall provide a space for comments from the employee and space for the employee to sign with language indicating that the employee's signature denotes the receipt of a copy of the document, but does not necessarily indicate the employee's agreement with its content. Refusal to sign the document may be considered insubordination on the part of the employee, and could be cause for additional disciplinary action.
- D. Employees shall be notified in writing at the time of any disciplinary action as to their rights of appeal. Comments written by the employee on the documents referenced in Section C above do not constitute the basis for an appeal.
- E. Any and all documents related to disciplinary actions shall become a permanent part of the employee's personnel file. Except for records of Verbal Reprimands, as noted below, or when removal of a record is authorized by the Town Manager.
- F. Disciplinary action need not follow a sequential order and is not necessarily limited to the following procedures:
- (1) Verbal Reprimand. The Department Head may verbally warn employees of areas which need improvement or of a specific incident. The warning should be informal in nature and include specific steps for performance improvement or corrective action. A record of such reprimand will be placed in the employee's personnel file and retained for a period of up to one year. If no other disciplinary action beyond a verbal warning occurs during that period, the record of the verbal reprimand will be removed from the employee's personnel file after the employee's next annual evaluation.
  - (2) Written Reprimand. The Department Head may issue a written reprimand to an employee for a repeat offense, continual lack of

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Comment [jm24]: I advise not to remove anything from a personnel file. Such history should not be lost.

Comment [HD25]: I agree, but, often, this gets "bargained" in a union contract

Comment [jm26]: such removal is not recommended.

performance or a more serious offense than warrants a verbal warning. The reprimand will include the nature of the offense and possibility of future disciplinary action. Remedial suggestions will be included in the reprimand. A written reprimand will remain in the employee's personnel file for three years, unless removed by request of the Department Head and approved by the Town Manager.

- (3) **Suspension (with or without pay).** The Department Head, with the approval of the Town Manager, may suspend an employee with or without pay for up to thirty (30) days for recurring offenses or a more serious offense than that which warrants a written reprimand. If the suspension is without pay, it is subject to written notice and a pre-suspension hearing where circumstances allow. In those instances where a pre-suspension hearing cannot be afforded, an immediate post-suspension hearing will be provided. The length of the suspension shall be based on the seriousness of the offense. In situations where the employee may endanger himself/herself, the public or other employees, the Department Head may take immediate action to suspend, and review the matter with the Town Manager subsequent to the action. Employees will receive confirmation of the suspension in writing with the date, time and nature of the offense, the length of the suspension, remedial suggestions and methods to appeal.

Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

- (4) **Suspension (with pay).** The Town Manager may elect to suspend an employee with pay for an indefinite period of time pending an investigation of an alleged incident or offense when the employee's continued performance of his duties would erode public confidence in the department or the Town organization. The employee should receive written notice and a pre-suspension hearing. Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

- (5) **Dismissal.** The Town Manager may dismiss an employee whose performance or actions over time have been such that the employee has an established negative pattern of actions or performance. In addition, the Town Manager may immediately dismiss an employee when the nature of the act, offense, or misconduct triggering discipline so warrants. There are certain types of conduct which are expressly forbidden and which may result in immediate termination from the Town. Conduct constituting just cause for immediate termination includes, but is not limited to:

- Theft;

**Comment [jm27]:** It is often wise to suspend with pay (for instance, while conducting an investigation) so you'll want to be sure to have that option.

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**Comment [jm28]:** Do not do this except if the person would be a danger to him/herself or others in which case, send him or her home WITH PAY. The Town Manager should be required to pre-approve any other suspension and, PRIOR to that, legal help should ALWAYS be obtained! Call VLCT if ever in this situation. The VLCT-PACIF Employment Practices Liability (EPL) Referral Program can provide up to 3 hours of free legal advice!!

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**Comment [jm29]:** I would try to find a way to combine 3 and 4, allowing flexibility for the circumstances which would warrant any suspension and discretion for the TM on paid vs. unpaid. Again, get legal advice by calling VLCT before initiating suspension.

**Comment [jm30]:** It may be okay to set this expectation for employees. However, in such a situation the Town should always pause and call VLCT before dismissal.

- Unauthorized possession of weapons;
- Falsification of records or documentation;
- Possession or use of alcohol on the job;
- Possession or use of illegal drugs on the job;
- Fighting or threatening other employees or supervisors;
- Willful destruction or abuse of property;
- Sexual harassment;
- Reporting to work under the influence of drugs or alcohol;
- Disregard of safety rule;
- Misuse or unauthorized use of Town property;
- Conviction of a crime, which adversely affects or impairs the ability of the employee to perform Town services;
- Refusal to obey ~~orders~~ of the individual's Supervisors or the Town Manager;
- Unauthorized operation of machines, tools or equipment;
- Absence without reasonable cause;
- Leaving work during business hours without permission;
- Coercing or intimidating other employees or Supervisors
- Misuse or removal from work, without proper authorization, of employee lists, blueprints, records of confidential information of any nature;
- Gambling during working hours.

**Comment [jm31]:** a directive?

**Comment [jm32]:** any removal, even for work purposes, should be pre-approved.

The foregoing list of conduct which may trigger immediate termination is not intended to be exclusive and in no way modifies the right of the Town to immediately terminate an employee for other conduct not listed.

Prior to dismissal:

- (a) The employee will be provided with written notice of the basis for termination and an opportunity to present his/her side of the story to the individual with supervisory authority over the employee. During this initial pre-termination hearing, the employee is entitled to be represented by counsel and may have an opportunity to present witnesses if he/she so chooses. The hearing will be recorded.  
  
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- (b) If the supervisor makes an initial finding that there are grounds for termination, then a hearing date should be set before the Town Manager.  
  
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- (c) The employee will be provided with at least seven (7) but no more than fifteen (15) days written notice of the hearing date, together with the specific grounds for discharge. The notice will also provide: the employee's right to be represented by counsel and to present witnesses and supporting documents, the right to have the matter heard in executive session as opposed to a public hearing.  
  
~~Deleted:~~ seven days (but not more than fifteen days)

- (d) The Town Manager will make arrangements in advance of the hearing for a recording of the proceedings.
- (e) After the supervisor presents each of his/her witnesses, if any, before the Town Manager, the employee or counsel will have the right to cross-examine the witnesses. Both parties have a right to lodge objections to witness testimony and documents and the Town Manager must rule on those objections. Once the supervisor completes his/her case, the employee then has the right to present his/her own witnesses and documents and the supervisor, or Town Attorney, has a right to cross-examination. The Town Manager has a right to ask questions of the witnesses at any time during their testimony.
- (f) After the hearing closes, the Town Manager issues a written decision and forwards it to the parties or their counsel.
- (6) Demotion. An employee holding a position of rank or supervisory capacity or a capacity of increased responsibility with a corresponding increase in pay may be demoted when his/her performance deteriorates to a level where the employee is no longer fulfilling the duties of the position. In every case where appropriate, the demotion will be made by the Department Head only after consultation with, and approval by, the Town Manager. In instances where there is no Department Head, the Town Manager shall have sole authority to make such demotions. Any demotion will be accompanied by a corresponding decrease in salary. Demotion shall also require a written notice of the intention to demote and the opportunity for a pre-demotion hearing.

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**Comment [HD33]:** An issue I see here is that the supervisor represents the town, but the Town Manager is going to make a decision on behalf of the town when the Town Attorney may aid the supervisor. Also, this gets further complicated if the employee loses the case and appeals the Town Manager's decision. Presumably, the Town Attorney would follow the case representing the Town. MAYBE get rid of the "hearing" aspect at the Town Manager level, renaming it "discovery", or something more applicable.

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## 15. APPEALS TO DISCIPLINARY ACTION

- There is no appeal to verbal reprimand.
- Appeals to disciplinary action beyond verbal reprimand shall be subject to the grievance procedure as described in Section 16.

## 16. GRIEVANCE PROCEDURE

Definition - A "grievance" is a claim by an employee(s) stating the employee(s) received inequitable treatment through a misapplication or misinterpretation of these Personnel Policies.

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### Procedure

- The employee(s) originating the grievance shall present the matter to his immediate supervisor and attempt to resolve the matter at that level. The

grievance shall be brought to the attention of the supervisor in writing within ten (10) working days of the date the grievance came to the attention of the employee.

- B. The supervisor shall provide a written response to the grievant within ten (10) working days.
- C. If the matter is not resolved to the employee's satisfaction at the supervisor's level, the grievance shall be brought in writing (including copies of the original grievance and the supervisor's response) by the employee to the next supervisory level within ten (10) working days. The supervisor shall provide a written decision within ten (10) working days of receipt of the grievance.
- D. Step C is continued until such time as the grievance is settled to the employee's satisfaction or until the process is completed through the level of the Town Manager.
  - (1) All time limits contained in the appeal procedure shall consist of "regular" work days (Monday through Friday, excluding holidays). ↴
  - (2) Time limits for any step of the appeals process may be by the Town Manager.
- E. Time limits for any step of the grievance process may be extended by the Town Manager or by previously scheduled absences.
- F. The Town Manager's decision is final.

## 17. REDUCTION IN FORCE

A reduction in force will be undertaken only when in the best interest of the Town. Any reduction in force (layoff) will be undertaken in a manner that minimizes adverse effects on the Town and affects the fewest number of employees as possible. In the event that a reduction in force is necessary, lay-off within the affected department or classification shall be at the sole discretion of the Town Manager after consultation with the appropriate Department Head(s).

**Comment [jm34]:** concerned that if the town misses a deadline due to vacation or family leave or other absence, that the employee discipline would be voided.

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**Deleted:** by any party to comply and adhere to a specified time period as provided herein shall result in a decision against the non-complying party.

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**Comment [HD35]:** Eliminate redundancy between D.(2) and E.

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**Comment [jm36]:** suggest removing this wording. It may be a goal to lay off as few as possible but should not necessarily be an overriding factor if there are other more important issues for the town.

**Deleted:** Heads

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## 18. RECALL

- A. It is the Town's policy to recall employees who have been laid off as vacancies occur for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.
- B. The Town Manager will determine whether an employee has the skills or qualifications to perform available work. The Town Manager will use

an evaluation process that fairly measures an employee's past work, present job abilities, and the employee's potential for improvement.

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- C. An employee who is on lay-off and is recalled must notify the Town Manager in writing of their intent to return to work on a certain date within five (5) work days of their recall notice. The employee must report to work no later than thirty (30) days after notice of recall. Failure to notify the Town or report to work within these periods shall result in a loss of further recall consideration.
- D. An employee recalled within one year of being laid off shall have all seniority and benefits restored to the level at which they existed prior to the layoff, except for those benefits for which the employee may have already been compensated and except for any duly adopted change to these personnel policies or other superseding employment contract (e.g., ratified union contract) in effect on the date of the recall notice.
- E. An employee who is on lay-off and who has not received notification of recall within one (1) year from the date of lay-off shall lose all seniority and recall rights.

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**Comment [jm37]:** maybe fewer days? 21?

19. HOLIDAYS

- A. All full-time employees shall be compensated for holidays recognized under these Personnel Policies.
- B. If a holiday falls on a Saturday, the holiday will be observed on the Friday before. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.
- C. Full-time employees whose scheduled day off falls on a legal holiday, shall receive another day off with pay, the day to be determined at the discretion of the Department Head. Reasonable efforts will be made to accommodate the schedule request of the employee. Also, employees are encouraged to use any such in lieu day within the same pay period as the designated holiday.
- D. Holidays (and any related in lieu day) not used within the fiscal year will be forfeited. Note: the Town Manager may allow some flexibility with this provision, if special facts, information and circumstances warrant.
- E. In the event that work is required of any non-exempt, full-time employee on any of the scheduled legal holidays, that employee shall be paid time and one-half for all hours worked on said holiday, plus holiday pay computed at the employee's regular base pay. This shall constitute the only compensation for employees who work on a holiday. No compensatory time may be accumulated on a holiday.

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**Comment [jm38]:** sometimes non-exempt employees are salaried so be careful to say non-exempt rather than non-salaried.

**Deleted:** salaried

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- F. Temporary employees are not eligible for holidays. Temporary employees who are required to work on a holiday shall be paid at one and one-half times their normal hourly rate for all hours worked on said holiday.

G. Town holidays include:

| Holiday                       | Date                        |
|-------------------------------|-----------------------------|
| New Year's Day                | January 1                   |
| Martin Luther King's Birthday | Third Monday in January     |
| President's Day               | Third Monday in February    |
| Memorial Day                  | Last Monday in May          |
| Independence Day              | July 4                      |
| Labor Day                     | First Monday in September   |
| Columbus Day                  | Second Monday in October    |
| Veteran's Day                 | November 11                 |
| Thanksgiving Day              | Fourth Thursday in November |
| Day After Thanksgiving        | Fourth Friday in November   |
| Christmas Day                 | December 25                 |

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20. PERFORMANCE EVALUATION

Written performance evaluations shall be conducted at least once annually for all employees in a manner and format prescribed by the Town Manager. Evaluations for employees should be conducted between May 1 and June 30 of each year. If said evaluation reveals deficiencies in an employee's working characteristics, the Town Manager may take such action as provided in these policies. Further, the performance evaluations will be part of the criteria by which performance increases are determined.

**Comment [jm39]:** This is excellent. Is it being followed and is it working well across the board?

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**Comment [jm40]:** Is this working? Sometimes there's not enough money to make meaningful

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21. LEAVES

- A. Accounting of Employee Leaves. Employees shall request leave in all circumstances by filing application for leave on a standard form provided by the Town. For all leaves other than leaves for unforeseen illness or emergency, the employee shall request in advance for the time off. The request shall be responded to in timely fashion by the Department Head and/or Town Manager and the leave recorded in records of the Town.

B. Vacation:

- (1) It is the policy of the Town that periodic time off (i.e., vacation) is important for employee well-being and important to building and maintaining employees that positively carry out their respective duties and responsibilities. To that end, the Town encourages employees to take the time off that they earn.

- (2) Vacation leave shall be credited based upon an employee's length of service to the Town. An employee is eligible to use accrued vacation

after six months of service. After completion of six months of service, vacation time earned shall be accrued and available for use monthly according to the schedule listed below.

- (3) Full-time employees are entitled to accrue vacation time for each completed month of service. The rate of accumulation depends on the length of employment with the Town of Norwich.

| <u>Length of Service</u> | <u>Vacation Time</u> |              | <u>Accumulation Rate per Month</u> |              |
|--------------------------|----------------------|--------------|------------------------------------|--------------|
|                          | <u>Days</u>          | <u>Hours</u> | <u>Days</u>                        | <u>Hours</u> |
| 1 through 6 years        | 10                   | 80           | 0.833                              | 6.664        |
| 7 through 13 years       | 15                   | 120          | 1.250                              | 10.00        |
| 14 through 19 years      | 20                   | 160          | 1.666                              | 13.326       |
| 20 and over              | 25                   | 200          | 2.08                               | 16.64        |

Earned vacation days may be accumulated up to a maximum of twice the annual allowance.

| <u>Length of Service</u> | <u>Maximum accumulation of vacation time</u> |    |           |
|--------------------------|----------------------------------------------|----|-----------|
| 1 through 6 years        | 20 days                                      | or | 160 hours |
| 7 through 13 years       | 30 days                                      | or | 240 hours |
| 14 through 19 years      | 40 days                                      | or | 320 hours |
| 20 and over              | 50 days                                      | or | 400 hours |

Any days over the maximum will be forfeited. Unused vacation days up to the maximum accumulation allowed will be paid in cash in the event of voluntary separation from the Town or on retirement.

Employees must have the approval of their supervisor before taking vacation days.

Vacation time must be used in four-hour time blocks.

- (4) Vacation scheduling is the exclusive prerogative of the Department Head for respective department employees. Leave must be requested in advance by the employee and is subject to approval by the Department Head. Vacation days shall not be advanced for use prior to their being earned without approval by both the Department Head and the Town Manager.
- (5) Part-time employees are not ordinarily eligible for vacation, except by approval of the Town Manager.
- (6) Temporary employees shall not be entitled to vacation time.
- (7) With the approval of the Town Manager, compensation may be offered in lieu of earned vacation time. This policy shall be

**Comment [HD41]:** I think this should be reviewed for change (e.g., 10 days through first 3 years; 15 days from year 4 to 10; 20 days from year 11 to 20; and, 25 days for over 20 years of service)

**Comment [HD42]:** Redundant to section B.2. (current B.1.)

**Comment [jm43]:** Is there a reason for this? If taking vacation in conjunction with the Vermont Parental and Family Leave Act, the person must be allowed to take in 2 hour increments.

**Deleted:** Vacation may only be taken after it has been earned.

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implemented only under special circumstances arising from the needs of the employee or Town.

**Comment [HD44]:** Contradictory to above policy stating, "Any days over the maximum will be forfeited."

- (8) Upon voluntary termination or retirement from employment, an employee will be eligible for pay in lieu of vacation based on the total number of days accrued and unused at the time of termination or retirement provided that the employee has given at least two weeks' written notice of termination or intent to retire.
- (9) Absence due to illness, injury or disability in excess of that afforded the employee under these policies, may, at the request of the employee and with the approval of the Department Head and Town Manager, be charged against earned vacation time.
- (10) Vacation leave will not accrue during any type of uncompensated leave of absence.

C. Leaves For Reasons Of Illness And Non-Occupational Injury

- (1) Leave for illness with pay is granted to all full-time employees at the rate of one day (eight hours) per month (twelve days per year) and shall accumulate to a maximum of thirty-six days (288 hours).
- (2)Leave for illness with pay is granted to all eligible part-time employees according to Act 69 of the Vermont General Assembly (Earned Sick Time).
- (3) Leave for illness shall begin to accrue at the end of an employee's first complete month of employment.
- (4) Employees shall not be entitled to any compensation for accumulated leave for illness upon termination of employment (voluntary or involuntary) with the Town.
- (5) An employee who will be absent for reasons of illness shall notify his/her supervisor or Department Head within one hour of the time s/he is scheduled to report to work. Notice of intended absence for illness on subsequent days shall be reported on each day unless prior notification arrangements are made.
- (6) At the sole discretion of the Town Manager and/or a Department Head, an employee using leave for illness may be required to produce a physician's certificate or other proof of illness to substantiate the absence from work. Department Heads may require a physician's statement as proof of illness in the event of three (3) consecutive days of absence resulting from illness prior to the employee being allowed to return to work.
- (7) Leave for illness is not a privilege to be used at an employee's

**Comment [jm45]:** How about calling this section Sick Leave

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discretion. Abuse of leave for illness shall be considered sufficient cause for disciplinary action.

- (8) Leave for illness with pay shall not be given whenever an employee is eligible to receive Accident and Sickness Insurance for the pay period when said sick leave would otherwise be paid.

**Comment [HD46]:** Does the Town maintain such a policy or offer it to employees?

- (9) Use of leave for illness is permitted for the following purposes:

(a) Personal illness or physical incapacity resulting from causes beyond the employee's control.

**Comment [jm47]:** Insert additional reasons outlined under Vermont paid leave law.

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**Comment [jm48]:** Is this phrase necessary?

(b) Enforced quarantine of the employee in accordance with health regulations.

(c) Care for an ill or disabled immediate relative (step) parent(s), parent(s)-in-law, sister (in-law), brother (in-law), spouse, (step) children, residing outside the employee's household, or any relative who resides in the employee's household shall be granted at the discretion of the Town Manager. The Town reserves the right to request verification of validity of need for such absences.

**Deleted:** (step) mother, (step) father

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**Deleted:** son, daughter,

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(d) If an employee uses all accrued leave for reasons of illness, the employee may use other accrued/earned leave (e.g., vacation, comp time) or leave without pay for any subsequent absence related to an employee's illness.

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(e) For any other purpose set forward in these Personnel Policies.

#### D. Personal Days

Each full-time employee is entitled to two (2) personal days in each fiscal year. The entitlement will be added to the employee record on July 1 each year and may be taken as days or hours at any time during the year with the approval of the employee's supervisor. Personal time for new hires will be prorated by the month of the year in which they start. Unused personal days cannot be carried forward from year to year, and are not compensated for at the time of termination.

#### E. Dental and Medical Appointments

An employee may be granted up to two hours leave to attend personal medical and dental appointments, or other illness prevention measures. Such absence will not be charged against any other leave category, but will be subject to the approval of the Town Manager and/or Department Head.

**Comment [jm49]:** It is common to charge attending such appointments to sick leave.

Employees are urged to schedule personal health appointments at times outside the regular work day. Leave for part-time employees shall be prorated upon the number of scheduled hours worked. This appointment leave shall not be used to attend to the personal care of a relative (refer to the use of sick leave for this purpose in Section 21 C (8) (c) above).

F. Worker's Compensation (Work-Related Injury)

- (1) An employee who is absent from his/her duties because of a job related injury shall be eligible for Worker's Compensation benefits as provided by Vermont law, except as modified below. First Report of Injury forms need to be filed within 72 hours of the accident and are available at the Town Manager's Office.
- (2) Absences related to an occupational injury shall not be charged against leave of illness or annual leave, except that an employee may elect to use illness or vacation leave to cover the initial unpaid three (3) days of an occupational injury leave. If the leave extends past ten (10) days, and the Worker's Compensation insurance reimburses the employee for the first three (3) days, then the employee shall reimburse the Town for the amount paid by Worker's Compensation, and the Town shall reinstate to the employee the illness or vacation time charged.
- (3) Work related injuries must be reported to the supervisor or Department Head and the Town Manager immediately, or as soon as practical, but not later than seventy-two (72) hours after the incident. Employees should report all injuries, even if not serious.

G. Special Leaves of Absence

Special leaves of absence, normally not to exceed ten (10) working days, may be granted with or without pay under exceptional circumstances, with the written approval of the Town Manager.

H. Parental and Family Leave

Vermont law guarantees the right to take both long and short term leaves for full-time employees who work more than thirty (30) hours per week. These rights are outlined in 21 VSA §471, et seq.

I. Jury Leave

Jury leave will be granted in compliance with 21 VSA §499. Employees serving on jury duty shall receive the difference in pay between what is received for Jury Duty and the amount of their normal pay.

J. Military Leave

**Comment [HD50]:** Subject to possible re-numbering of sections.

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**Comment [jm51]:** Employees should not fill these out themselves. There should be a designated staff person who files first reports of injury.

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Military leave shall be granted in compliance with 21 VSA §49l-493.

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Employees on military leave will receive the difference in pay between what is received for weekly military pay and the amount of their normal week's pay. This applies only to the two week annual field training which all reserve component members must attend. Employees on military leave have the right to elect to continue their existing Town-based health plan coverage including dependents for up to 24 months while in the military. The Town will continue to also pay its share for up to six months.

**Comment [HD52]:** Is this consistent with Vermont Health Connect?

Employees on military leave for greater than six months shall not receive any direct benefits and privileges, but shall have such protection with regard to their employment as may be provided by State and Federal Statutes.

#### K. Bereavement Leave

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In the event of the death of a member of an employee's immediate family, the employee may be granted up to three (3) days of absence with full pay. For the purpose of this subsection, immediate family shall be defined as: (step) parent(s), (step) children, brother (in-law), sister (in-law), grandparent(s), spouse, parent(s) (in-laws), ward or any relative residing at the employee's home.

**Deleted:** (step) mother, (step) father  
**Deleted:** son, daughter,

**Comment [jm53]:** suggest adding "domestic partner" since that is such a common situation and you would not want to be in a position of denying leave in such a situation.

**Deleted:** grandmother, grandfather

**Deleted:** At the discretion of the Town Manager additional leave may be granted.

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**Comment [jm54]:** Consider allowing taking sick leave for the death of a friend or other relative not defined above.

### 22. EMPLOYEE BENEFITS

#### A. Federal Social Security

- (1) The Town participates in the Social Security program. The social security system provides disability, retirement and Medicare services to qualified employees.
- (2) All employees must participate in the Social Security program. Employees contribute from their pay a percentage of wages as established by the federal government. The Town contributes an equal amount toward the employees' accounts.

#### B. Retirement

##### (1) Regular Employees

- (a) The Town offers an employee pension plan which consists of a defined benefit plan or a defined contribution plan.

- (b) Pension plan - All employees working 24 hours or more per week and not less than 1,040 hours per year shall participate in the *Vermont Municipal Employees Retirement System* (VMERS). Each employee's contribution will be deducted from their biweekly paycheck. The Town also contributes to the program on behalf of each enrolled employee. The Town has elected to participate in three (3) plans; Plan B, Plan C and Plan DC which require employees to contribute 4.5%, 9% and 5%, respectively, of gross wages while the Town contributes 5%, 6% and 5%, respectively. Detailed rules for this program, vesting periods and benefits paid on retirement are published by VMERS.
- (c) The Town also offers its employees a deferred compensation plan through the State of Vermont in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

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**Comment [jm55]:** since these % figures can change, we suggest having such details in an addendum or separate benefits document that can be more readily updated as needed. Also, is the plan based on the employee's position? Perhaps that should be explained. By Plan DC, do you mean the defined contribution option?

**Deleted:** A copy of the current rules is available in the Town Manager's Office, or may be obtained from VMERS by going online to <http://www.tre.state.vt.us/retirement/uni/groups.html>.  
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#### C. Equipment and Safety

- (1) **Department of Public Works.** Department of Public Works personnel are provided with equipment as required and pursuant to a collective bargaining agreement.
- (2) Custodial, Solid Waste employees and Fire Fighters are provided with work clothes and safety equipment as required. Police personnel are provided with equipment as required and pursuant to a collective bargaining agreement.
- (3) **OSHA (including VOSHA) Rules.** All employees shall comply with these safety rules. A copy is available in the Town Manager's Office and also in work areas.

**Comment [HD56]:** Combine section C.(1) and (2).

#### D. Group Life, Accidental Death and Dismemberment Insurance

- (1) The Town provides Life, Accidental Death and Dismemberment Insurance for full-time employees.
- (2) Eligible employees are automatically enrolled in the life insurance program effective on the first day of the month following employment.

#### E. Group Disability Insurance

- (1) The Town provides long-term disability (LTD) insurance for its employees. This coverage for continuous illness or disability commences on the ninetieth (90) calendar day (or the date your

insured short-term disability payments end, if applicable) following the onset of the accident or illness as measured by the first day of work missed, and continues until maximum age specific targets are reached as listed in the policy. The insurance pays 60% of an employee's pre-disability monthly earnings, reduced by deductible income, up to a maximum benefit of \$6,250 per month.

- (2) The Town provides a short-term disability (STD) insurance which would provide 66 2/3% of the employee's weekly earnings up to a maximum benefit of \$600 per week, reduced by deductible income. This coverage commences on the first day for disability due to an injury and the eighth day for sickness, and continues for a maximum period of thirteen (13) weeks.

**Deleted:** program
- (3) Employees may elect to use any available vacation or other accrued paid leave to extend the time of full pay prior to commencement of either short-term or long-term disability. An employee who has accrued vacation time, and who is disabled for one (1) year will be paid for the accrued vacation time at the last regular rate of pay in effect prior to commencement of the disability.

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- (4) If an employee does not have sufficient sick leave or other available accrued paid leave time to reach the beginning of STD, that employee will be placed on unpaid leave until eligible for STD.
- (5) If an employee does not exhaust all accrued sick leave prior to becoming eligible for LTD, those sick days will be kept on the books for one year so that in the event that the employee does return to work within that time period, the days will be available for use.
- (6) Fire Department personnel are eligible to receive supplemental loss of life, medical and disability insurance under the Fire Department insurance policy.

F. Group Hospital, Major Medical Insurance, Dental Insurance and Vision Plan

(1) Group Hospital and Major Medical Insurance

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- (a) Hospital and medical insurance is available to eligible employees of the Town. The Town offers two medical plans to employees. The plans are administered by the Vermont League of Cities and Towns and the plans are insured through CIGNA Health Care. The current plans are HP 10/20 C (VHPF) Open Access Plus and HDHP \$1,500/\$3,000 (VHSA 1).
- (b) The Town contributes to the cost of the premium annually as determined by the Selectboard:

HDHP 100%

The Town will also pay 100% of the HDHP deductible in 2009 and 50% of the deductible in 2010.

**Comment [HD57]:** Need to update and check for accuracy, given Vermont Health Connect.

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(2) Dental Insurance

(a) Effective July 1, 2008, the Town will provide dental insurance through the Delta Dental Plan #2 (excluding orthodontics) for eligible employees at no cost to the employee. Employee(s) may also choose to obtain 2 person or family coverage from the same dental provider, but the employee will be responsible to pay the difference for such coverage above the cost of the individual plan offered by the Town. Such payments shall be made through biweekly payroll deductions.

(3) Vision Service Plan

(a) Effective July 1, 2008, the Town is enrolled in the VLCT Standard Voluntary Vision Plan. All full-time and part-time employees who work a regular schedule of more than 15 hours per week are eligible to enroll. The employee is responsible to pay for such coverage through biweekly payroll deductions.

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G. Town of Norwich Flexible Benefit Plan – As of February 1, 2009, the Town of Norwich has adopted a Flexible Benefit Plan. The intention of the Plan is to qualify as a “Cafeteria Plan” within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended. As such, benefits which an employee elects to receive under the Plan are excludable from the employee's income under Section 125(a).

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(4) Details of the plans and choices may be obtained through the Town Manager's Office.¶

H. Consolidated Omnibus Budget Reconciliation Act (COBRA) is a mandated benefit to provide extended health insurance coverage for employees who are laid off, terminated, or resign. The former employee must assume 100% of the financial obligation for this coverage. The Town elected to use Choice COBRA as their COBRA administrator. Choice COBRA will notify employees directly within 14 days of their receiving notification from the Town that a qualifying event occurred.

**Deleted:** Further information and forms are available in the Town Manager's Office.¶

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I. Employee Assistance Program

The Town provides an employee assistance program (EAP) to all employees, and their immediate family, at no cost to them. The program provides confidential, short-term counseling and assistance for a variety of personal or workplace problems including financial counseling, drug and alcohol counseling, depression and anxiety counseling, parenting issues, and a host of other concerns. For longer-term counseling needs, EAP will coordinate with the employee's health insurance coverage. The EAP

services an individual employee receives are kept strictly confidential and not shared with the Town.

**Deleted:** Contact information is posted on various bulletin boards and is available through the Town Manager's Office.

J. Direct Deposit

Direct deposit of paychecks and other deduction programs are available to employees through the Finance Office. There are no charges for these services and participation is strongly encouraged.

K. Employee Professional Development

To maintain and improve the quality of services provided to the public, the Town encourages the continuing professional development of all employees. Toward this end, the Town provides a number of opportunities to employees as follows:

- (1) Training opportunities may be provided in a variety of ways, including one-on-one training, small and large group training, and internet training. All costs of mandatory training sessions are borne by the Town. Employees required to attend training sessions scheduled during their non-scheduled working time and above the regular 40 hour week are compensated at time and one half their hourly rate.
- (2) Training seminars, conferences, and single college courses directly related to job responsibilities may be considered by the Town Manager. The Town will pay all or portions of the related costs of these activities, including payment for meals and overnight accommodations, as applicable. Receipts for expenses must be provided for an employee to be reimbursed for travel, meals and lodging. Paid time off from work is included if the course, conference, or seminar cannot be scheduled during non-working hours.
- (3) Courses of study leading to college degrees may be supported by the Town subject to budgetary limits and under the following conditions:
  - (a) After twelve (12) months of employment with the Town and at the Town Manager's sole discretion, the program is deemed to be directly related to the employee's responsibilities, or could be related to future responsibilities through promotion to another position or department within the Town.
  - (b) Upon presentation of proof of payment and proof of satisfactory completion of the course (B or better grade or pass in a pass/fail course), the employee shall be reimbursed the tuition costs.

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**NOTE:** Part-time employees are entitled to benefits only as described within the text of these policies.

## 23. PAY PLAN

### A. Pay Status

- (1) Exempt Employees (other than elected officials) will consist of the following: Town Manager, Director of Public Works, Chief of Police, Fire Chief, Director of Planning (Zoning Administrator), Finance Officer, Recreation Director, and any other position so authorized by the legislative body.
- (2) Non-exempt Wage Employees will comprise all other Town employees working on a 40 hour per week basis.

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**Deleted:** Planning/Zoning Administrator

**Deleted:** Hourly

### B. Compensation (to include full-time and part-time)

- (1) The compensation schedule lists current positions and wages for a fiscal year period. The Town Manager will update the plan annually to reflect Selectboard approved cost of living increases.
- (2) A new employee normally enters employment at the minimum salary or wage for the position in which s/he is employed. In case, however, of difficulty in finding qualified personnel or in hiring of an extremely qualified person for a position, the beginning salary or wage may be adjusted to a pay level commensurate with experience and skills.

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### C. Review of Pay Plan (to include full-time and part-time)

From time to time, on the Town Manager's recommendation and agreement by the Selectboard, the pay plan may be reviewed in its entirety to assure that the Town remains competitive with the regional labor market and maintains the ability to recruit and retain a high quality staff.

**Comment [HD58]:** Is this section consistent with current Board policy on compensation for at least exempt (non-union) employees?

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### D. Method of Pay (to include full-time and part-time)

- (1) An hourly wage employee shall be paid for the actual number of hours worked in a pay period, reported on a biweekly timesheet.
- (2) (a) Exempt employees shall be paid each pay period based on an annual rate divided by the number of pay periods per year. Exempt employees shall consider their normal work week those number of hours necessary to do the job. All salaried employees shall turn in hours worked on a biweekly schedule.
- (b) The Town recognizes that exempt employees work excessive hours from time to time. Therefore, salaried personnel shall

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**Comment [jm59]:** as well as leave hours taken? It can be helpful to have exempt employees report only leave taken, not hours worked, since the pay remains the same regardless of hours worked.

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be entitled to reasonable time off as compensation for hours worked as described above, provided prior approval is secured from the Town Manager. This time off shall constitute the only compensation for said additional hours worked.

- (3) An employee absent without leave may forfeit his/her pay at the discretion of the Department Head. When absent on authorized sick or vacation leave, each employee shall be paid his regular rate of pay.
- (4) Overtime pay will be paid to non-exempt employees, for authorized hours actually worked in excess of 40 hours per week, by multiplying one and one half times the number of hours worked over 40.
- (5) Call Back Pay. In the event any non-exempt, full-time employee is called back to work (outside of his regularly scheduled 40 hour work week) the employee shall receive a minimum of two hours pay at time and one-half pay.
- (6) Call Back Pay (Firefighters). Fire/Rescue Division members are paid a minimum of two hours of pay for normal workday calls between 0700-1700 and a minimum of one hour for all other times, including EMS calls.
- (7) Drill Pay (Firefighters/Emergency Medical Technicians). Fire/Rescue Division members and EMS Division members are paid a stipend for attending the first and third Monday of the month normal training sessions.
- (8) Town of Norwich Compensation Schedules are detailed in Appendix IX.

#### 24. EFFECTIVE DATE OF ADOPTION

These updated policies adopted by the Norwich Selectboard on [Month Day], 2017, effective [Month Day], 2017.

Town of Norwich Selectboard:

Mary Layton, Chair

John Pepper, Vice-Chair

Linda Cook

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**Comment [HD60]:** Check for possible renumbering

**Deleted:** These policies adopted by the undersigned Selectboard of the Town of Norwich on July 12, 2006, effective on July 1, 2006

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Steve Flanders

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John Langhus

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25. APPENDICES TO PERSONNEL POLICIES

The following Appendices are hereby adopted as a part of the Personnel Policies, and knowledge of and adherence to them are required of all employees, as applicable:

|                      |                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------|
| Appendix I           | Sexual Harassment Policy                                                                                   |
| Appendix II          | Drug-Free Workplace Policy                                                                                 |
| Appendix III         | Smoking & Tobacco Policy                                                                                   |
| Appendix IV          | Workplace Violence Policy                                                                                  |
| Appendix V           | Code of Ethics Policy                                                                                      |
| Appendix VI          | Policy on Personnel Records                                                                                |
| Appendix VII         | Norwich Policy of Nondiscrimination                                                                        |
| Appendix VIII        | Use of Computers/Electronic Messaging Policy                                                               |
| Appendix IX          | Nonunion Compensation Schedule                                                                             |
| Appendix I           | Safety Policy Mission Statement                                                                            |
| Appendix XI          | FLSA: Exempt Employees                                                                                     |
| Appendix XII         | Employee Acknowledgement of Receipt of these Policies                                                      |
| <u>Appendix XIII</u> | <u>Agreement Between Town of Norwich and New England Police Benevolent Association (by reference only)</u> |

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**APPENDIX I**  
**TOWN OF NORWICH**  
**SEXUAL HARASSMENT POLICY**

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**I. PURPOSE:**

This policy provides Town employees with guidelines regarding sexual harassment.

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**II. POLICY:**

It is the policy of the Town of Norwich to maintain a workplace free from sexual harassment. It is against the policies of the Town and a violation of this policy, and illegal under State and Federal law, for any employee or public official (elected or appointed), male or female, to sexually harass another employee, public official, or member of the public at-large.

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**III. DEFINITIONS:**

**1. WHAT IS “SEXUAL HARASSMENT”?**

**Deleted:** The Town is committed to providing a workplace free from unlawful conduct. It is a violation of this policy for an employee or official to engage in sexual harassment.

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1.1 Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1.11 Submission to that conduct is made either explicitly or implicitly as a term or condition of employment;

1.12 Submission to or rejection of such conduct by an individual used as a component of the basis for employment decisions affecting that individual; or

1.13 The conduct substantially interferes with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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1.2 Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

1.2.1 Unwelcome sexual advances;

1.2.2 Suggestive or lewd remarks;

1.2.3 Unwanted hugs, touches, kisses or similar unwelcome physical contact;

- 1.2.4 Requests for sexual favors;
- 1.2.5 Displaying or transmitting pornographic pictures, posters, cartoons, drawings;
- 1.2.6 Unwelcome sexual jokes and banter;
- 1.2.7 Retaliating for complaining about sexual harassment;
- 1.3 Retaliation against a person for reporting sexual harassment or cooperating in an investigation of sexual harassment is unlawful. It shall be a violation of this policy for any person who learns of a complaint or investigation to take, or cause another person to take, any retaliatory action which affects the employment environment of any person involved in the complaint or investigation. Persons who believe that they are being retaliated against should follow the complaint procedures of this policy. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment based on reporting sexual harassment or for cooperating in an investigation of sexual harassment.

## **2. WHAT SHOULD YOU DO IF YOU BELIEVE YOU HAVE BEEN HARASSED**

- 2.1 Any employee who believes that s/he is the victim of sexual harassment, or believes s/he has been subjected to retaliation for having brought, supported, or cooperated in the investigation of a complaint of harassment, is encouraged to report the incident(s) as soon as possible. Employees need not be a person target of harassment to file a complaint. Complaints may be filed with the employee's supervisor or may be reported to the Town Manager. If a complaint involves the Town Manager the incident should be reported to the Chair of the Selectboard who will fulfill the responsibilities that would have been the Town Manager's under this policy.
- 2.2 Supervisory Town employees who witness or receive a report, written or oral, of sexual harassment shall promptly report the harassment to the Town Manager. Failure by a supervisor or supervisory personnel to appropriately report or address such sexual harassment complaints shall be considered to be in violation of this policy.

## **3. WHAT THE TOWN WILL DO UPON A COMPLAINT OF SEXUAL HARASSMENT – INVESTIGATION**

- 3.1 In the event the Town (a supervisor or Town Manager) receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take the necessary steps to ensure the matter is promptly investigated and addressed. Every supervisor is

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**Comment [HD61]:** Need to define who is "it"; that is, who is the Town's "investigator"? Presumably, this is the Town Manager (or Selectboard Chair, as applicable) or the a qualified individual to conduct such investigation (e.g., Police Chief, VLCT-PACIF designee, Town Attorney, etc.)

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responsible for promptly responding to, or reporting, any complaints or suspected acts of sexual harassment.

- 3.2 Generally, investigations shall be completed within (15) business days following receipt of a report or complaint. The investigator may interview individuals involved, and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. Upon completion of the investigation, the investigator shall determine if a violation of this policy has occurred and report that decision.
- 3.3 Upon the completion of an investigation, the supervisor or the Town Manager shall assure that the complainant and the accused are notified whether the allegation of sexual harassment was found to be validated, whether a violation of the policy was found, and, what action, if any, was taken. Such notification shall occur within fifteen (15) business days of the completion of the investigation.
- 3.4 The Town will respect the privacy of the complainant, the individual(s) against whom the report is directed and the witnesses, to the extent possible, consistent with the Town's obligations to investigate, take appropriate actions, and conform with any disclosure obligations.
- 3.5 The Town shall take appropriate action in all cases where this policy is violated. Any official, employee, supervisor, or agent found by the Town to have violated this policy shall be subject to appropriate consequences and/or remedial action including, but not limited to: warning, exclusion, censure, suspension, transfer, dismissal, termination of contractual agreements, and remedial action such as training, education, and/or counseling.
- 3.6 The Town shall take appropriate action against any employee, staff member or officer who makes a false report of sexual harassment knowing it to be false.

**Comment [HD62]:** Redundant to section 2.2

**Deleted:** Supervisors should report allegations of sexual harassment to the Town Manager.

**Deleted:** The Town shall conduct an investigation as soon as is practicable following receipt of a report or complaint, written or oral, alleging sexual harassment.

**Comment [HD63]:** To whom? Presumably, to the Town Manager (or Selectboard Chair) in the instance of an appointed investigator, besides the parties ID'ed in section 3.3

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#### 4. EXTERNAL REPORTS

Although employees are encouraged to file their complaint of sexual harassment through the Town's complaint procedure, an employee may file a complaint of sexual harassment with the following agencies:

Vermont Attorney General's Office, Civil Rights Unit  
109 State Street  
Montpelier, VT 05609

(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114  
(617) 565-3200 (voice), (617) 565-3204 (TDD)

## 5. WHERE CAN I GET COPIES OF THIS POLICY?

- 5.1 A copy of this policy will be provided to every employee, and extra copies will be available from the Town Manager's office. A copy of this policy will be conspicuously posted in all Town offices.

Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

Readopted by Selectboard 1/11/2012  
Amended: [Month Day], 2017

**Comment [jm64]:** These checklists sound like those in the 2007 VLCT Employment Law Handbook. Although useful to management, they were not intended to be included in a policy disseminated to employees. We strongly suggest that, in the event of the need for an investigation of wrong-doing, the Town call VLCT and obtain legal assistance.

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<#>In an effort to assist supervisors with the investigation of a Harassment Complaint/Report; we have added four checklists to this policy. The checklists shall be completed and used as guides when processing a Harassment Complaint.¶

The checklists require investigators to answer a series of questions which will provide necessary documentation in the event that a prosecution or administrative action becomes necessary.¶

Forms Listed Below are Retained in the Town Manager's Office:¶

<#>Interview Checklist (Initial Complaint)¶  
<#>Interview Checklist (Witness)¶  
<#>Interview Checklist (Person alleged to have engaged in harassing conduct )¶  
<#>Investigation Findings, Conclusions and Recommendations¶

## APPENDIX II

### TOWN OF NORWICH

### DRUG-FREE WORKPLACE POLICY

#### PURPOSE AND POLICY STATEMENT

The Town is responsible for maintaining safe, efficient working conditions for employees by providing a drug-free workplace. Therefore, Town employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job, or on any Town work site.

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#### DEFINITIONS

**Controlled Substance:** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1300.11 - 1300.15.

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**Conviction:** Means a finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**Criminal Drug Statute:** Means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use of, or possession of any controlled substance.

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**Legal Drug:** Includes prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for their intended prescribed or manufactured purpose.

**Under the Influence:** means that the employee is noticeably affected by a drug.

**Comment [HD65]:** Should this be "adversely"?

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#### APPLICABILITY AND GENERAL POLICY CONDITIONS

The following conditions are applicable to Town employees:

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- | 1. Employees are required, as a condition of their employment, to abide by the terms and conditions of this Drug-Free Workplace Policy.  
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- | 2. An employee shall notify his/her Department Head and/or the Town Manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.  
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- | 3. If a convicted employee works in a federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the Town's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Affairs.  
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- | 4. An employee convicted under any criminal drug statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offense.  
Comment [HD66]: This is good; I can't undo the comment!!!
- | 5. In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the employee.  
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- | 6. Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the Town receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the Rehabilitation Act of 1978, and the Americans with Disabilities Act, if applicable.  
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- | 7. An employee **not convicted** under any criminal drug statute, but who engages in the illegal manufacture, distribution, dispensation, possession or use of controlled substances in any Town workplace while on or off duty, or on duty away from the workplace, shall be subject to discipline up to and including dismissal for the first occurrence. An employee engaging in such actions while off duty and away from the workplace may be subject to discipline, up to and including dismissal, including for the first offense, provided there is a nexus to the employee's job and just cause for the discipline.
- | 8. Any employee on Town premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on Town premises, may be temporarily relieved from duty pending further investigation.
- | 9. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.

10. Employees must observe other work rules established by their employing departments regarding the use, possession or presence of drugs involving their employment.
11. **Each employee of the Town will make a good faith effort to maintain a drug-free workplace and uphold and promote this policy.**

**Comment [HD67]:** Seems redundant to 1. above

## USE OF DRUGS

**Legal Drugs:** For certain positions, the legal use of a drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of such a drug may present a safety risk, are to report such drug use to their immediate supervisor.

**Illegal Drugs:** The use, sale, purchase, transfer or possession of an illegal drug by an employee while in a Town facility, while performing Town business, or while on the job is prohibited. Being under the influence of any illegal drug while conducting Town business, while on Town property or in a Town facility, or while operating any Town equipment is prohibited. Misuse of prescription drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

## RESPONSIBILITIES:

**Town:** It is the responsibility of the Department Head and/or the Town Manager to advise each employee of this policy; to post the policy annually at each worksite; and to include a copy of this policy in each new employee's orientation.

**Employee:** It is the responsibility of each employee to be aware of and to abide by this policy.

**Administration:** It is the responsibility of the Town Manager to ensure that supervisors and employees receive training and orientation regarding the implementation of this policy.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

### APPENDIX III

#### TOWN OF NORWICH

#### SMOKING & TOBACCO POLICY

The Town of Norwich, to comply with the provisions of 18 VSA 1421, et seq., established this policy to protect workers by prohibiting smoking and the use of smokeless tobacco products in the workplace.

Whereas, the United States Surgeon General, in his 1986 report on Involuntary Smoking, concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers;
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

And whereas, in 1993, the Environmental Protection Agency (EPA) classified environmental tobacco smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens.

Smokeless tobacco is a significant health risk and is not a safe substitute for smoking cigarettes. According to the Centers for Disease Control, smokeless tobacco contains 28 cancer-causing agents (carcinogens). It is a known cause of human cancer, as it increases the risk of developing cancer of the oral cavity, other oral health problems, and can lead to nicotine addiction and dependence.

**In light of these findings**, smoking and use of smokeless tobacco products are strictly prohibited within all Town of Norwich-owned vehicles and within the Town of Norwich offices, hallways, restrooms, kitchen, meeting rooms and all other work areas. It is also prohibited within 30 feet of all exterior doors or where an outside air intake is located.

This policy applies to all employees, clients, contractors and visitors. Smoking may only occur at a reasonable distance (e.g., 30 feet or more) outside any enclosed area where smoking is prohibited to ensure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

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## APPENDIX IV

### TOWN OF NORWICH WORKPLACE VIOLENCE POLICY

| It is the policy of the Town of Norwich that Town workplaces and operations are safe and free of violence or the threat of violence against any employee or other person during the conduct of Town business. Thus, it is against Town policy for any employee to be subject to or engage in any intimidation, violence, or threatening of violence in the workplace either by or against any person.

| The Town is committed to providing a workplace that is free from intimidation, threats of violence and acts of violence.

| **Intimidation:** an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.

**Threat of Violence:** an intentional act that threatens bodily harm to another person or damage to the property of another.

**Act of Violence:** an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Examples of violence in the workplace include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the Town's ability to execute its mission will not be tolerated.

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Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off Town owned or leased property but directed at Town employees or members of the public while conducting official Town business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from Town owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their Department Head or the Town Manager of any threats which they have witnessed, received, or have been told that another person has witnessed or received, or to the Selectboard Chair in instances involving the Town Manager. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on Town owned or leased property or in connection with Town employment.

Each employee who receives a protective or restraining order which lists Town owned or leased premises as a protected area is required to provide their Department Head or the Town Manager with a copy of such order.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

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## APPENDIX V

### TOWN OF NORWICH

#### CODE OF ETHICS POLICY

##### POLICY:

It is the policy of the Town of Norwich to ensure that municipal employees:

- A. are aware of what constitutes a conflict of interest or breach of trust
- B. are aware of the level of conduct and integrity ~~expected of municipal employees~~

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##### 1.0 Specific Objectives

1.1 The objectives of this policy are to:

- A. provide municipal employees with guidelines for identifying potential conflicts of interest and breaches of trust
- B. help ensure that municipal employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- C. promote high standards of professional conduct and values among municipal employees

##### 2.0 Responsibilities

2.1 The Norwich Selectboard (or its designated committee) will:

- A. review the municipality's Code of Ethics Policy as required and make any amendments considered appropriate
- B. review, consider or take other action concerning any violation of the municipality's Code of Ethics Policy which is referred to the Selectboard by the Town Manager, or raised by a member during the course of Selectboard discussions

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Where there is any conflict between the policies adopted by the municipality and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the ~~state~~ or federal government, collective agreements or the ~~state~~ or federal statute shall supersede such other policies.

2.2 The Town Manager will:

- A. implement, administer and promote the Code of Ethics Policy
- B. ensure that Department Heads promote the ethical standards expressed within the Code of Ethics Policy to their employees

- C. recommend amendments to the Code of Ethics Policy to the Selectboard
- D. investigate and review any reported violation of the Code of Ethics Policy and approve and/or administer any subsequent corrective action

2.3 Department Heads will:

- A. ensure that all employees of their department are familiar with the municipality's Code of Ethics Policy
- B. advise the Town Manager of any perceived violation of the Code of Ethics Policy by a member of staff, and institute appropriate preventative or corrective action
- C. recommend to the Town Manager any changes to the Code of Ethics Policy which are considered appropriate

2.4 Responsibilities of Municipal Employees

- A. Municipal employees are agents of the public whose primary objective is to carry out the duties and responsibilities of their respective job descriptions. As such, they are entrusted with upholding and adhering to the bylaws of the municipality as well as all applicable federal and state laws. As public servants, they must observe a high standard of morality in the conduct of their duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interest.
- B. Dedicated Service: All employees of the municipality should faithfully work towards developing programs to address the needs of its citizens. In the course of their duties, employees should strive to perform at a level that is expected of those who work in the public's interest.
- C. Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full cooperation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.
- D. Use of Public Property: No employee shall request or permit the use of municipal-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.
- E. Obligations to Citizens: No employee shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- F. Conflict of Interest: No employee shall engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their duties or would impair their independence of judgment or action in the performance of their duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. The following are situations which constitute conflicts of interest for municipal employees:

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- Incompatible Employment: No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their duties or would impair his/her independence of judgment or action in the performance of his/her duties.
- Disclosure of Confidential Information: No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the municipality; nor shall he/she use such information to advance the financial or personal interest of him/herself or others.
- Gifts and Favors: In keeping with established private-public business practices, no employee shall show favoritism or bias toward any vendor, contractor, or others doing business with the municipality. Employees are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the municipality that would tend to influence them in the proper discharge of their duties.
- Representing Private Interests before a Municipal Agency: No employee whose salary is paid by the municipality shall appear on behalf of private interests before any agency or court of the municipality without the consent of the Town Manager. The employee shall not represent private interests in any action or proceeding against the interests of the municipality or in any litigation to which the municipality is party. Furthermore, no employee shall accept compensation or a retainer which is conditional upon the actions of a municipal agency.
- Contracts with Municipalities: No employee of the municipality shall have any interest, direct or indirect, in any legal municipal contract.
- However, an employee of the municipality may enter into a legal contract with the municipality or any agency thereof for the sale and purchase of supplies, materials, or equipment or for the construction of public improvements if:
  - They are not authorized by law to act on behalf of the municipality or any agent thereof in the awarding of the contract
  - The tender is let in a written, public, and openly competitive manner
  - All bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract

- Disclosure of Interest: Any municipal employee who has a financial or personal interest in any proposed legislation, and who participates in discussion with or gives an official opinion to the Selectboard, shall disclose on the records of the Selectboard the nature and extent of the interest
- H) Political Activity: No employee of the municipality shall perform work, either volunteer or paid, on behalf of any political party during his/her hours of employment with the municipality.

### 3.0 Reporting Breaches of the Code

- 3.1 Employees who have reason to believe that this Code of Ethics Policy has been breached in any way are encouraged to notify the Town Manager. No adverse action shall be taken against any employee who, acting in good faith, brings forward such information.

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### 4.0 Corrective Action

- 4.1 Violation of this Code of Ethics Policy by a municipal employee may constitute a cause for disciplinary action. Any reported violation of this policy will be subject to investigation by the Town Manager and/or Selectboard. If an investigation finds an employee guilty of a breach of the Code of Ethics Policy, the corrective action pursued against the employee shall be commensurate with the nature and severity of the violation.

### 5.0 General

- 5.1 When administering this policy, employees must adhere to any state acts governing municipalities and all relevant legislation pertaining to the subjects covered in this policy. The administration of this policy is further subject to the provisions of applicable collective agreements for unionized municipal employees.

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Adopted by the Norwich Selectboard on May 26, 2010  
Amended: [Month Day], 2017

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**APPENDIX VI**  
**TOWN OF NORWICH**  
**POLICY ON PERSONNEL RECORDS**

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General provisions

Four types of records are identified:

**Financial Records.**      **Personnel Records.**

**Hiring (employment) Records.** **Convenience Records.**

Financial records

The Town Manager's Office maintains a file for each employee. This file will contain:

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1. Information on payroll deductions; Form W-4; Form I-9; elections for health insurance, life insurance, disability insurance, voluntary withholding and pension plan (VMERS); and other related documents.
2. Job title with current rate of pay.
3. A notation of status - full-time or part-time showing the number of hours authorized.
4. A notation if the employee is "exempt" under FLSA rules (that is salaried).
5. Any special personnel actions, such as authorized leave without pay, educational time off, family or maternity leave.
6. Any other related financial records.

Personnel records

These files are maintained by the Town Manager's Office. This file will contain:

1. Hiring documents (may include some or all of the following) letters of interest, job application, interview data, written references, background checks, credit checks, driving record, medical examination reports, personality inventories, Supervisor's recommendation to hire, letters offering employment and acceptance letters.
2. Additional employment records such as special ADA information, accommodations requested and provided.
3. Performance evaluations
4. Changes in job title or job status
5. Records of disciplinary actions
6. Termination records
7. Job specific certifications (e.g., Police Academy training, officer certification, CDL certification)
8. Other documents such as letters of commendation, requests to review the personnel records contents, authorization to release records to others, etc.

- | 9. Records of random drug tests carried out under the Federal Commercial Drivers License (CDL) monitoring program. (see note below in Access to Records) are kept in a separate folder.

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### Hiring (employment) records

These files are kept by the Department Head when hiring a new employee. As the hiring process proceeds this file will contain: letters of interest, job application, interview data, written references, background checks, credit checks, driving record, personality inventories etc. Supervisor's recommendation to hire. Additional notes.

When the hiring process is complete:

**For the successful candidate** the following documents must be placed in a new

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Personnel file for retention in the Town Manager's Office: Correspondence with the new employee, job application, completed background checks of all types, medical examinations reports, written references, recommendations to the Selectboard, the written offer of employment and acceptance. Any remaining documentation from the Department Head's file will be retained in said personnel file or destroyed, as applicable.

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**For those candidates not hired** the files should be bundled, marked with

"Destroy on {date two years ahead}" given to the Town Manager's Office, and placed in a secure place by the Town Manager. Access to these files will be on the written request of the Selectboard.

### Convenience records

**Comment [HD68]:** Wouldn't be opposed to deleting this section in its entirety. Generally, opposed to employee related files that are not housed in the Town Manager's/HR Office

**Deleted:** evaluations, personnel actions and other documents which have been filed in the central Personnel Record file.¶

The Convenience file can also contain

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Each supervisor may keep a "convenience file". This file could contain copies of notes made by the Supervisor about employees relating to the day-to-day running of his/her department and are intended to assist the Supervisor in his/her task. This file may contain training records, copies of timesheets, etc.

Convenience records are confidential and access is restricted to the Supervisor, the Department Head, the employee (and/or designated representative) and to the Town Manager.

On termination, any relevant documents such as training records should be placed in the central Personnel Record file in the Town Manager's Office, the remainder of which must be destroyed.

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### Access to the records

Personnel documents relating to an employee of the Town of Norwich, including information in any files maintained to hire, evaluate, promote or discipline any employee of the Town of Norwich, and any information in any files relating to personal finances, medical or psychological facts concerning any individual or corporation, are exempt from public inspection and copying under the Vermont Access to Public Records Law 1 V.S.A.

§317(c)(7). This exemption does not apply to an employee's compensation and the value of employment benefits provided to such employee 1 V.S.A. §317(b). Information regarding employee compensation and benefits may be disclosed in accordance with the provisions of 1 V.S.A. §316 and 318.

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1. **Financial.** These are usually maintained and used only by the Town Manager's Office or Finance Office. Information contained in the files is confidential.

2. **Personnel.** The Town Manager's Office maintains the files. The contents are strictly confidential and access is limited to the following:

**Employees** current, separated or retired may have access to their own file or they may designate a representative to have access. The request must be submitted in writing and signed by the employee. A fax request will be honored providing it is verified by a telephone call. The written signed request must be filed in the personnel file after examination. Access will be during regular Town office hours. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. Employees or their representatives may request that copies of documents be made at the,

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**Department Heads** may have access for employment related purposes only on a stated need-to-know basis and with approval of the Town Manager. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. A record of any access to the personnel file shall be kept by the Town Manager's Office.

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**Access by others.** Since all personnel files are strictly confidential the files and their contents are not available to anyone besides the above named people, except by court order.

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Requests from others such as the press, or members of the public, to examine a personnel file must be made in writing to the Town Manager's Office. Each request must be approved by the Town Manager and the employee in writing before releasing the personnel record. This written authorization will then be filed in the personnel record.

If a separated employee, who has had drug tests performed under the CDL random drug test program (see Personnel Records, paragraph 8 above) is being hired by a new employer to drive using a CDL, then the new employer has the statutory right to obtain the drug test results from our personnel files. If such a request is received, permission to copy and deliver these reports must be approved by the Town Manager.

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**Comment [HD69]:** Need to check legality of this statement

3. **Employment.** These are the private files relating to the hiring process before a job offer is made. They are kept securely by the Department Head, and then turned over to the Town Manager's Office for proper filing/destruction.

#### Maintaining the Personnel files

As documents that are part of the permanent Personnel File are generated by Department Supervisors, the Finance Office or the Town Manager, they will be delivered to the Town Manager's Office.

**Comment [HD70]:** Redundant to a section above

**Comment [HD71]:** I would suggest deleting so as not to imply there is an opportunity for examining a non-hired individual hiring file.

**Deleted:** For those hired, the contents are either transferred to the Personnel Record or are destroyed

**Deleted:** Requests to examine the files of those not hired should be submitted to the Town Manager in writing

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Personnel files may only be opened in the presence of the Town Manager or his assistant. The Town Manager is responsible to ensure that no documents are permanently removed from the file or destroyed.

**APPENDIX VII**  
**TOWN OF NORWICH**  
**POLICY OF NONDISCRIMINATION**

It is the policy of the Town of Norwich that all Town programs and facilities are provided and available to all persons without discrimination on the basis of age, gender, race, ethnic background, religion or sexual preference. Also, there will be no discrimination on the basis of disability, either physical or otherwise.

ADA Coordinator

The Town Manager serves as the coordinator to administer and oversee this policy.

Procedure for the Resolution of Complaints

1. Complaints of discrimination or about difficulty in accessing structures or programs should be discussed informally with the ADA Coordinator in the first instance.
2. If informal discussion does not resolve the problem, then the complaint must be submitted in writing to the ADA Coordinator. The Coordinator will respond in writing within 10 days of receiving the complaint. Records of the complaint and the actions taken shall be kept on file.
3. If this inquiry and response still fails to satisfy the individual who filed the complaint, the matter shall be brought to the Selectboard for a hearing. The Selectboard will render a written response within 14 days of this hearing.

**Important note:** The Town of Norwich is making a good faith effort to eliminate discrimination and resolve problems fairly and it expects the public to use this procedure to attempt a good faith resolution of any perceived problem.

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## APPENDIX VIII

### TOWN OF NORWICH

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#### USE OF COMPUTERS/ELECTRONIC MESSAGING POLICY

##### I. PURPOSE:

The purpose of this policy is to describe operational procedures for the general use of computers and other electronic messaging devices (EMD) within Town Departments.

##### II. POLICY:

The availability and use of computers and other forms of technological equipment and software within the work environment have provide opportunity for enhanced productivity and effectiveness. These technologies also enable the opportunity for rapid transfer and broad distribution of sensitive information that can have damaging effects on the Town, its employees, and the public if not managed properly. Thus, it is the policy of the Town that all employees abide by the guidelines herein when using computers, including their software, and the services of both internal and external databases and information exchange networks, and where applicable, voice mail, mobile digital terminals, and related electronic messaging devices.

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##### III. DEFINITIONS:

**Electronic Messaging Device (EMD):** For purposes of this policy, electronic messaging devices include computers, electronic mail systems, voice mail systems, paging systems, electronic bulletin boards and internet services, mobile digital terminals, and facsimile transmissions.

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Comment [jm72]: add town-provided cell phones?

Comment [HD73]: Also, maybe, tablets

**System Administrator:** For purposes of this policy, the person/entity designated with responsibility for managing all aspects of electronic messaging through individual Town computers and computer networks.

**Computer:** Any Town or personally owned computer that provides access to Town Departments or personnel.

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**Email (Electronic Mail):** Messages, usually in text, sent from one person to another via computer, cell phone, tablet, and the like. Email can also be sent automatically to a large number of addresses (mailing list).

**Internet:** The vast collection of inter-connected networks that provide information and communication for its users.

**Intra-Office Communications:** The internal communications electronic mailing system for the Town of Norwich.

**Login:** To gain computer access to the Town of Norwich system.

**Password:** A defined sequence of letters, numbers, and/or symbols serving as a code used to gain access to a locked digital system.

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**WWW (World Wide Web):** The whole assortment of resources that can be accessed using an appropriate browser, providing information, text, graphics and sounds for the user.

#### **IV. PROCEDURES:**

##### A. General

1. The following procedures apply to all media that are:
  - a. Accessed on or from Town premises;
  - b. Accessed using Town computer equipment or Town paid access methods;
  - c. Communications that make reference to the Town in a manner; and/or
  - d. Used in a manner that identifies the Town employee.
2. Transmission of electronic messages and information on communications media provided for employees of the Town shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence, or verbal communication.
3. The Town encourages authorized and trained personnel with access to EMD's to utilize these devices whenever necessary. However, use of any of these devices is a privilege that is subject to revocation if abused (i.e., in violation of the policy herein).
4. EMDs and their contents – with the exception of personally owned software authorized for installation on Town computers – are the property of the Town and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

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#### **V. GENERAL GUIDELINES AND CONSIDERATIONS:**

- A. The Town of Norwich computer system is at all times considered the property of the Town of Norwich and may only be used for official or work related purposes.
- B. Employees have no right to privacy regarding any document or information created in, sent from or to the Town of Norwich computer system.

#### **VI. TRAINING:**

- A. The Town of Norwich shall provide direct assistance and training services to employees for necessary computer programs and software.

- B. Training on computer hardware (computer stations, printers, faxes, etc.) consists of a general overview of the utility, its proper function and the staff usage.
- C. Training on computer software consists of a general overall and when possible, in depth training on specific training software programs. All who are responsible for the use of a particular software application shall receive training in the purpose, function and proper use of the software.
- D. Training will include, wherever possible, user documentation in the form of a written guide and/or on-line help which assists the user in developing competency in the use of particular software.
- E. Outside training will be allowed by the Town of Norwich but only on the basis of need, schedules, and fiscal budgets. Such outside training is provided to improve competency or to develop basic proficiency in the use of a new or upgraded hardware or software programs.

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## VII. TECHNICAL SUPPORT

The System Administrator will coordinate replacements of hardware/software, computer workstations, printers, modems and other peripheral devices via recommendations to the Town Manager.

## VIII. RESPONSIBILITIES OF TOWN OF NORWICH EMPLOYEES

**Comment [jm74]:** also see VLCT model re: computer and equipment use

- A. All employees of the Town of Norwich are responsible for care of computers, shall ensure that computers are properly used and report repair work immediately to the System Administrator.
- B. Any electrical maintenance work to be performed which may affect the electric power supply to any and all automated information systems must be scheduled and conducted with the knowledge and approval of the System Administrator and the Town Manager
- C. The System Administrator will not alter computer equipment with regard to the hardware configuration, its location, wiring, connections or software configurations without prior notice and consent of the Town Manager.
- D. Under no circumstances will computer software be added or removed from any system without the approval of the System Administrator in consultation with the relevant Department Head.
- E. Each employee is expected to utilize due care and judgment regarding computer use to ensure that any and all related hardware, software, and instructional documentation is protected from physical damage or loss from improper or careless use or foreseeable environmental hazards.

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## IX. ACCESS TO COMPUTER SYSTEM

- A. All Town of Norwich employees allowed access to a Town computer are provided with a user name, as well as a password for systems access. Employees are required not to share user names or passwords, except as authorized by the System Administrator.
- B. When employees leave their workstations for the day, the computer should be shut down.
- C. Should an employee be unfamiliar with a particular aspect of a piece of hardware or software in the system, s/he is expected to get help.

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## X. ACCESS TO TOWN OF NORWICH INTRA-OFFICE ELECTRONIC MAILING

- A. Town of Norwich employees are responsible for meeting the operational guidelines for the email program when saving, creating, forwarding or sending email throughout the internal and external systems.
  - 1. Employees are not permitted to perform any type of intentional electronic tampering with the email program. This includes any unauthorized duplication, installation, alteration or destruction of data, programming or software. Users should respect all copyright laws that protect software owners, artists or writers. Copyright infringement in any form will not be tolerated.
  - 2. Employees are not permitted to install or use any other inter-office email system than the program authorized by the Town of Norwich, nor will employees be able to install the email program onto an unauthorized computer terminal.
- B. Any inter-office email created, sent, forwarded, received or saved on a Town of Norwich email system will be considered the property of the Town of Norwich and not be considered private conversation between two or more employees. All emails created on the Town of Norwich inter-office email system is subject to retrieval and disclosure at any time.
- C. As all email is understood to be a “record” for legal, fiscal, administrative and historical purposes, the email program will create a record of usage which can be retained indefinitely. The Town of Norwich reserves the right to monitor and review periodically all data contained within this program to protect the integrity of the system and to ensure compliance with the policies, rules and regulations of the Town of Norwich. Email is considered a public record for the purposes of the Freedom of Information Act. Email is subject to litigation discovery, subpoena, Freedom of Information Act requests, audits, and investigations.
  - 1. The System Administrator, the Town Manager, and others so authorized by the Town Manager have access to these records to detect possible abuses within the system.

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2. All monitoring of an employee's email will abide by the state and federal laws pertaining to this issue, including the Electronic Communications Privacy Act (Title 18 US Code, sections 2510 et seq. And 2701 et seq.)
- D. When using email, employees will conduct themselves professionally and will exercise generally accepted rules of proper computer etiquette.
- E. All information contained in the Town of Norwich computer system is for Town of Norwich purposes and will not be disclosed to unauthorized persons. Unless specifically authorized by the Town Manager, no employee will transmit, receive, submit, disclose, or publish any information that has been deemed:
  1. Confidential
  2. Information that may be protected by the Vermont Statutes Annotated.
  3. Attorney-client information
- F. Employees will not transmit and shall make every attempt not to receive any discriminatory, defamatory, inaccurate, abusive, obscene, profane, sexually orientated, pornographic, threatening, culturally, racially or religiously offensive or illegal language or images on the Town of Norwich inter-office email.

## XI. ACCESS TO TOWN OF NORWICH INTERNET SERVICES

- A. To enhance the communication, educational and information gathering efforts of the Town of Norwich employees, internet services will be provided to those employees who have received authorization.
- B. All users of the Internet service and the Internet "email" service are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations set forth in this policy. Any violation may result in the loss of Internet accessibility, and any other disciplinary or legal action deemed appropriate. The Town of Norwich employees having access to this technology are subject to local, state and federal laws pertaining to Internet use.
- C. Internet accessibility within the Town of Norwich is a privilege, not a right. Employees with access to this technology may be denied access by the Town Manager for abusive usage, unprofessional purposes, or a violation of policies.
- D. Employees with authorization for Internet and/or Internet email usage will be responsible for adhering to the following procedures:
  - a. Access to the Internet and/or Internet email usage is limited to authorized Town of Norwich employees. Employees with access to the Internet may assist other employees with obtaining information from the Internet for related purposes.
  - b. Employees will not allow other duties and responsibilities within the Town of Norwich to be compromised or suffer due to excessive Internet use, unless directly related to such duties and responsibilities.

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**Deleted:** Excessive use of the Internet is not permitted.

- i. Employees may use the Internet and/or Internet email service for incidental personal purposes (i.e. email data collection). But, such use must be limited, reasonable, and not compromise their duties/responsibilities for the Town of Norwich.

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## XII. MAINTENANCE OF COMPUTER EQUIPMENT

- A. Each Town of Norwich employee should take care whenever eating or drinking near his/her workstation.
- B. To ensure proper ventilation and prohibit heat damage, Town of Norwich employees should not place papers or other objects on monitors, printers, keyboards or any other heat generating equipment.

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## APPENDIX IX

### TOWN OF NORWICH

#### NONUNION COMPENSATION SCHEDULE

The following compensation schedule represents salaries/wages through Fiscal Year 2011 (July 1, 2010 to June 30, 2011) for Town of Norwich employees, excluding Norwich Department of Public Works and Police Department employees who work within the confines of a collective bargaining agreement.

NOTE 1: The rate of pay may change each fiscal year as directed/approved by the legislative body (Selectboard), by using the prior November Consumer Price Index (CPI-U) Northeast Region and the Town's financial position as guides.

**Comment [jm75]:** Recommend keeping this accessible to employees but not as part of the personnel policy.

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**Comment [HD76]:** I generally agree that the actual pay tables and this appendix don't belong in the Personnel Policy. Instead, I would suggest general language be included in the main body of the Personnel Policy text citing the source of pay and its derivation.

If you opt to keep this info in the Appendices, it needs to be updated.

**Comment [HD77]:** If you continue to use the CPI-U Northeast Region to determine pay increases, I would suggest using something like a 5 year rolling average of the latest figures. This builds in a stabilizer.

**TOWN OF NORWICH****NONUNION COMPENSATION SCHEDULE**

**Comment [HD78]:** Should be deleted or updated.

|                                                        | %<br>INCREASE<br>0.037               | %<br>INCREASE<br>0.023               | %<br>INCREASE<br>0.04                | %<br>INCREASE<br>0.03                | %<br>INCREASE<br>0.00                |                                      |
|--------------------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>FULL TIME</b>                                       | <b>05-06</b>                         | <b>06-07</b>                         | <b>07-08</b>                         | <b>08-09</b>                         | <b>09-10</b>                         | <b>10-11</b>                         |
| Custodian                                              | \$13.60<br>\$1,088.00<br>\$28,288.00 | \$14.10<br>\$1,128.26<br>\$29,334.66 | \$14.43<br>\$1,154.21<br>\$30,009.35 | \$15.00<br>\$1,200.37<br>\$31,209.73 | \$15.45<br>\$1,236.39<br>\$32,146.02 | \$15.45<br>\$1,236.39<br>\$32,146.02 |
| Buildings & Grounds                                    |                                      |                                      |                                      | \$16.35<br>\$1,307.69<br>\$34,000.00 | \$17.32<br>\$1,385.60<br>\$36,025.60 | \$17.32<br>\$1,385.60<br>\$36,025.60 |
| Asst. to the Town Manager                              | \$16.18<br>\$1,294.40<br>\$33,654.40 | \$16.78<br>\$1,342.29<br>\$34,899.61 | \$17.16<br>\$1,373.17<br>\$35,702.30 | \$17.85<br>\$1,428.09<br>\$37,130.40 | \$18.39<br>\$1,470.93<br>\$38,244.31 | \$18.39<br>\$1,470.93<br>\$38,244.31 |
| Recreation Director (Salary)                           | \$17.45<br>\$1,396.28<br>\$36,303.40 | \$18.50<br>\$1,480.06<br>\$38,481.60 | \$18.93<br>\$1,514.10<br>\$39,366.68 | \$19.68<br>\$1,574.67<br>\$40,941.35 | \$20.27<br>\$1,621.91<br>\$42,169.59 | \$20.27<br>\$1,621.91<br>\$42,169.59 |
| Finance Officer (Salary)                               | \$18.42<br>\$1,473.60<br>\$38,313.60 | \$19.10<br>\$1,528.12<br>\$39,731.20 | \$19.54<br>\$1,563.27<br>\$40,645.02 | \$20.71<br>\$1,656.75<br>\$43,075.59 | \$21.33<br>\$1,706.46<br>\$44,367.86 | \$21.33<br>\$1,706.46<br>\$44,367.86 |
| Town Clerk (Elected Salary)                            | \$18.42<br>\$1,473.81<br>\$38,319.17 | \$19.16<br>\$1,532.77<br>\$39,851.94 | \$19.60<br>\$1,568.04<br>\$40,769.00 | \$20.77<br>\$1,661.82<br>\$43,207.27 | \$21.40<br>\$1,711.67<br>\$44,503.49 | \$21.40<br>\$1,711.67<br>\$44,503.49 |
| Zoning Administrator/<br>Planning Coordinator (Salary) | \$19.82<br>\$1,585.32<br>\$41,218.29 | \$20.55<br>\$1,643.98<br>\$42,743.37 | \$21.02<br>\$1,681.79<br>\$43,726.46 | \$21.86<br>\$1,749.06<br>\$45,475.52 | \$22.52<br>\$1,801.53<br>\$46,839.79 | \$22.52<br>\$1,801.53<br>\$46,839.79 |
| Director Public Works (Salary)                         | \$27.37<br>\$2,189.67<br>\$56,931.33 | \$28.38<br>\$2,270.68<br>\$59,037.79 | \$29.04<br>\$2,322.91<br>\$60,395.66 | \$31.19<br>\$2,495.50<br>\$64,883.00 | \$32.13<br>\$2,570.37<br>\$66,829.49 | \$32.13<br>\$2,570.37<br>\$66,829.49 |
| Assessor (Half Time Salary)                            | \$31.58<br>\$1,263.27<br>\$32,845.00 | \$33.17<br>\$1,326.92<br>\$34,500.00 | \$33.94<br>\$1,357.44<br>\$35,293.50 | \$35.29<br>\$1,411.74<br>\$36,705.24 | \$35.29<br>\$1,411.74<br>\$36,705.24 | \$35.29<br>\$1,411.74<br>\$36,705.24 |

|                               |                                      | %<br>INCREASE<br>0.037               | %<br>INCREASE<br>0.023               | %<br>INCREASE<br>0.04                | %<br>INCREASE<br>0.03                | %<br>INCREASE<br>0.00                | Comment [HD79]: Requires deletion or update |
|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------------|
| <b>PART-TIME HOURLY RATE</b>  |                                      | <b>05-06</b>                         | <b>06-07</b>                         | <b>07-08</b>                         | <b>08-09</b>                         | <b>09-10</b>                         | <b>10-11</b>                                |
| BCA/BOA Elected and Appointed | \$5.00                               | \$5.00                               | \$5.00                               | \$5.00                               | \$5.00                               | \$5.00                               |                                             |
| Solid Waste Attendant         | \$11.58                              | \$12.01                              | \$12.28                              | \$12.78                              | \$13.16                              | \$13.16                              |                                             |
| Finance Clerk                 | \$12.94                              | \$13.42                              | \$14.00                              | \$14.56                              | \$15.00                              | \$15.00                              |                                             |
| Listers (Elected)             | \$12.94                              | \$17.50                              | \$17.90                              | \$18.62                              | \$18.62                              | \$18.62                              |                                             |
| Planning Clerk                | \$12.94                              | \$13.42                              | \$13.73                              | \$14.28                              | \$14.74                              | \$14.74                              |                                             |
| Asst. Town Clerk              | \$13.61                              | \$14.11                              | \$14.44                              | \$15.02                              | \$15.47                              | \$12.05                              |                                             |
| Solid Waste Lead Attendant    | \$13.63                              | \$14.13                              | \$14.46                              | \$15.04                              | \$15.49                              | \$15.49                              |                                             |
| Lister Clerk                  | \$13.89                              | \$14.40                              | \$14.74                              | \$15.32                              | \$15.32                              | \$15.32                              |                                             |
| Crossing Guard                | \$15.95                              | \$16.54                              | \$16.92                              | \$17.60                              | \$18.13                              | \$18.13                              |                                             |
| Part-time Police Officers     | \$17.20                              | \$17.84                              | \$18.25                              | \$18.25                              | \$18.25                              | \$18.25                              |                                             |
| Firefighter                   | \$17.34                              | \$17.98                              | \$18.40                              | \$19.13                              | \$19.70                              | \$19.70                              |                                             |
| EMT                           | \$17.34                              | \$17.98                              | \$18.40                              | \$19.13                              | \$19.70                              | \$19.70                              |                                             |
| Summer Staff *                | 8.06-15.00                           |                                      |                                      |                                      |                                      |                                      |                                             |
| <b>STIPENDS</b>               |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
| Selectboard (Elected)         | \$500.00                             | \$500.00                             | \$500.00                             | \$500.00                             | \$500.00                             | \$500.00                             |                                             |
| Town Treasurer (Elected)      | \$1,500.00                           | \$1,600.00                           | \$1,636.00                           | \$1,636.00                           | \$1,636.00                           | \$1,636.00                           |                                             |
| Fire Dept.-Assistant Chief    |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
| Fire Dept.-Deputy Chief       |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
| Fire Officer Incentive Pay    | \$1,927.00                           | \$2,000.00                           | \$2,500.00                           | \$2,500.00                           | \$2,500.00                           | \$2,500.00                           |                                             |
| <b>CONTRACT SALARY</b>        |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
|                               | <b>July 05</b>                       | <b>July 06</b>                       | <b>July 07</b>                       | <b>July 08</b>                       | <b>July 09</b>                       | <b>July 10</b>                       |                                             |
| Police Chief                  | \$26.25<br>\$2,100.00<br>\$54,600.00 | \$27.56<br>\$2,205.00<br>\$57,330.00 | \$28.94<br>\$2,315.27<br>\$60,197.00 | \$30.39<br>\$2,431.15<br>\$63,210.00 | \$31.91<br>\$2,552.73<br>\$66,371.00 | \$33.50<br>\$2,680.35<br>\$69,689.00 |                                             |
|                               |                                      |                                      |                                      | <b>Nov.08</b>                        | <b>Nov.09</b>                        | <b>Nov.10</b>                        |                                             |
| Town Manager                  |                                      |                                      |                                      | \$36.06<br>\$2,884.62<br>\$75,000.00 | \$37.14<br>\$2,971.15<br>\$77,250.00 | \$37.14<br>\$2,971.15<br>\$77,250.00 |                                             |
|                               |                                      |                                      |                                      | <b>Aug 08</b>                        | <b>July 09</b>                       | <b>July 10</b>                       |                                             |
| Fire Chief                    |                                      |                                      |                                      | \$32.69<br>\$2,615.38<br>\$68,000.00 | \$24.52<br>\$1,961.54<br>\$51,000.00 | \$24.52<br>\$1,961.54<br>\$51,000.00 |                                             |

**Notes:**

Minimum Wage VT January 1, 2010/2011 \$8.06/hour  
 Full Time Wages listed as hourly, biweekly, and 26 pay periods  
 Contract Salary according to annual contract figure.

**APPENDIX X**  
**TOWN OF NORWICH**  
**SAFETY POLICY MISSION STATEMENT**

**Deleted:** ¶

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The Town of Norwich recognizes its employees as one of its most important assets. As such, management set a goal of providing a safe and healthful workplace for all employees. The Town's safety program recognizes that the safe work behavior of each employee is a key to meeting this goal. Our ultimate goal is to achieve an accident-free work environment for our employees.

To help meet these goals, the Town will provide safety training to all employees based on the particular potential hazards of their job duties and compliance with, at a minimum, VOSHA standards. We will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources as needed to correct hazardous conditions that are brought to our attention.

It is the responsibility of each employee to follow all safe work rules and procedures. If an employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their supervisor. Each employee is also obligated to report all unsafe working conditions to their supervisor or the Department Head. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each employee's job performance.

This mission statement will be reviewed and revised on an annual basis to allow the Town of Norwich to meet the mutually beneficial goal of zero workplace injuries and illnesses.

Signed: (See Original Document)

Matt Herbert (Fire), Chair

Date Adopted: 6/28/2006

**Deleted:** Roger Blake

Readopted: 5/28/2008

8/26/2009

9/7/2010

1/11/2012

Tim Cronin (Fire District)

**Deleted:** Edwin S. Childs

**Deleted:**

Judy Powell (Police)

**Deleted:** Suzanne Lupien

Vacant/Andy Hodgdon (?) (DPW)

**Deleted:** Uwe Bagnato

Miranda Bergmeier (Tracy Hall)

**Deleted:** Sharon Racusin

## APPENDIX XI

### FLSA: EXEMPT EMPLOYEES

Comment [jm80]: suggest removing this appendix

#### Executive Exemption:

- Compensated not less than \$455 per week
- Primary duty consists of management of the enterprise, or of a department
- Must customarily and regularly direct the work of two or more other employees
- Must have the authority to hire or fire other employees, or his suggestions and recommendations as to hiring, advancement or promotion must be given particular weight

Possible municipal examples: Town Manager, Police Chief, Road Commissioners/Foremen, Fire Chief.

#### Administrative Exemption:

- Employee must be paid more than \$455 per week
- Primary duty must consist of performance of office or nonmanual work directly related to management policies or general business operations of employer
- Includes work requiring the exercise of discretion and independent judgment with respect to matters of significance

Possible municipal examples: Town Managers, Police Chiefs, perhaps others.

#### Professional Exemption:

- Salary test
- Primary duty consists of work requiring knowledge of an advanced type in a field of science or learning, customarily acquired by a prolonged course of specialized intellectual instruction
- Requires the consistent exercise of discretion and judgment

Most common municipal examples: Town Engineer, In-house Accountant, Town Planner, In-house Town Attorney.

**APPENDIX XII**

**Comment [jm81]:** see vlc model acknowledgement form

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THESE PERSONNEL POLICIES**

| These Personnel Policies provide employees with general information about some of the benefits and policies adopted by the Town.

**Deleted:** have been compiled to  
**Deleted:** established

| These policies are subject to change at any time at the discretion of the Selectboard.

**Deleted:** The provisions of these  
**Deleted:** sole  
**Deleted:** of the Town

I understand that these Personnel Policies are not a contract of employment.

I acknowledge receipt of these Personnel Policies and I recognize my responsibility to read and to abide by the provisions set forth herein.

| Following review of the policies, I understand I may discuss any questions I have with my supervisor, with the Finance Office, or with the Town Manager.

**Deleted:** do not hesitate to  
**Deleted:** you might  
**Deleted:** your

Employee Signature

Date Received

# **TOWN OF NORWICH**

## **PERSONNEL POLICIES**

**Originally Adopted: July 1, 2006**

**Updated:**  
**August 16, 2006**  
**August 7, 2007**  
**May 28, 2008**  
**September 10, 2008**  
**May 27, 2009**  
**August 26, 2009**  
**September 7, 2010**  
**[Month Day], 2017**

**Comment [HD1]: Add date**

## NORWICH ORGANIZATIONAL CHART

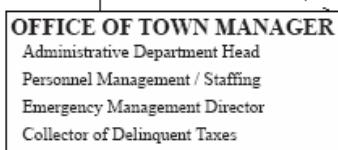
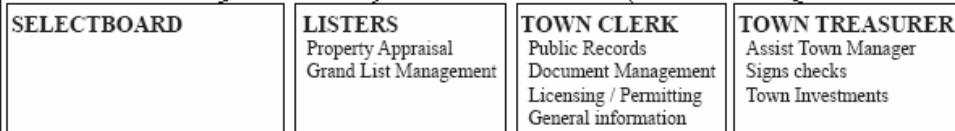
Chart prepared by Steve Stokes and Chuck Wise, TRORC

February 2006

— Direct Responsibility  
- - - Indirect Responsibility  
and/or collaboration

**Comment [HD2]:** Requires general update

### ANNUAL TOWN MEETING



#### BOARDS/COMMITTEES (not subject to personnel policies)

- Affordable Housing
- Auditors
- Cemetery Commission
- Conservation Commission
- Corridor Enhancement Committee
- Development Review Board
- Energy Committee
- Finance Committee
- Health Officer
- Milt Frye Nature Area Committee
- Planning Commission
- Senior Action Council
- Transportation Committee
- Tree Warden
- Watershed Land Management Council
- Boards of Abatement and Civil Authority

|                       |                            |                                   |                  |
|-----------------------|----------------------------|-----------------------------------|------------------|
| Recreation Department | Zoning and Planning        | Finance Office                    | Waste Management |
| Special Events        | Land Use Planning          | Accounting                        | Collection       |
| Youth Programs        | Zoning Administration      | Accounts Payable                  | Recycling        |
| Adult Programs        | Community Development      | Payroll                           |                  |
| Park Maintenance      | Historic Preservation      | Tax Collection                    |                  |
| Municipal Pool        | Conservation               |                                   |                  |
|                       |                            |                                   |                  |
| Police Department     | Fire Department            | Highway Department                |                  |
| Administration        | Fire Suppression           | Roads and Bridges Management      |                  |
| Detectives/Youth      | Rescue                     | Transportation System Maintenance |                  |
| Patrol                | Emergency Medical Services | Equipment Maintenance             |                  |
| Communications        | Hazardous Materials        |                                   |                  |
| Parking & Traffic     | Fire Prevention            |                                   |                  |
| Animal Control        | Public Education           |                                   |                  |

These groups work on behalf of Town of Norwich residents but are not directly governed by the Selectboard.

MARION CROSS  
SCHOOL

DRESDEN SCHOOL  
DISTRICT

NORWICH FIRE  
DISTRICT

OTHER AGENCIES  
& ORGANIZATIONS

## STATEMENT OF EMPLOYMENT CONDITIONS

The Norwich Selectboard has adopted the following statement of policy concerning employees of the Town of Norwich.

Except for Section 5., "no employee, officer, agent or other representative of the Town of Norwich subject to these policies has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the foregoing provisions. Any exceptions to this policy of "at-will" employment must be expressly authorized in writing by the Selectboard of the Town of Norwich."

No statement in these Town of Norwich Personnel Policies should be construed to grant any employee an employment contract of fixed duration nor should this or any other personnel manual be interpreted as making an implied or express contract of employment. This will serve notice to all employees that the employment relationship is at-will, and may be terminated by either the Town of Norwich or the employee at any time for any reason. All sections contained in these Town of Norwich Personnel Policies are intended as a general policy statement containing broad internal policy guidelines and not as a contract or any other commitment. The policies/guidelines set forth herein do not represent all terms and conditions of employment applicable to Town of Norwich employees.

**Town of Norwich, Vermont  
Personnel Policies**

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\*\* ORIGINALLY ADOPTED BY THE NORWICH SELECTBOARD ON JULY 12, 2006. \*\*

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2. DEFINITIONS

- A. "*The Policy*" - refers to the Town of Norwich Personnel Policies as adopted and amended.
- B. "*The Town*" – refers to the Town of Norwich.
- C. "*Town Buildings*" – refers to Tracy Hall, Highway Garage and buildings, Transfer Station facilities, Police/Fire Stations and all other Town-owned buildings and structures.
- D. "*Benefits*" - life, health, dental, vision, flexible benefit plan, accidental death and dismemberment insurances, retirement benefits, and disability plans as approved by the Selectboard.
- E. "*Privileges*" - sick leave, vacation leave, bereavement leave, medical appointment leave, holiday leave and other such privileges as described within the Policy.
- F. "*Full-time Employee*" - as described in Section 8, paragraph B, of the Policy.
- G. "*Part-time Employee*" - as described in Section 8, paragraph C, of the Policy.
- H. "*Temporary Employee*" - as described in Section 8, paragraph D, of the Policy.
- I. "*Salaried and Contract Employees*" – as described in Section 8, paragraphs E and F, of the Policy.
- J. "*Fire Department Employee*" – a member of the Fire Department.
- K. "*Town of Norwich Selectboard*" - shall be the Town's legislative body.
- L. "*Spouse*" –shall be construed to mean the legally married or civil union partner of an employee.
- M. "*Department Head*" - for the purposes of these Personnel Policies Department Heads are:

|                          |              |
|--------------------------|--------------|
| Finance Officer          | Fire Chief   |
| Director of Public Works | Police Chief |
| Recreation Director      | Town Clerk   |
| Director Planning/Zoning |              |

- N. "*Town Departments*" are:

|              |                      |
|--------------|----------------------|
| Town Finance | Town Clerk (Elected) |
|--------------|----------------------|

Town Public Works  
Town Zoning/Planning  
Town Police

Town Recreation  
Town Fire  
Town Administration

- O. "*Personnel File*" refers to the permanent record maintained by the Town for each employee, and containing, at a minimum, a history of the dates of employment of the employee, the positions the employee filled, the rates of pay for the employee, the annual evaluations completed by the Employee's Supervisor, and the records of any disciplinary action as noted in Section 14 of these policies. The file may also contain records such as application forms, professional certifications and licenses, and employee authorizations for payroll deductions, and any other documents which are deemed by the Town Manager to be relevant to the individual's employment.
- P. "*Compensatory time*". Pursuant to Section 7(o) of the Federal *Fair Labor Standards Act* (FLSA), the Town of Norwich offers its non-exempt employees compensatory time off in lieu of overtime compensation. Compensatory time is provided at the rate of one and one-half hours of compensatory time for each hour of overtime worked.

An employee may accumulate not more than 100 hours of compensatory time. Any employee who has accrued 100 hours of compensatory time off shall, for additional overtime worked, be paid overtime compensation at the rate of one and one-half times the employee's regular rate of pay.

**Comment [C3]:** Reduce to 40 and/or put a cap in place that requires comp time to be used in year accrued. How frequently do employees use this option?

At the time of hiring, a non-exempt employee must elect to receive either compensatory time or payment of overtime compensation. This election may be changed in writing by an employee, but only once each fiscal year, by informing the Department Head and the Finance Office.

An employee who has accrued compensatory time and requested use of this time shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly interrupt the operations of the employee's department. A request to use compensatory time may be turned down when the Department Head reasonably and in good faith anticipates that the employee's use of the time will impose an unreasonable burden on the department's ability to provide services of an acceptable quality and quantity for the public during the time requested without the use of the employee's services.

An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the average regular rate received by such employee during the last three years of employment or the final regular rate received by such employee, whichever is higher.

- Q. "*Non-Exempt Employees*". Are those employees who are covered by the *Fair Labor Standards Act* (FLSA).

R. "*Exempt Employees*". There are three primary exempt categories for municipalities under FLSA rules:

- Executive
- Administrative
- Professional

All have a salary threshold and all have separate duties/tasks. Elected officials are also classified as exempt.

S. "*Timesheets*". For the purposes of filling out timesheets, the workweek starts on a Sunday and finishes on the following Saturday. Employees are paid every two weeks. NOTE: Fire Department submits timesheets quarterly or biannually.

Each employee is responsible for assuring the timely submission of their respective timesheet once every two weeks. The number of regular, overtime, call back hours, compensatory hours accumulated, compensatory hours used, holiday, vacation and sick hours and hours of unpaid leave, shall be entered. The timesheet shall be approved and signed by the employee's supervisor and submitted to the Finance Office. Timesheets are filed in each department and the Finance Office. Each employee has the responsibility to check his/her timesheet and report any errors.

T. "Town Manager" The chief administrative officer for the Town, appointed by the Selectboard.

### 3. PURPOSE

These policies establish procedures that serve as a guide to administrative action concerning the personnel activities and transactions of the Town. The policies intend to set forward the customary and most reasonable method of fulfilling the objectives of personnel administration. The policies are also a mechanism by which to inform the employees of the Town's employment conditions.

This policy and the provisions contained herein do not constitute a contract to employment in whole or in part. The Town reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

### 4. ADOPTION AND AUTHORITY

These Personnel Policies of the Town of Norwich dated July 1, 2006 (Updated: August 16, 2006, August 7, 2007, May 28, 2008, September 10, 2008, August 26, 2009, September 7, 2010, and [Month Day], 2017), are adopted –pursuant to 24 VSA §1121, et seq., and, by their adoption, supersede any policies previously in force.

Comment [HD4]: Add date

These policies remain in effect until superseded, but should be reviewed on a

regular basis by the Town Manager and the Selectboard, with a formal review being completed no later than once every three years. However, these Personnel Policies will not be negated for lack of review within the specified schedule.

5. APPLICABILITY

- A. These policies shall be applicable to all persons employed by the Town except where specifically superseded by a collective bargaining agreement for employees who are members of the collective bargaining unit (New England Police Benevolent Association) and other employees excluded by this section.
- B. These policies shall be applicable to the Town Manager except as they may be covered specifically by any employment contract between the Town Manager and the Selectboard, in which case the employment contract will take precedence.
- C. Sections 7, 8, 12, 14, 15, 16, 17, 18, 19, 20 and 21 do not apply to employees of the Fire Department.
- D. Severability Clause. Should any provision of these policies be held to violate a Federal or State law, only those specific provisions shall be invalid, and all other provisions shall remain in full force.

**Comment [jm5]:** Note: VLCT suggests that elected officials such as the Town Clerk sign an agreement to be covered by the personnel policy in exchange for receiving benefits. See VLCT model. (There are certain sections, such as discipline, exempted from the agreement since elected officials answer to the voters and not the Selectboard or Town Manager.)

6. EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Town is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications and suitability for the position and will consider them with respect to compensation and opportunity for training and advancement including up-grading and promotion, without regard to age, sex, race, color, ancestry, sexual orientation, place of birth, physical or mental condition, religion, national origin, marital status, any other categories protected by state or federal law, or political affiliation. Equality in such opportunities continues to be the basic policy of the Town.

7. RECRUITMENT

- A. The Town Manager shall post notice of every Town vacancy in all Town buildings for a period of at least five business days. The Town Manager may also post notice of vacancies in newspapers, on the Town website, and in such other appropriate media as to attempt to obtain the best qualified applicant response. Note as exception hereto: The Fire Department, as a volunteer/call department, recruits on a continuous basis.
- B. Notice shall specify the vacant position, salary range, nature of the work and full job description when available, major qualifications of the applicants, closing date for receiving applications and other such information as required. Notice shall include verification that the Town does promote *Equal Employment Opportunity*.

- C. It is the policy of the Town that immediate relatives shall not directly supervise immediate relatives. Temporary employees may be exempted from this provision where the possibility of any conflict of interest is deemed to be minimal and with prior approval of the Town Manager. For the purpose of this subsection, immediate relative shall include (step) mother, (step) father, parents-in-law, sister (in-law), brother (in-law), spouse, domestic partner, (step) children. Members of the Fire Department are exempt from this provision, except the Fire Chief, as long as the Fire Department continues to operate as a Call Department.
- D. Policies stated in this section are not to be construed as to conflict with any law or regulations mandated by state statutes required for police hiring practices or any other department that may also be affected by laws or statutes.
- E. As part of the pre-employment procedure, former supervisors, employers, and references provided by applicants shall be contacted to confirm application information. Motor vehicle, criminal background and/or credit checks may be conducted with written authorization from the applicant. Reference checks may be conducted personally, by telephone, electronically, or by other methods and shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. For Town positions requiring a commercial driver's license (CDL), a pre-employment drug test may be required (in addition to the random drug testing required during any employment). All such information is to be handled as privileged and confidential.
- F. Steps Before Starting to Hire. Before starting to fill a new or existing position, the following items must be determined:
  - (1) The position title, the nature of work to be performed and a job description, when available, listing essential tasks of the position. Existing job descriptions will be updated, as applicable. New or changed job descriptions must be approved by the Town Manager before advertising the position.
  - (2) The job classification, exempt or non-exempt status under FLSA and the range of hourly pay, depending on qualifications, must be determined.
  - (3) The position may be full-time or part-time, permanent or temporary (seasonal). Both must be determined before hiring, including the number of hours per week for a part-time position.
  - (4) An estimated starting date must be agreed upon.
  - (5) No position may be advertised unless the necessary funds are

included in the current budget for the position.

- (6) The position must be advertised. The final date for receiving applications must be stated. It is not necessary to advertise the pay rate/hiring range. Job descriptions should be available for applicants if they want them. Advertisements will be posted in at least three public places in Town (including the town website) and in the Selectboard's designated newspaper (currently, *Valley News*) or other appropriate form of online or print media (e.g., the *Norwich Listserve*). Advertising costs will be charged to the department hiring the employee.
- (7) Normally the Department Head will be responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. However, the Town Manager may decide to participate in the screening and interviewing if s/he wishes.
- (8) The Town Manager will approve all hiring decisions on an individual basis, before a job offer is made, unless s/he specifically delegates this authority to the Department Head.

## 8. EMPLOYEE CLASSIFICATION

- A. Probationary Employee. A probationary employee is any new employee or any employee returning from a break in service of one year or more (except for an employee returning from active military service). The probationary status of an employee shall be completed when the employee has worked at least one year and has received favorable reviews at 90 days and 180 days from the Department Head which have been accepted by the Town Manager. The probationary period may be extended at the discretion of the Town Manager, but shall not exceed eighteen months. Probationary employees receive all the benefits and privileges provided by these Personnel Policies. Probationary employees are not subject to the disciplinary and discharge procedures set out in Section 14.
- B. Full-Time Employee. A full-time employee is an employee who has completed the probationary period and works a regularly scheduled forty (40) hour work week. The employee is subject to all policies and regulations and is eligible to receive all benefits and privileges as provided by the Personnel Policies.
- C. Part-Time Employees. All those working fewer than 40 hours per week up to and including 39 hours per week.
- D. Temporary Employee. A temporary employee is one who is hired with an expected employment duration of less than one (1) year. A temporary employee shall not enjoy nor be entitled to the privileges and benefits

**Comment [C6]:** Wondering if fed or state law has changed the definition of full time and part time employee?

provided by these policies, except as provided by state or federal law, but may be paid a 15% differential above the hourly rate for the position held.

- E. Salaried and Contract Employees. Salaried and contract employees are not considered hourly employees.

## 9. FIRE DEPARTMENT

With the exception of the Fire Chief, members of the Fire Department are employed on an on-call basis and shall be excluded from coverage of the Personnel Policies and shall not be entitled to any rights or benefits contained in these Personnel Policies except as specifically provided in these policies.

Members of the Fire Department shall have the right to present grievances, except grievances relating to promotion, demotion, discipline or discharge and shall have the right to report instances of sexual harassment to the Fire Chief or the Town Manager in accordance with Appendix I. In the case of a conflict between this section and any other portions of these policies, this section will govern.

Members of the Fire Department serve as "at will" employees and may be demoted or terminated by the Fire Chief with the approval of the Town Manager at any time without cause. These Personnel Policies do not constitute an employment agreement between the employer and the employee and are subject to change at the sole discretion of the employer as the needs of the employer and requirements of the department change.

### A. Recruitment

Since the Fire Department has vacancies on a fairly regular basis, the Town accepts applications on a continual basis and reviews them, as needed, when openings arise.

The following are the minimum requirements for becoming a member of the Fire Department:

- Minimum of 18 years old
- High School graduate
- Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- No felony conviction.
- No misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions.
- Holder of a valid driver's license with no suspensions in last three years and no habitual or serious traffic offenses.
- No use of illegal drugs in the past three years.
- Never sold illegal drugs.
- Able to attend regular training and drills.
- Able to respond to calls on a regular basis.

**Comment [C7]:** Or GED? Can this we waived if applicant is otherwise literate and qualified?

The applicant will fill out an application on a form provided by the Fire Chief with the necessary releases to allow a background investigation.

The Fire Chief is responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. The Town Manager may participate in the screening and interviewing process.

The Police Department will perform a background investigation of all applicants.

Applicants for membership in EMS division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being appointed.

Members of the fire/rescue division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being qualified for interior firefighting or other tasks requiring the use of SCBA.

Appointments to the Fire Department are made by the Town Manager based on a recommendation of the Fire Chief.

B. Promotions

To the extent feasible appointment as a Fire Department officer, with the exception of the chief, should be made from within the department.

Application for a promotion shall be made on a form provided by the Fire Chief with the necessary releases to allow a background investigation. The selection process will be based on the requirements of the job description and may include review of education, training and experience; appropriate testing and interviews; background check; physical agility; and, where appropriate, pre-appointment medical examination. The Town Manager may participate in the screening and interviewing process.

Appointments as a Fire Department officer in the fire/rescue division are made by the Town Manager based on a recommendation from the Fire Chief. The Fire Chief makes appointments to staff positions and assigns other duties as required.

C. Performance Evaluation

Written performance evaluations shall be conducted at least once annually for all Fire Department officers using a form prepared by the Fire Chief and approved by the Town Manager.

10. PHYSICAL EXAMINATION

All prospective employees, including current employees being promoted or transferred or transitioned from temporary employment to a new position, may be

required to undergo a physical examination at the expense of the Town after an offer of employment has been made. Appointment to a position may be conditioned upon satisfactory results of the examination demonstrating that the prospective employee has the physical and mental capacity to perform the job's essential functions with reasonable accommodations, if necessary. Pre-employment medical examinations for applicants shall be conducted only under circumstances allowed by the Americans with Disabilities Act and Vermont law.

11. PROOF OF WORK AUTHORIZATION STATUS

All new Town employees must provide the Town with proof of identity and work authorization status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

12. PROMOTIONS AND TRANSFERS

- A. Vacancies in positions in any department in the Town should be filled as far as practicable by the promotion or transfer of well-qualified employees (based on past performance reviews) and recommendation of Department Heads. Promotion in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation. In no case shall a promotion be effected without just compensation.
- B. All promotions and transfers shall be subject to a one year evaluation period. If, during this evaluation period the Town Manager in consultation with the Department Head determines that the employee cannot satisfactorily perform the duties of the position, the employee shall be notified in writing as to the reasons for the decision and, subject to a pre-demotion hearing, may be removed from the position. If the employee's old position, or some other position for which the employee is qualified, is vacant, the employee will be returned to his former or other equivalent job. Otherwise, the employee will be subject to the Layoff Provisions under these policies. A decision by the Town Manager, after consultation with the Department Head, during the evaluation period to remove a promoted or transferred employee from the new position shall be final and not subject to appeal.

13. RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

- A. Every employee shall fulfill to the best of their ability the duties and responsibilities of his position. Each employee shall, during his/her hours of duty, devote full time attention and efforts to their position and employment. An employee shall not use their position to secure special privileges or exemptions for him/herself or others. An employee shall not use Town property or equipment for private use or for any use other than that which serves the public interest. *Fraternization*, in the form of dating, romantic involvement, or sexual relations, is a relationship that goes beyond the

normal scope of an employee's interactions with other employees. Such fraternization between an employee with supervisory duties and a subordinate is prohibited. Any such activity is cause for disciplinary action, including termination.

Comment [HD8]: New suggestion

- B. An employee shall not disclose confidential information gained by reason of their position except as authorized or required by law, nor shall the employee otherwise use such information for personal gain or benefit.
- C. The obvious responsibility of an employee is to the Town. No conduct or action contrary to the best interests of the Town will be permitted.
- D. If, in the opinion of the Town Manager, secondary employment interferes with an employee's performance of duties, the Town Manager shall provide written notice to the employee of such observations and of the possibility of imposition of disciplinary action including, but not limited to, termination.
- E. An employee may not be absent from duty without the permission of his Department Head. Any absence of an employee from duty not authorized under provisions of these policies shall be investigated by the Department Head and reported to the Town Manager. Any employee absent from work without authorization may be subject to forfeiture of compensation for the period of absence and other forms of discipline including termination.
- F. Exempt personnel shall be entitled to reasonable time off as compensation for hours worked in excess of forty hours per week, providing prior notice and approval is secured by the Town Manager. This time off shall constitute the only compensation for said additional work hours.
- G. Political Activity: An employee shall not use his or her official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office in the Town of Norwich. This rule is not to be construed to prevent an employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.
- I. Town Policies Affecting Employees: In accordance with state statute, the Town maintains several policies employees shall adhere to. Some key policies are included in the appendices, addressing sexual harassment, smoking, drug free workplace, and workplace violence. This list may not encompass all Town adopted policies applicable to employees. Employees are encouraged to speak with their supervisor or the Town Manager for any such policy(ies).
- M. Personnel Files: An employee, upon request to the Town Manager, may make an appointment to review his/her Personnel File. Such review shall occur at the Town offices and shall be supervised. Employees may receive

copies of any documents contained in their file, but may not remove or destroy any such documents.

N. Social Media –Add something here limiting the use of personal cell phones during work hours and other social media postings that might negatively impact the town or a Town Employee/elected official.

14. DISCIPLINARY ACTION

- A. The Town exists to provide services to its citizens and, therefore, has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of its Town employees. Discipline and/or performance improvement coaching will result from any action or inaction resulting in anything less than satisfactory performance. All full-time and part-time employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case. The termination and disciplinary procedures outlined in these Policies do not apply to probationary or temporary employees.
- B. Disciplinary action may be initiated by the Department Head and/or Town Manager. Discipline will be administered for reasons which include but are not limited to:
  - No employee shall, directly or indirectly, ask, demand, exact, solicit, accept, receive a gift or gratuity, or a promise to make a gift or to do any act beneficial to the employee or another with the understanding that the employee will be influenced thereby in any action within the employee's official capacity or employment. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services.
  - absenteeism including tardiness;
  - any violation of any employee duties as set forth in these policies, or a violation of any other duties or work rules, whether or not specified herein;
  - any action or inaction resulting in anything less than satisfactory performance;
  - insubordination;
  - unacceptable job performance;
  - possession or use of alcohol on the job;
  - possession or use of illegal drugs on the job;
  - misuse of prescription or non-prescription drugs which impairs the performance of the employee;
  - unauthorized use of Town equipment or property;
  - destruction of public and/or private property;
  - falsification of documents concerning payroll or any other departmental operations;

- abusive and/or obscene language directed at supervisors, other employees or the public;
  - failure to comply with safety regulations;
  - sexual harassment;
  - dishonesty of any kind, including theft of public or private property;
  - violation of confidentiality;
  - other actions or conduct adversely affecting or impairing the efficiency or effectiveness of Town service.
- C. All disciplinary actions shall be communicated to the employee in writing. The discipline documentation shall provide a space for comments from the employee and space for the employee to sign with language indicating that the employee's signature denotes the receipt of a copy of the document, but does not necessarily indicate the employee's agreement with its content. Refusal to sign the document may be considered insubordination on the part of the employee, and could be cause for additional disciplinary action.
- D. Employees shall be notified in writing at the time of any disciplinary action as to their rights of appeal. Comments written by the employee on the documents referenced in Section C above do not constitute the basis for an appeal.
- E. Any and all documents related to disciplinary actions shall become a permanent part of the employee's personnel file.
- F. Disciplinary action need not follow a sequential order and is not necessarily limited to the following procedures:
- (1) Verbal Reprimand. The Department Head may verbally warn employees of areas which need improvement or of a specific incident. The warning should be informal in nature and include specific steps for performance improvement or corrective action. A record of such reprimand will be placed in the employee's personnel file and retained for a period of up to one year.
  - (2) Written Reprimand. The Department Head may issue a written reprimand to an employee for a repeat offense, continual lack of performance or a more serious offense than warrants a verbal warning. The reprimand will include the nature of the offense and possibility of future disciplinary action. Remedial suggestions will be included in the reprimand. A written reprimand will remain in the employee's personnel file for three years, unless removed by request of the Department Head and approved by the Town Manager.
  - (3) Suspension (with or without pay). The Department Head, with the approval of the Town Manager, may suspend an employee with or without pay for up to thirty (30) days for recurring offenses or a more serious offense than that which warrants a written reprimand. If the suspension is without pay, it is subject to written notice and a pre-

**Comment [C9]:** Do we, if we include  
fraternization in earlier doc, need to include frat  
here?

suspension hearing where circumstances allow. In those instances where a pre-suspension hearing cannot be afforded, an immediate post-suspension hearing will be provided. The length of the suspension shall be based on the seriousness of the offense. In situations where the employee may endanger himself/herself, the public or other employees, the Department Head may take immediate action to suspend, and review the matter with the Town Manager subsequent to the action. Employees will receive confirmation of the suspension in writing with the date, time and nature of the offense, the length of the suspension, remedial suggestions and methods to appeal.

Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

(4) **Suspension (with pay).** The Town Manager may elect to suspend an employee with pay for an indefinite period of time pending an investigation of an alleged incident or offense when the employee's continued performance of his duties would erode public confidence in the department or the Town organization. The employee should receive written notice and a pre-suspension hearing. Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

(5) **Dismissal.** The Town Manager may dismiss an employee whose performance or actions over time have been such that the employee has an established negative pattern of actions or performance. In addition, the Town Manager may immediately dismiss an employee when the nature of the act, offense, or misconduct triggering discipline so warrants. There are certain types of conduct which are expressly forbidden and which may result in immediate termination from the Town. Conduct constituting just cause for immediate termination includes, but is not limited to:

- Theft;
- Unauthorized possession of weapons;
- Falsification of records or documentation;
- Possession or use of alcohol on the job;
- Possession or use of illegal drugs on the job;
- Fighting or threatening other employees or supervisors;
- Willful destruction or abuse of property;
- Sexual harassment;
- Reporting to work under the influence of drugs or alcohol;
- Disregard of safety rule;
- Misuse or unauthorized use of Town property;
- Conviction of a crime, which adversely affects or impairs the

**Comment [jm10]:** Do not do this except if the person would be a danger to him/herself or others in which case, send him or her home WITH PAY. The Town Manager should be required to pre-approve any other suspension and, PRIOR to that, legal help should ALWAYS be obtained! Call VLCT if ever in this situation. The VLCT-PACIF Employment Practices Liability (EPL) Referral Program can provide up to 3 hours of free legal advice!!

**Deleted:**

**Comment [jm11]:** I would try to find a way to combine 3 and 4, allowing flexibility for the circumstances which would warrant any suspension and discretion for the TM on paid vs. unpaid. Again, get legal advice by calling VLCT before initiating suspension.

**Comment [jm12]:** It may be okay to set this expectation for employees. However, in such a situation the Town should always pause and call VLCT before dismissal.

- ability of the employee to perform Town services;
- Refusal to obey a directive(s) of the individual's Supervisors or the Town Manager;
- Unauthorized operation of machines, tools or equipment;
- Absence without reasonable cause;
- Leaving work during business hours without permission;
- Coercing or intimidating other employees or Supervisors
- Misuse or removal from work, without proper authorization, of employee lists, blueprints, records of confidential information of any nature;
- Gambling during working hours.

The foregoing list of conduct which may trigger immediate termination is not intended to be exclusive and in no way modifies the right of the Town to immediately terminate an employee for other conduct not listed.

Prior to dismissal:

- (a) The employee will be provided with written notice of the basis for termination and an opportunity to present his/ her side of the story to the individual with supervisory authority over the employee. During this initial pre-termination hearing, the employee is entitled to be represented by counsel and may have an opportunity to present witnesses if he/ she so chooses. The hearing will be recorded.
- (b) If the supervisor makes an initial finding that there are grounds for termination, then a hearing date should be set before the Town Manager.
- (c) The employee will be provided with at least seven (7) but no more than fifteen (15) days written notice of the hearing date, together with the specific grounds for discharge. The notice will also provide: the employee's right to be represented by counsel and to present witnesses and supporting documents, the right to have the matter heard in executive session as opposed to a public hearing.
- (d) The Town Manager will make arrangements in advance of the hearing for a recording of the proceedings.
- (e) After the supervisor presents each of his/her witnesses, if any, before the Town Manager, the employee or counsel will have the right to cross-examine the witnesses. Both parties have a right to lodge objections to witness testimony and documents and the Town Manager must rule on those objections. Once the supervisor completes his/her case, the employee then has the right to present his/her own witnesses and documents and the supervisor, or Town Attorney, has a right to cross-examination. The Town Manager has a

**Deleted:** his attorney

**Comment [HD13]:** An issue I see here is that the supervisor represents the town, but the Town Manager is going to make a decision on behalf of the town when the Town Attorney may aid the supervisor. Also, this gets further complicated if the employee loses the case and appeals the Town Manager's decision. Presumably, the Town Attorney would follow the case representing the Town. MAYBE get rid of the "hearing" aspect at the Town Manager level, renaming it "discovery", or something more applicable.

right to ask questions of the witnesses at any time during their testimony.

- (f) After the hearing closes, the Town Manager issues a written decision and forwards it to the parties or their counsel.
- (6) **Demotion.** An employee holding a position of rank or supervisory capacity or a capacity of increased responsibility with a corresponding increase in pay may be demoted when his/her performance deteriorates to a level where the employee is no longer fulfilling the duties of the position. In every case where appropriate, the demotion will be made by the Department Head only after consultation with, and approval by, the Town Manager. In instances where there is no Department Head, the Town Manager shall have sole authority to make such demotions. Any demotion will be accompanied by a corresponding decrease in salary. Demotion shall also require a written notice of the intention to demote and the opportunity for a pre-demotion hearing.

15. **APPEALS TO DISCIPLINARY ACTION**

- A. There is no appeal to verbal reprimand.
- B. Appeals to disciplinary action beyond verbal reprimand shall be subject to the grievance procedure as described in Section 16.

16. **GRIEVANCE PROCEDURE**

**Definition** - A "grievance" is a claim by an employee(s) stating the employee(s) received inequitable treatment through a misapplication or misinterpretation of these Personnel Policies.

**Procedure**

- A. The employee(s) originating the grievance shall present the matter to his immediate supervisor and attempt to resolve the matter at that level. The grievance shall be brought to the attention of the supervisor in writing within ten (10) working days of the date the grievance came to the attention of the employee.
- B. The supervisor shall provide a written response to the grievant within ten (10) working days.
- C. If the matter is not resolved to the employee's satisfaction at the supervisor's level, the grievance shall be brought in writing (including copies of the original grievance and the supervisor's response) by the employee to the next supervisory level within ten (10) working days. The supervisor shall provide a written decision within ten (10) working days of receipt of the

grievance.

- D. Step C is continued until such time as the grievance is settled to the employee's satisfaction or until the process is completed through the level of the Town Manager.
  - (1) All time limits contained in the appeal procedure shall consist of "regular" work days (Monday through Friday, excluding holidays).
  - (2) Time limits for any step of the grievance process may be extended by the Town Manager or by previously scheduled absences.

- E. The Town Manager's decision is final.

17. **REDUCTION IN FORCE**

A reduction in force will be undertaken only when in the best interest of the Town. Any reduction in force (layoff) will be undertaken in a manner that minimizes adverse effects on the Town. In the event that a reduction in force is necessary, lay-off within the affected department or classification shall be at the sole discretion of the Town Manager after consultation with the appropriate Department Head(s).

18. **RECALL**

- A. It is the Town's policy to recall employees who have been laid off as vacancies occur for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.
- B. The Town Manager will determine whether an employee has the skills or qualifications to perform available work. The Town Manager will use an evaluation process that fairly measures an employee's past work, present job abilities, and the employee's potential for improvement.
- C. An employee who is on lay-off and is recalled must notify the Town Manager in writing of their intent to return to work on a certain date within five (5) work days of their recall notice. The employee must report to work no later than twenty-one (21) days after notice of recall. Failure to notify the Town or report to work within these periods shall result in a loss of further recall consideration.
- D. An employee recalled within one year of being laid off shall have all seniority and benefits restored to the level at which they existed prior to the layoff, except for those benefits for which the employee may have already been compensated and except for any duly adopted change to these personnel policies or other superseding employment contract (e.g., ratified union contract) in effect on the date of the recall notice.

- E. An employee who is on lay-off and who has not received notification of recall within one (1) year from the date of lay-off shall lose all seniority and recall rights.
- 19. HOLIDAYS
  - A. All full-time and part-time employees shall be compensated for holidays recognized under these Personnel Policies. Part-time employees will be compensated on a pro-rated basis if the holiday falls on a typically scheduled work day and will not be eligible for in lieu days off.
  - B. If a holiday falls on a Saturday, the holiday will be observed on the Friday before. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.
  - C. Full-time employees whose scheduled day off falls on a legal holiday, shall receive another day off with pay, the day to be determined at the discretion of the Department Head. Reasonable efforts will be made to accommodate the schedule request of the employee. Also, employees are encouraged to use any such in lieu day within the same pay period as the designated holiday.
  - D. Holidays (and any related in lieu day) not used within the fiscal year will be forfeited. Note: the Town Manager may allow some flexibility with this provision if special facts, information and circumstances warrant.
  - E. In the event that work is required of any non-exempt, full-time employee on any of the scheduled legal holidays, that employee shall be paid time and one-half for all hours worked on said holiday, plus holiday pay computed at the employee's regular base pay. This shall constitute the only compensation for employees who work on a holiday. No compensatory time may be accumulated on a holiday.
  - F. Temporary employees are not eligible for holidays. Temporary employees who are required to work on a holiday shall be paid at one and one-half times their normal hourly rate for all hours worked on said holiday.
  - G. Town holidays include:

| <u>Holiday</u>                | <u>Date</u>               |
|-------------------------------|---------------------------|
| New Year's Day                | January 1                 |
| Martin Luther King's Birthday | Third Monday in January   |
| President's Day               | Third Monday in February  |
| Memorial Day                  | Last Monday in May        |
| Independence Day              | July 4                    |
| Labor Day                     | First Monday in September |
| Columbus Day                  | Second Monday in October  |
| Veteran's Day                 | November 11               |

|                        |                             |
|------------------------|-----------------------------|
| Thanksgiving Day       | Fourth Thursday in November |
| Day After Thanksgiving | Fourth Friday in November   |
| Christmas Day          | December 25                 |

20. PERFORMANCE EVALUATION

Written performance evaluations shall be conducted at least once annually for all employees in a manner and format prescribed by the Town Manager. Evaluations for employees should be conducted between May 1 and June 30 of each year. If said evaluation reveals deficiencies in an employee's working characteristics, the Town Manager may take such action as provided in these policies. Further, the performance evaluations will be part of the criteria by which performance increases are determined.

21. LEAVES

A. Accounting of Employee Leaves. Employees shall request leave in all circumstances by filing application for leave on a standard form provided by the Town. For all leaves other than leaves for unforeseen illness or emergency, the employee shall request in advance for the time off. The request shall be responded to in timely fashion by the Department Head and/or Town Manager and the leave recorded in records of the Town.

B. Vacation:

- (1) It is the policy of the Town that periodic time off (i.e., vacation) is important for employee well-being and important to building and maintaining employees that positively carry out their respective duties and responsibilities. To that end, the Town encourages employees to take the time off that they earn.
- (2) Vacation leave shall be credited based upon an employee's length of service to the Town. An employee is eligible to use accrued vacation after six months of service. After completion of six months of service, vacation time earned shall be accrued and available for use monthly according to the schedule listed below.
- (3) Full-time employees are entitled to accrue vacation time for each completed month of service. The rate of accumulation depends on the length of employment with the Town of Norwich.

| <u>Length of Service</u> | <u>Vacation Time</u><br><u>Days</u> | <u>Accumulation Rate</u> |             |              |
|--------------------------|-------------------------------------|--------------------------|-------------|--------------|
|                          |                                     | <u>Hours/Month</u>       | <u>Days</u> | <u>Hours</u> |
| 1 through 3 years        | 10                                  | 80                       | 0.833       | 6.664        |
| 4 through 9 years        | 15                                  | 120                      | 1.25        | 10.00        |
| 10 through 19 years      | 20                                  | 160                      | 1.666       | 13.326       |
| 20 and over              | 25                                  | 200                      | 2.08        | 16.64        |

Up to eighty (80) vacation hours may be carried over from one year to the next, based on an employee's date of hire. Any remaining unused, accumulated vacation hours beyond the permitted 80, will be paid by the Town to the employee at their then current regular hourly rate.

Unused vacation days up to the maximum accumulation allowed will be paid in cash in the event of voluntary separation from the Town or on retirement.

Employees must have the approval of their supervisor before taking vacation days.

Vacation time must be used in two-hour time blocks.

- (4) Vacation scheduling is the exclusive prerogative of the Department Head for respective department employees. Leave must be requested in advance by the employee and is subject to approval by the Department Head. Vacation days shall not be advanced for use prior to their being earned without approval by both the Department Head and the Town Manager.
- (5) Part-time employees are not ordinarily eligible for vacation, except by approval of the Town Manager.
- (6) Temporary employees shall not be entitled to vacation time.
- (7) With the approval of the Town Manager, compensation may be offered in lieu of earned vacation time. This policy shall be implemented only under special circumstances arising from the needs of the employee or Town.
- (8) Upon voluntary termination or retirement from employment, an employee will be eligible for pay in lieu of vacation based on the total number of days accrued and unused at the time of termination or retirement provided that the employee has given at least two weeks' written notice of termination or intent to retire.
- (9) Absence due to illness, injury or disability in excess of that afforded the employee under these policies, may, at the request of the employee and with the approval of the Department Head and Town Manager, be charged against earned vacation time.
- (10) Vacation leave will not accrue during any type of uncompensated leave of absence.

**Comment [C14]:** Part timers should be allowed paid vacation time pro-rated to hours worked/week or year. Put caps on allowed accrual carried over year to year.

C. Sick Leave

- (1) Leave for illness with pay is granted to all full-time employees at the rate of one day (eight hours) per month (twelve days per year) and shall accumulate to a maximum of thirty-six days (288 hours).
- (2) Leave for illness with pay is granted to all eligible part-time employees according to Act 69 of the Vermont General Assembly (Earned Sick Time).
- (3) Leave for illness shall begin to accrue at the end of an employee's first complete month of employment.
- (4) Employees shall not be entitled to any compensation for accumulated leave for illness upon termination of employment (voluntary or involuntary) with the Town.
- (5) An employee who will be absent for reasons of illness shall notify his/her supervisor or Department Head within one hour of the time s/he is scheduled to report to work. Notice of intended absence for illness on subsequent days shall be reported on each day unless prior notification arrangements are made.
- (6) At the sole discretion of the Town Manager and/or a Department Head, an employee using leave for illness may be required to produce a physician's certificate or other proof of illness to substantiate the absence from work. Department Heads may require a physician's statement as proof of illness in the event of three (3) consecutive days of absence resulting from illness prior to the employee being allowed to return to work.
- (7) Leave for illness is not a privilege to be used at an employee's discretion. Abuse of leave for illness shall be considered sufficient cause for disciplinary action.
- (8) Leave for illness with pay shall not be given whenever an employee is eligible to receive Accident and Sickness Insurance for the pay period when said sick leave would otherwise be paid.
- (9) Use of leave for illness is permitted for the following purposes and any other reason permitted in Vermont's Paid Leave Law:
  - (a) Personal illness or physical incapacity.
  - (b) Enforced quarantine of the employee in accordance with health regulations.
  - (c) Care for an ill or disabled immediate relative (step) parent(s), parent(s)-in-law, sister (in-law), brother (in-law), spouse, (step) children residing outside the employee's household, or any relative who resides in the employee's household shall be

**Comment [C15]:** This seems overly generous. Reduce to 24 days.

**Comment [C16]:** Act 69 has not passed. I propose we allow part-timers to accrue sick leave pro-rated to hours worked. I strongly oppose having to use vacation time as sick time unless sick time has been used up.

**Comment [HD17]:** Does the Town maintain such a policy or offer it to employees?

**Comment [C18]:** Wonder of STD/LTD is meant here?

granted at the discretion of the Town Manager. The Town reserves the right to request verification of validity of need for such absences.

**Comment [C19]:** Should there be a mention of FMLA here?

- (d) If an employee uses all accrued leave for reasons of illness, the employee may use other accrued/earned leave (e.g., vacation, comp time) or leave without pay for any subsequent absence related to an employee's illness.
- (e) For any other purpose set forward in these Personnel Policies.

**D. Personal Days**

Each full-time employee is entitled to two (2) personal days in each fiscal year. The entitlement will be added to the employee record on July 1 each year and may be taken as days or hours at any time during the year with the approval of the employee's supervisor. Personal time for new hires will be prorated by the month of the year in which they start. Unused personal days cannot be carried forward from year to year, and are not compensated for at the time of termination.

**Comment [C20]:** I would like to see Personal Days removed.

**E. Dental and Medical Appointments**

An employee may sick leave to attend personal medical and dental appointments, or other illness prevention measures, and is subject to the approval of the Town Manager and/or Department Head. Employees are urged to schedule personal health appointments at times outside the regular work day. Leave for part-time employees shall be pro-rated upon the number of scheduled hours worked.

**F. Worker's Compensation (Work-Related Injury)**

- (1) An employee who is absent from his/her duties because of a job related injury shall be eligible for *Worker's Compensation* benefits as provided by Vermont law, except as modified below. First Reports of Injury forms need to be filed by the Town Manager's office and within 72 hours of the accident. (Employees do not fill these out themselves.)
- (2) Absences related to an occupational injury shall not be charged against leave of illness or annual leave, except that an employee may elect to use illness or vacation leave to cover the initial unpaid three (3) days of an occupational injury leave. If the leave extends past ten (10) days, and the *Worker's Compensation* insurance reimburses the employee for the first three (3) days, then the employee shall reimburse the Town for the amount paid by *Worker's Compensation*, and the Town shall reinstate to the employee the illness or vacation time charged.

- (3) Work related injuries must be reported to the supervisor or Department Head and the Town Manager immediately, or as soon as practical, but not later than seventy-two (72) hours after the incident. Employees should report all injuries, even if not serious.

G. Special Leaves of Absence

Special leaves of absence, normally not to exceed ten (10) working days, may be granted with or without pay under exceptional circumstances, with the written approval of the Town Manager.

H. Parental and Family Leave

Vermont law guarantees the right to take both long and short term leaves for full-time employees who work more than thirty (30) hours per week. These rights are outlined in 21 VSA §471, et seq.

I. Jury Leave

Jury leave will be granted in compliance with 21 VSA §499. Employees serving on jury duty shall receive the difference in pay between what is received for Jury Duty and the amount of their normal pay.

**Comment [C21]:** I propose we pay employees who are called for jury duty their regular rate of pay IF they were scheduled to work on jury duty days.

J. Military Leave

Military leave shall be granted in compliance with 21 VSA §491-493. Employees on military leave will receive the difference in pay between what is received for weekly military pay and the amount of their normal week's pay. This applies only to the two week annual field training which all reserve component members must attend. Employees on military leave have the right to elect to continue their existing Town-based health plan coverage including dependents for up to 24 months while in the military. The Town will continue to also pay its share for up to six months. Employees on military leave for greater than six months shall not receive any direct benefits and privileges, but shall have such protection with regard to their employment as may be provided by State and Federal Statutes.

**Comment [HD22]:** Is this consistent with Vermont Health Connect?

K. Bereavement Leave

In the event of the death of a member of an employee's immediate family, the employee may be granted up to three (3) days of absence with full pay. For the purpose of this subsection, immediate family shall be defined as: (step) parent(s), (step) children, brother (in-law), sister (in-law), grandparent(s), domestic partner, parent(s) (in-laws), ward or any relative residing at the employee's home.

One (1) day's leave for death of cousins, aunts and uncles may be granted

to an employee.

If, under extenuating circumstances, more time is required, such leave (charged as sick leave) may be granted with the express approval of the Town Manager.

22. EMPLOYEE BENEFITS

A. Federal Social Security

- (1) The Town participates in the Social Security program. The social security system provides disability, retirement and Medicare services to qualified employees.
- (2) All employees must participate in the Social Security program. Employees contribute from their pay a percentage of wages as established by the federal government. The Town contributes an equal amount toward the employees' accounts.

B. Retirement

(1) Regular Employees

- (a) The Town offers an employee pension plan which consists of a defined benefit plan or a defined contribution plan.
- (b) Pension plan - All employees working 24 hours or more per week and not less than 1,040 hours per year shall participate in the *Vermont Municipal Employees Retirement System* (VMERS). Each employee's contribution will be deducted from their biweekly paycheck. The Town also contributes to the program on behalf of each enrolled employee. The Town has elected to participate in Plans B, C, and DC which require employees to contribute a percentage of gross wages while the Town contributes another percentage. Detailed information and rules concerning the program, vesting periods and benefits paid on retirement are published by VMERS.
- (c) The Town also offers its employees a deferred compensation plan through the State of Vermont in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

C. Equipment and Safety

- (1) Department of Public Works and Police Department. Personnel are provided with equipment as required and pursuant to a collective bargaining agreement.
- (2) Custodial, Solid Waste employees and Fire Fighters are provided with work clothes and safety equipment as required.
- (3) OSHA (including VOSHA) Rules. All employees shall comply with these safety rules. Information is available in the Town Manager's Office and also in work areas.

D. Group Life, Accidental Death and Dismemberment Insurance

- (1) The Town provides Life, Accidental Death and Dismemberment Insurance for full-time employees.
- (2) Eligible employees are automatically enrolled in the life insurance program effective on the first day of the month following employment.

E. Group Disability Insurance

- (1) The Town provides long-term disability (LTD) insurance for its employees. This coverage for continuous illness or disability commences on the ninetieth (90) calendar day (or the date your insured short-term disability payments end, if applicable) following the onset of the accident or illness as measured by the first day of work missed, and continues until maximum age specific targets are reached as listed in the policy. The insurance pays 60% of an employee's pre-disability monthly earnings, reduced by deductible income, up to a maximum benefit of \$6,250 per month.
- (2) The Town provides a short-term disability (STD) insurance which would provide 66 2/3% of the employee's weekly earnings up to a maximum benefit of \$600 per week, reduced by deductible income. This coverage commences on the first day for disability due to an injury and the eighth day for sickness, and continues for a maximum period of thirteen (13) weeks.
- (3) Employees may elect to use any available vacation or other accrued paid leave to extend the time of full pay prior to commencement of either short-term or long-term disability. An employee who has accrued vacation time and who is disabled for one (1) year will be paid for the accrued vacation time at the last regular rate of pay in effect prior to commencement of the disability.
- (4) If an employee does not have sufficient sick leave or other available accrued paid leave time to reach the beginning of STD, that employee will be placed on unpaid leave until eligible for STD.

**Comment [C23]:** I propose employees pay a portion of the cost for LTD, cost TBD.

- (5) If an employee does not exhaust all accrued sick leave prior to becoming eligible for LTD, those sick days will be kept on the books for one year so that in the event that the employee does return to work within that time period, the days will be available for use.
- (6) Fire Department personnel are eligible to receive supplemental loss of life, medical and disability insurance under the Fire Department insurance policy.

F. Group Hospital, Major Medical Insurance, Dental Insurance and Vision Plan

(1) Group Hospital and Major Medical Insurance

- (a) Hospital and medical insurance is available to eligible employees of the Town. The Town offers two medical plans to employees. The plans are administered by the Vermont League of Cities and Towns and the plans are insured through CIGNA Health Care. The current plans are HP 10/20 C (VHPF) Open Access Plus and HDHP \$1,500/\$3,000 (VHSA 1).
- (b) The Town contributes to the cost of the premium annually as determined by the Selectboard:

|            |                         |
|------------|-------------------------|
| HP 10/20 C | 95% in 2009/90% in 2010 |
| HDHP       | 100%                    |

The Town will also pay 100% of the HDHP deductible in 2009 and 50% of the deductible in 2010.

(2) Dental Insurance

- (a) Effective July 1, 2008, the Town will provide dental insurance through the Delta Dental Plan #2 (excluding orthodontics) for eligible employees at no cost to the employee. Employee(s) may also choose to obtain 2 person or family coverage from the same dental provider, but the employee will be responsible to pay the difference for such coverage above the cost of the individual plan offered by the Town. Such payments shall be made through biweekly payroll deductions.

(3) Vision Service Plan

- (a) Effective July 1, 2008, the Town is enrolled in the VLCT Standard Voluntary Vision Plan. All full-time and part-time employees who work a regular schedule of more than 15 hours per week are eligible to enroll. The employee is responsible to pay for such coverage through biweekly payroll

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**Comment [C24]:** Definite need to update. I would propose limiting the plan options to plans that will not bankrupt someone facing serious illness, but will not bankrupt the town. We actually need to have this discussion prior to budget season and prior to the annual sign-up for healthcare.

**Comment [HD25]:** Need to update and check for accuracy, given Vermont Health Connect.

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**Comment [C26]:** Same as with healthcare plans. I'm OK with providing dental insurance but want info on plans offered.

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deductions.

- G. **Town of Norwich Flexible Benefit Plan** – As of February 1, 2009, the Town of Norwich has adopted a Flexible Benefit Plan. The intention of the Plan is to qualify as a “Cafeteria Plan” within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended. As such, benefits which an employee elects to receive under the Plan are excludable from the employee’s income under Section 125(a).

**Comment [C27]:** Is this still offered? If yes, should it be? Need details

- H. **Consolidated Omnibus Budget Reconciliation Act (COBRA)** is a mandated benefit to provide extended health insurance coverage for employees who are laid off, terminated, or resign. The former employee must assume 100% of the financial obligation for this coverage. The Town elected to use Choice COBRA as their COBRA administrator. Choice COBRA will notify employees directly within 14 days of their receiving notification from the Town that a qualifying event occurred.

I. **Employee Assistance Program**

The Town provides an employee assistance program (*Invest EAP*) to all employees, and their immediate family, at no cost to them. The program provides confidential, short-term counseling and assistance for a variety of personal or workplace problems including financial counseling, drug and alcohol counseling, depression and anxiety counseling, parenting issues, and a host of other concerns. For longer-term counseling needs, EAP will coordinate with the employee’s health insurance coverage. The EAP services an individual employee receives are kept strictly confidential and not shared with the Town.

J. **Direct Deposit**

Direct deposit of paychecks and other deduction programs are available to employees through the Finance Office. There are no charges for these services and participation is strongly encouraged.

K. **Employee Professional Development**

To maintain and improve the quality of services provided to the public, the Town encourages the continuing professional development of all employees. Toward this end, the Town provides a number of opportunities to employees as follows:

- (1) Training opportunities may be provided in a variety of ways, including one-on-one training, small and large group training, and internet training. All costs of mandatory training sessions are borne by the Town. Employees required to attend training sessions scheduled during their non-scheduled working time and above the regular 40 hour week are compensated at time and one half their hourly rate.

- (2) Training seminars, conferences, and single college courses directly related to job responsibilities may be considered by the Town Manager. The Town will pay all or portions of the related costs of these activities, including payment for meals and overnight accommodations, as applicable. Receipts for expenses must be provided for an employee to be reimbursed for travel, meals and lodging. Paid time off from work is included if the course, conference, or seminar cannot be scheduled during non-working hours.
- (3) Courses of study leading to college degrees may be supported by the Town subject to budgetary limits and under the following conditions:
  - (a) After twelve (12) months of employment with the Town and at the Town Manager's sole discretion, the program is deemed to be directly related to the employee's responsibilities, or could be related to future responsibilities through promotion to another position or department within the Town.
  - (b) Upon presentation of proof of payment and proof of satisfactory completion of the course (B or better grade or pass in a pass/fail course), the employee shall be reimbursed the tuition costs.

**NOTE:** Part-time employees are entitled to benefits only as described within the text of these policies.

## 23. PAY PLAN

### A. Pay Status

- (1) Exempt Employees (other than elected officials) will consist of the following: Town Manager, Director of Public Works, Chief of Police, Fire Chief, Director of Planning (Zoning Administrator), Finance Officer, Recreation Director, and any other position so authorized by the legislative body.
- (2) Non-exempt Wage Employees will comprise all other Town employees working on a 40 hour per week basis.

### B. Compensation (to include full-time and part-time)

- (1) The compensation schedule lists current positions and wages for a fiscal year period. The Town Manager will update the plan annually to reflect Selectboard approved cost of living increases.
- (2) A new employee normally enters employment at the minimum salary

Deleted: ¶

or wage for the position in which s/he is employed. In case, however, of difficulty in finding qualified personnel or in hiring of an extremely qualified person for a position, the beginning salary or wage may be adjusted to a pay level commensurate with experience and skills.

C. Review of Pay Plan (to include full-time and part-time)

From time to time, on the Town Manager's recommendation and agreement by the Selectboard, the pay plan may be reviewed in its entirety to assure that the Town remains competitive with the regional labor market and maintains the ability to recruit and retain a high quality staff.

**Comment [HD28]:** Is this section consistent with current Board policy on compensation for at least exempt (non-union) employees?

D. Method of Pay (to include full-time and part-time)

- (1) An hourly wage employee shall be paid for the actual number of hours worked in a pay period, reported on a biweekly timesheet.
- (2) (a) Exempt employees shall be paid each pay period based on an annual rate divided by the number of pay periods per year. Exempt employees shall consider their normal work week as the number of hours necessary to do the job. All salaried employees shall turn in hours worked on a biweekly schedule.  
(b) The Town recognizes that exempt employees work excessive hours from time to time. Therefore, salaried personnel shall be entitled to reasonable time off as compensation for hours worked as described above, provided prior approval is secured from the Town Manager. This time off shall constitute the only compensation for said additional hours worked.
- (3) An employee absent without leave may forfeit his/her pay at the discretion of the Department Head. When absent on authorized sick or vacation leave, each employee shall be paid his regular rate of pay.
- (4) Overtime pay will be paid to non-exempt employees, for authorized hours actually worked in excess of 40 hours per week, by multiplying one and one half times the number of hours worked over 40.
- (5) Call Back Pay. In the event any non-exempt, full-time employee is called back to work (outside of his regularly scheduled 40 hour work week) the employee shall receive a minimum of two hours pay at time and one-half pay.
- (6) Call Back Pay (Firefighters). Fire/Rescue Division members are paid a minimum of two hours of pay for normal workday calls between 0700-1700 and a minimum of one hour for all other times, including EMS calls.

**Comment [C29]:** Should this include EMTs?

- (7) Drill Pay (Firefighters/Emergency Medical Technicians. Fire/Rescue Division members and EMS Division members are paid a stipend for attending the first and third Monday of the month normal training sessions.
- (8) Town of Norwich Compensation Schedules are detailed in Appendix IX.

**Comment [HD30]:** Check for possible renumbering

24. EFFECTIVE DATE OF ADOPTION

These updated policies adopted by the Norwich Selectboard on [Month Day], 2017, are effective [Month Day], 2017.

**Comment [HD31]:** Insert dates

Town of Norwich Selectboard:

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Mary Layton, Chair

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John Pepper, Vice-Chair

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Linda Cook

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Steve Flanders

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John Langhus

25. APPENDICES TO PERSONNEL POLICIES

The following Appendices are hereby adopted as a part of the Personnel Policies, and knowledge of and adherence to them are required of all employees, as applicable:

|               |                                                                                                     |
|---------------|-----------------------------------------------------------------------------------------------------|
| Appendix I    | Sexual Harassment Policy                                                                            |
| Appendix II   | Drug-Free Workplace Policy                                                                          |
| Appendix III  | Smoking & Tobacco Policy                                                                            |
| Appendix IV   | Workplace Violence Policy                                                                           |
| Appendix V    | Code of Ethics Policy                                                                               |
| Appendix VI   | Policy on Personnel Records                                                                         |
| Appendix VII  | Norwich Policy of Nondiscrimination                                                                 |
| Appendix VIII | Use of Computers/Electronic Messaging Policy                                                        |
| Appendix IX   | Nonunion Compensation Schedule                                                                      |
| Appendix I    | Safety Policy Mission Statement                                                                     |
| Appendix XI   | FLSA: Exempt Employees                                                                              |
| Appendix XII  | Employee Acknowledgement of Receipt of these Policies                                               |
| Appendix XIII | Agreement Between Town of Norwich and New England Police Benevolent Association (by reference only) |

**APPENDIX I**  
**TOWN OF NORWICH**  
**SEXUAL HARASSMENT POLICY**

**I. PURPOSE:**

This policy provides Town employees with guidelines regarding sexual harassment.

**II. POLICY:**

It is the policy of the Town of Norwich to maintain a workplace free from sexual harassment. It is against the policies of the Town and a violation of this policy, and illegal under State and Federal law, for any employee or public official (elected or appointed), male or female, to sexually harass another employee, public official, or member of the public at-large.

**III. DEFINITIONS:**

**1. WHAT IS “SEXUAL HARASSMENT”?**

- 1.1 Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - 1.11 Submission to that conduct is made either explicitly or implicitly as a term or condition of employment;
  - 1.12 Submission to or rejection of such conduct by an individual used as a component of the basis for employment decisions affecting that individual; or
  - 1.13 The conduct substantially interferes with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 1.2 Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:
  - 1.2.1 Unwelcome sexual advances;
  - 1.2.2 Suggestive or lewd remarks;
  - 1.2.3 Unwanted hugs, touches, kisses or similar unwelcome physical contact;

- 1.2.4 Requests for sexual favors;
- 1.2.5 Displaying or transmitting pornographic pictures, posters, cartoons, drawings;
- 1.2.6 Unwelcome sexual jokes and banter;
- 1.2.7 Retaliating for complaining about sexual harassment;
- 1.3 Retaliation against a person for reporting sexual harassment or cooperating in an investigation of sexual harassment is unlawful. It shall be a violation of this policy for any person who learns of a complaint or investigation to take, or cause another person to take, any retaliatory action which affects the employment environment of any person involved in the complaint or investigation. Persons who believe that they are being retaliated against should follow the complaint procedures of this policy. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment based on reporting sexual harassment or for cooperating in an investigation of sexual harassment.

## **2. WHAT SHOULD YOU DO IF YOU BELIEVE YOU HAVE BEEN HARASSED**

- 2.1 Any employee who believes that s/he is the victim of sexual harassment, or believes s/he has been subjected to retaliation for having brought, supported, or cooperated in the investigation of a complaint of harassment, is encouraged to report the incident(s) as soon as possible. Employees need not be a person target of harassment to file a complaint. Complaints may be filed with the employee's supervisor or may be reported to the Town Manager. If a complaint involves the Town Manager the incident should be reported to the Chair of the Selectboard who will fulfill the responsibilities that would have been the Town Manager's under this policy.
- 2.2 Supervisory Town employees who witness or receive a report, written or oral, of sexual harassment shall promptly report the harassment to the Town Manager. Failure by a supervisor or supervisory personnel to appropriately report or address such sexual harassment complaints shall be considered to be in violation of this policy.

## **3. WHAT THE TOWN WILL DO UPON A COMPLAINT OF SEXUAL HARASSMENT – INVESTIGATION**

- 3.1 In the event the Town (a supervisor, Town Manager, or Selectboard Chair) receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, the Town Manager (or the Selectboard Chair in instances involving the Town Manager) will take the necessary steps to ensure the matter is promptly investigated and

addressed. Every supervisor is responsible for promptly responding to, or reporting, any complaints or suspected acts of sexual harassment.

- 3.2 Generally, investigations shall be completed within (15) business days following receipt of a report or complaint. The investigator may interview individuals involved, and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. Upon completion of the investigation, the investigator shall determine if a violation of this policy has occurred and report that decision to the Town Manager (or the Selectboard Chair in instances involving the Town Manager).
- 3.3 Upon the completion of an investigation, the Town Manager (or Selectboard Chair in instances involving the Town Manager) shall assure that the complainant and the accused are notified whether the allegation of sexual harassment was found to be validated, whether a violation of the policy was found, and, what action, if any, was taken. Such notification shall occur within fifteen (15) business days of the completion of the investigation.
- 3.4 The Town will respect the privacy of the complainant, the individual(s) against whom the report is directed and the witnesses, to the extent possible, consistent with the Town's obligations to investigate, take appropriate actions, and conform with any disclosure obligations.
- 3.5 The Town shall take appropriate action in all cases where this policy is violated. Any official, employee, supervisor, or agent found by the Town to have violated this policy shall be subject to appropriate consequences and/or remedial action including, but not limited to: warning, exclusion, censure, suspension, transfer, dismissal, termination of contractual agreements, and remedial action such as training, education, and/or counseling.
- 3.6 The Town shall take appropriate action against any employee, staff member or officer who makes a false report of sexual harassment knowing it to be false.

#### **4. EXTERNAL REPORTS**

Although employees are encouraged to file their complaint of sexual harassment through the Town's complaint procedure, an employee may file a complaint of sexual harassment with the following agencies:

Vermont Attorney General's Office, Civil Rights Unit  
109 State Street  
Montpelier, VT 05609  
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114  
(617) 565-3200 (voice), (617) 565-3204 (TDD)

**5. WHERE CAN I GET COPIES OF THIS POLICY?**

- 5.1 A copy of this policy will be provided to every employee, and extra copies will be available from the Town Manager's office. A copy of this policy will be conspicuously posted in all Town offices.

Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

Readopted by Selectboard 1/11/2012  
Amended: [Month Day], 2017

Comment [HD32]: Add date

## APPENDIX II

### TOWN OF NORWICH DRUG-FREE WORKPLACE POLICY

**Comment [C33]:** Change to "Substance-Free" to include alcohol and as of July 1, pot.

#### PURPOSE AND POLICY STATEMENT

The Town is responsible for maintaining safe, efficient working conditions for employees by providing a substance free workplace. Therefore, Town employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) or alcohol on the job, or on any Town work site.

**Deleted:** drug-free

An employee who is under the influence of any drug or alcohol on the job may pose serious safety and health risks not only to the user but to co-workers and the public at-large.

#### DEFINITIONS

Alcohol: means any intoxicating substance

**Comment [C34]:** Not sure of the verbiage

**Controlled Substance:** means a controlled substance in schedules I through V of section 202 of the *Controlled Substances Act* (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1300.11 - 1300.15.

**Conviction:** Means a finding of guilt (including a plea of *nolo contendre*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**Criminal Drug Statute:** Means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use of, or possession of any controlled substance.

**Illegal Drug:** Any drug not legally obtained, or that is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and not being used for prescribed purposes.

**Legal Drug:** Includes prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for their intended prescribed or manufactured purpose.

**Comment [C35]:** Need to include cannabis and other THC products??????

**Under the Influence:** means that the employee is noticeably affected by a drug.

**Comment [HD36]:** Should this be "adversely"?

**Comment [C37]:** How about impaired?

**Workplace:** means Town and non-Town owned property that is used in the conduct of Town business, including property used temporarily for business related purposes, such as lodging sites rented for seminars, training, or other Town activities.

#### APPLICABILITY AND GENERAL POLICY CONDITIONS

The following conditions are applicable to Town employees:

1. Employees are required, as a condition of their employment, to abide by the terms and conditions of this Substance-Free Workplace Policy.
2. An employee shall notify his/her Department Head and/or the Town Manager of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.
3. If a convicted employee works in a federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the Town's receiving the notice of the conviction. In the case of the *Vermont Community Development Program*, notify the Department of Housing and Community Affairs.
4. An employee convicted under any criminal drug or alcohol statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offense.
5. In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the employee.
6. Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the Town receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the *Rehabilitation Act of 1978*, and the *Americans with Disabilities Act*, if applicable.
7. An employee **not convicted** under any criminal drug statute, but who engages in the illegal manufacture, distribution, dispensation, possession or use of controlled substances in any Town workplace while on or off duty, or on duty away from the workplace, shall be subject to discipline up to and including dismissal for the first occurrence. An employee engaging in such actions while off duty and away from the workplace may be subject to discipline, up to and including dismissal, including for the first offense, provided there is a nexus to the employee's job and just cause for the discipline.
8. Any employee on Town premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs or alcohol, or who has used such drugs or alcohol on Town premises, may be temporarily relieved from duty pending further investigation.
9. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.

**Deleted:** Drug

**Comment [C38]:** Do we need to include something about alcohol convictions?

10. Employees must observe other work rules established by their employing departments regarding the use, possession or presence of drugs or alcohol involving their employment.
11. Each employee of the Town will make a good faith effort to maintain a substance-free workplace and uphold and promote this policy.

**Deleted:** drug

## USE OF DRUGS

**Legal Drugs:** For certain positions, the legal use of a drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of such a drug may present a safety risk, are to report such drug use to their immediate supervisor.

**Illegal Drugs:** The use, sale, purchase, transfer or possession of an illegal drug by an employee while in a Town facility, while performing Town business, or while on the job is prohibited. Being under the influence of any illegal drug while conducting Town business, while on Town property or in a Town facility, or while operating any Town equipment is prohibited. Misuse of prescription drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

## RESPONSIBILITIES:

**Town:** It is the responsibility of the Department Head and/or the Town Manager to advise each employee of this policy; to post the policy annually at each worksite; and to include a copy of this policy in each new employee's orientation.

**Employee:** It is the responsibility of each employee to be aware of and to abide by this policy.

**Administration:** It is the responsibility of the Town Manager to ensure that supervisors and employees receive training and orientation regarding the implementation of this policy.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

**Comment [HD39]:** Add date

**APPENDIX III**  
**TOWN OF NORWICH**  
**SMOKING & TOBACCO POLICY**

The Town of Norwich, to comply with the provisions of 18 VSA 1421, et seq., established this policy to protect workers by prohibiting smoking and the use of smokeless tobacco products in the workplace.

Whereas, the United States Surgeon General, in his 1986 report on Involuntary Smoking, concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers;
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

And whereas, in 1993, the Environmental Protection Agency (EPA) classified environmental tobacco smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens.

Smokeless tobacco is a significant health risk and is not a safe substitute for smoking cigarettes. According to the Centers for Disease Control, smokeless tobacco contains 28 cancer-causing agents (carcinogens). It is a known cause of human cancer, as it increases the risk of developing cancer of the oral cavity, other oral health problems, and can lead to nicotine addiction and dependence.

**In light of these findings**, smoking and use of smokeless tobacco products are strictly prohibited within all Town of Norwich-owned vehicles and within the Town of Norwich offices, hallways, restrooms, kitchen, meeting rooms and all other work areas. It is also prohibited within 30 feet of all exterior doors or where an outside air intake is located.

This policy applies to all employees, clients, contractors and visitors. Smoking may only occur at a reasonable distance (e.g., 30 feet or more) outside any enclosed area where smoking is prohibited to ensure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD40]: Add date

**APPENDIX IV**  
**TOWN OF NORWICH**  
**WORKPLACE VIOLENCE POLICY**

It is the policy of the Town of Norwich that Town workplaces and operations are safe and free of violence or the threat of violence against any employee or other person during the conduct of Town business. Thus, it is against Town policy for any employee to be subject to or engage in any intimidation, violence, or threatening of violence in the workplace either by or against any person.

The Town is committed to providing a workplace that is free from intimidation, threats of violence and acts of violence.

**Intimidation:** an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.

**Threat of Violence:** an intentional act that threatens bodily harm to another person or damage to the property of another.

**Act of Violence:** an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Examples of violence in the workplace include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the Town's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off Town owned or leased property but directed at Town employees or members of the public while conducting official Town business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from Town owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their Department Head or the Town Manager of any threats which they have witnessed, received, or have been told that another person has witnessed or received, or to the Selectboard Chair in instances involving the Town Manager. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on Town owned or leased property or in connection with Town employment.

Each employee who receives a protective or restraining order which lists Town owned or leased premises as a protected area is required to provide their Department Head or the Town Manager with a copy of such order.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD41]: Add date

**APPENDIX V**  
**TOWN OF NORWICH**  
**CODE OF ETHICS POLICY**

**POLICY:**

It is the policy of the Town of Norwich to ensure that municipal employees:

- A. are aware of what constitutes a conflict of interest or breach of trust
- B. are aware of the level of conduct and integrity expected of municipal employees

**1.0 Specific Objectives**

1.1 The objectives of this policy are to:

- A. provide municipal employees with guidelines for identifying potential conflicts of interest and breaches of trust
- B. help ensure that municipal employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- C. promote high standards of professional conduct and values among municipal employees

**2.0 Responsibilities**

2.1 The Norwich Selectboard (or its designated committee) will:

- A. review the municipality's Code of Ethics Policy as required and make any amendments considered appropriate
- B. review, consider or take other action concerning any violation of the municipality's Code of Ethics Policy which is referred to the Selectboard by the Town Manager, or raised by a member during the course of Selectboard discussions

Where there is any conflict between the policies adopted by the municipality and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the state or federal government, collective agreements or the state or federal statute shall supersede such other policies.

2.2 The Town Manager will:

- A. implement, administer and promote the Code of Ethics Policy
- B. ensure that Department Heads promote the ethical standards expressed within the Code of Ethics Policy to their employees

- C. recommend amendments to the Code of Ethics Policy to the Selectboard
- D. investigate and review any reported violation of the Code of Ethics Policy and approve and/or administer any subsequent corrective action

2.3 Department Heads will:

- A. ensure that all employees of their department are familiar with the municipality's Code of Ethics Policy
- B. advise the Town Manager of any perceived violation of the Code of Ethics Policy by a member of staff, and institute appropriate preventative or corrective action
- C. recommend to the Town Manager any changes to the Code of Ethics Policy which are considered appropriate

2.4 Responsibilities of Municipal Employees

- A. Municipal employees are agents of the public whose primary objective is to carry out the duties and responsibilities of their respective job descriptions. As such, they are entrusted with upholding and adhering to the bylaws of the municipality as well as all applicable federal and state laws. As public servants, they must observe a high standard of morality in the conduct of their duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interest.
- B. Dedicated Service: All employees of the municipality should faithfully work towards developing programs to address the needs of its citizens. In the course of their duties, employees should strive to perform at a level that is expected of those who work in the public's interest.
- C. Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full cooperation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.
- D. Use of Public Property: No employee shall request or permit the use of municipal-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.
- E. Obligations to Citizens: No employee shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- F. Conflict of Interest: No employee shall engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their duties or would impair their independence of judgment or action in the performance of their duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. The following are situations which constitute conflicts of interest for municipal employees:

- Incompatible Employment: No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their duties or would impair his/her independence of judgment or action in the performance of his/her duties.
- Disclosure of Confidential Information: No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the municipality; nor shall he/she use such information to advance the financial or personal interest of him/herself or others.
- Gifts and Favors: In keeping with established private-public business practices, no employee shall show favoritism or bias toward any vendor, contractor, or others doing business with the municipality. Employees are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the municipality that would tend to influence them in the proper discharge of their duties.
- Representing Private Interests before a Municipal Agency: No employee whose salary is paid by the municipality shall appear on behalf of private interests before any agency or court of the municipality without the consent of the Town Manager. The employee shall not represent private interests in any action or proceeding against the interests of the municipality or in any litigation to which the municipality is party. Furthermore, no employee shall accept compensation or a retainer which is conditional upon the actions of a municipal agency.
- Contracts with Municipalities: No employee of the municipality shall have any interest, direct or indirect, in any legal municipal contract.
- However, an employee of the municipality may enter into a legal contract with the municipality or any agency thereof for the sale and purchase of supplies, materials, or equipment or for the construction of public improvements if:
  - They are not authorized by law to act on behalf of the municipality or any agent thereof in the awarding of the contract
  - The tender is let in a written, public, and openly competitive manner
  - All bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract

- Disclosure of Interest: Any municipal employee who has a financial or personal interest in any proposed legislation, and who participates in discussion with or gives an official opinion to the Selectboard, shall disclose on the records of the Selectboard the nature and extent of the interest

H) Political Activity: No employee of the municipality shall perform work, either volunteer or paid, on behalf of any political party during his/her hours of employment with the municipality.

**Comment [C42]:** Add something about social media?

### 3.0 Reporting Breaches of the Code

3.1 Employees who have reason to believe that this Code of Ethics Policy has been breached in any way are encouraged to notify the Town Manager. No adverse action shall be taken against any employee who, acting in good faith, brings forward such information.

### 4.0 Corrective Action

4.1 Violation of this Code of Ethics Policy by a municipal employee may constitute a cause for disciplinary action. Any reported violation of this policy will be subject to investigation by the Town Manager and/or Selectboard. If an investigation finds an employee guilty of a breach of the Code of Ethics Policy, the corrective action pursued against the employee shall be commensurate with the nature and severity of the violation.

### 5.0 General

5.1 When administering this policy, employees must adhere to any state acts governing municipalities and all relevant legislation pertaining to the subjects covered in this policy. The administration of this policy is further subject to the provisions of applicable collective agreements for unionized municipal employees.

Adopted by the Norwich Selectboard on May 26, 2010

Amended: [Month Day], 2017

**Comment [HD43]:** Add date

**APPENDIX VI**  
**TOWN OF NORWICH**  
**POLICY ON PERSONNEL RECORDS**

General provisions

Four types of records are identified:

**Financial Records.**                   **Personnel Records.**

**Hiring (employment) Records.**   **Convenience Records.**

Financial records

The Town Manager's Office maintains a file for each employee. This file will contain:

1. Information on payroll deductions; Form W-4; Form I-9; elections for health insurance, life insurance, disability insurance, voluntary withholding and pension plan (VMERS); and other related documents.
2. Job title with current rate of pay.
3. A notation of status - full-time or part-time showing the number of hours authorized.
4. A notation if the employee is "exempt" under FLSA rules (that is salaried).
5. Any special personnel actions, such as authorized leave without pay, educational time off, family or maternity leave.
6. Any other related financial records.

Personnel records

These files are maintained by the Town Manager's Office. This file will contain:

1. Hiring documents (may include some or all of the following) letters of interest, job application, interview data, written references, background checks, credit checks, driving record, medical examination reports, personality inventories, Supervisor's recommendation to hire, letters offering employment and acceptance letters.
2. Additional employment records such as special ADA information, accommodations requested and provided.
3. Performance evaluations
4. Changes in job title or job status
5. Records of disciplinary actions
6. Termination records
7. Job specific certifications (e.g., Police Academy training, officer certification, CDL certification)
8. Other documents such as letters of commendation, requests to review the personnel records contents, authorization to release records to others, etc.

9. Records of random drug tests carried out under the Federal Commercial Drivers License (CDL) monitoring program. (see note below in Access to Records) are kept in a separate folder.

#### Hiring (employment) records

These files are kept by the Department Head when hiring a new employee. As the hiring process proceeds this file will contain: letters of interest, job application, interview data, written references, background checks, credit checks, driving record, personality inventories etc. Supervisor's recommendation to hire. Additional notes.

When the hiring process is complete:

**For the successful candidate** the following documents must be placed in a new Personnel file for retention in the Town Manager's Office: Correspondence with the new employee, job application, completed background checks of all types, medical examinations reports, written references, recommendations to the Selectboard, the written offer of employment and acceptance. Any remaining documentation from the Department Head's file will be retained in said personnel file or destroyed, as applicable.

**For those candidates not hired** the files should be bundled, marked with "Destroy on {date two years ahead}", given to the Town Manager's Office, and placed in a secure place by the Town Manager. Access to these files will be on the written request of the Selectboard.

#### Convenience records

Each supervisor may keep a "convenience file". This file could contain copies of notes made by the Supervisor about employees relating to the day-to-day running of his/her department and are intended to assist the Supervisor in his/her task. This file may contain training records, copies of timesheets, etc.

Convenience records are confidential and access is restricted to the Supervisor, the Department Head, the employee (and/or designated representative) and to the Town Manager.

On termination, any relevant documents such as training records should be placed in the central Personnel Record file in the Town Manager's Office, the remainder of which must be destroyed.

#### Access to the records

Personnel documents relating to an employee of the Town of Norwich, including information in any files maintained to hire, evaluate, promote or discipline any employee of the Town of Norwich, and any information in any files relating to personal finances, medical or psychological facts concerning any individual or corporation, are exempt from public inspection and copying under the Vermont Access to Public Records Law 1 V.S.A. §317(c)(7). This exemption does not apply to an employee's compensation and the value

**Comment [HD44]:** Wouldn't be opposed to deleting this section in its entirety. Generally, opposed to employee related files that are not housed in the Town Manager's/HR Office

**Comment [C45]:** Agree but would also state that if a supervisor has notes related to performance of an individual, these performance issues should be shared with the TM and be included as part of the permanent record. There should be no surprises.

of employment benefits provided to such employee 1 V.S.A. §317(b). Information regarding employee compensation and benefits may be disclosed in accordance with the provisions of 1 V.S.A. §316 and 318.

**1. Financial.** These are usually maintained and used only by the Town Manager's Office or Finance Office. Information contained in the files is confidential.

**2. Personnel.** The Town Manager's Office maintains the files. The contents are strictly confidential and access is limited to the following:

**Employees** current, separated or retired may have access to their own file or they may designate a representative to have access. The request must be submitted in writing and signed by the employee. A fax request will be honored providing it is verified by a telephone call. The written signed request must be filed in the personnel file after examination. Access will be during regular Town office hours. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. Employees or their representatives may request that copies of documents be made at the.

**Department Heads** may have access for employment related purposes only on a stated need-to-know basis and with approval of the Town Manager. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. A record of any access to the personnel file shall be kept by the Town Manager's Office.

**Access by others.** Since all personnel files are strictly confidential the files and their contents are not available to anyone besides the above named people, except by court order.

Requests from others such as the press, or members of the public, to examine a personnel file must be made in writing to the Town Manager's Office. Each request must be approved by the Town Manager and the employee in writing before releasing the personnel record. This written authorization will then be filed in the personnel record.

If a separated employee, who has had drug tests performed under the CDL random drug test program (see Personnel Records, paragraph 8 above) is being hired by a new employer to drive using a CDL, then the new employer has the statutory right to obtain the drug test results from our personnel files. If such a request is received, permission to copy and deliver these reports must be approved by the Town Manager.

**Comment [HD46]:** Need to check legality of this statement

**Comment [C47]:** agree

**Comment [C48]:** agree

**Comment [HD49]:** Redundant to a section above

**Comment [HD50]:** I would suggest deleting so as not to imply there is an opportunity for examining a non-hired individual hiring file.

### Maintaining the Personnel files

As documents that are part of the permanent Personnel File are generated by Department Supervisors, the Finance Office or the Town Manager, they will be delivered to the Town Manager's Office.

Personnel files may only be opened in the presence of the Town Manager or his assistant. The Town Manager is responsible to ensure that no documents are permanently removed from the file or destroyed.

Adopted: [Date]  
Amended: [Date]

Comment [HD51]: Add dates

**APPENDIX VII**  
**TOWN OF NORWICH**  
**POLICY OF NONDISCRIMINATION**

**Deleted: ¶**

It is the policy of the Town of Norwich that all Town programs and facilities are provided and available to all persons without discrimination on the basis of age, gender, race, ethnic background, religion or sexual preference. Also, there will be no discrimination on the basis of disability, either physical or otherwise.

**ADA Coordinator**

The Town Manager serves as the coordinator to administer and oversee this policy.

**Procedure for the Resolution of Complaints**

1. Complaints of discrimination or about difficulty in accessing structures or programs should be discussed informally with the ADA Coordinator in the first instance.
2. If informal discussion does not resolve the problem, then the complaint must be submitted in writing to the ADA Coordinator. The Coordinator will respond in writing within 10 days of receiving the complaint. Records of the complaint and the actions taken shall be kept on file.
3. If this inquiry and response still fails to satisfy the individual who filed the complaint, the matter shall be brought to the Selectboard for a hearing. The Selectboard will render a written response within 14 days of this hearing.

**Important note:** The Town of Norwich is making a good faith effort to eliminate discrimination and resolve problems fairly and it expects the public to use this procedure to attempt a good faith resolution of any perceived problem.

Adopted: [Date]

Amended: [Amended]

**Comment [HD52]: Add dates**

**APPENDIX VIII**  
**TOWN OF NORWICH**  
**USE OF COMPUTERS/ELECTRONIC MESSAGING POLICY**

**I. PURPOSE:**

The purpose of this policy is to describe operational procedures for the general use of computers and other electronic messaging devices (EMD) within Town Departments.

**II. POLICY:**

The availability and use of computers and other forms of technological equipment and software within the work environment provide opportunity for enhanced productivity and effectiveness. These technologies also enable the opportunity for rapid transfer and broad distribution of sensitive information that can have damaging effects on the Town, its employees, and the public if not managed properly. Thus, it is the policy of the Town that all employees abide by the guidelines herein when using computers, including their software, and the services of both internal and external databases and information exchange networks, and where applicable, voice mail, mobile digital terminals, and related electronic messaging devices.

**III. DEFINITIONS:**

***Electronic Messaging Device (EMD):*** For purposes of this policy, electronic messaging devices include computers, electronic mail systems, voice mail systems, paging systems, electronic bulletin boards and internet services, mobile digital terminals, Town provided cell phones/tablets, and facsimile transmissions.

***System Administrator:*** For purposes of this policy, the person/entity designated with responsibility for managing all aspects of electronic messaging through individual Town computers and computer networks.

***Computer:*** Any Town or personally owned computer that provides access to Town Departments or personnel.

***Email (Electronic Mail):*** Messages, usually in text, sent from one person to another via computer, cell phone, tablet, and the like. Email can also be sent automatically to a large number of addresses (mailing list).

***Internet:*** The vast collection of inter-connected networks that provide information and communication for its users.

***Intra-Office Communications:*** The internal communications electronic mailing system for the Town of Norwich.

**Login:** To gain computer access to the Town of Norwich system.

**Password:** A defined sequence of letters, numbers, and/or symbols serving as a code used to gain access to a locked digital system.

**WWW (World Wide Web):** The whole assortment of resources that can be accessed using an appropriate browser, providing information, text, graphics and sounds for the user.

**IV. PROCEDURES:**

A. General

1. The following procedures apply to all media that are:
  - a. Accessed on or from Town premises;
  - b. Accessed using Town computer equipment or Town paid access methods;
  - c. Communications that make reference to the Town in a manner; and/or
  - d. Used in a manner that identifies the Town employee.
2. Transmission of electronic messages and information on communications media provided for employees of the Town shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence, or verbal communication.
3. The Town encourages authorized and trained personnel with access to EMD's to utilize these devices whenever necessary. However, use of any of these devices is a privilege that is subject to revocation if abused (i.e., in violation of the policy herein).
4. EMDs and their contents – with the exception of personally owned software authorized for installation on Town computers – are the property of the Town and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

**V. GENERAL GUIDELINES AND CONSIDERATIONS:**

- A. The Town of Norwich computer system is at all times considered the property of the Town of Norwich and may only be used for official or work related purposes.
- B. Employees have no right to privacy regarding any document or information created in, sent from or to the Town of Norwich computer system.

**VI. TRAINING:**

- A. The Town of Norwich shall provide direct assistance and training services to employees for necessary computer programs and software.

- B. Training on computer hardware (computer stations, printers, faxes, etc.) consists of a general overview of the utility, its proper function and the staff usage.
- C. Training on computer software consists of a general overall and when possible, in depth training on specific training software programs. All who are responsible for the use of a particular software application shall receive training in the purpose, function and proper use of the software.
- D. Training will include, wherever possible, user documentation in the form of a written guide and/or on-line help which assists the user in developing competency in the use of particular software.
- E. Outside training will be allowed by the Town of Norwich but only on the basis of need, schedules, and fiscal budgets. Such outside training is provided to improve competency or to develop basic proficiency in the use of a new or upgraded hardware or software programs.

## **VII. TECHNICAL SUPPORT**

The System Administrator will coordinate replacements of hardware/software, computer workstations, printers, modems and other peripheral devices via recommendations to the Town Manager.

## **VIII. RESPONSIBILITIES OF TOWN OF NORWICH EMPLOYEES**

- A. All employees of the Town of Norwich are responsible for care of computers, shall ensure that computers are properly used and report repair work immediately to the System Administrator.
- B. Any electrical maintenance work to be performed which may affect the electric power supply to any and all automated information systems must be scheduled and conducted with the knowledge and approval of the System Administrator and the Town Manager
- C. The System Administrator will not alter computer equipment with regard to the hardware configuration, its location, wiring, connections or software configurations without prior notice and consent of the Town Manager.
- D. Under no circumstances will computer software be added or removed from any system without the approval of the System Administrator in consultation with the relevant Department Head.
- E. Each employee is expected to utilize due care and judgment regarding computer use to ensure that any and all related hardware, software, and instructional documentation is protected from physical damage or loss from improper or careless use or foreseeable environmental hazards.

## **IX. ACCESS TO COMPUTER SYSTEM**

- A. All Town of Norwich employees allowed access to a Town computer are provided with a user name, as well as a password for systems access. Employees are required not to share user names or passwords, except as authorized by the System Administrator.
- B. When employees leave their workstations for the day, the computer should be shut down.
- C. Should an employee be unfamiliar with a particular aspect of a piece of hardware or software in the system, s/he is expected to get help.

**X. ACCESS TO TOWN OF NORWICH INTRA-OFFICE ELECTRONIC MAILING**

- A. Town of Norwich employees are responsible for meeting the operational guidelines for the email program when saving, creating, forwarding or sending email throughout the internal and external systems.
  - 1. Employees are not permitted to perform any type of intentional electronic tampering with the email program. This includes any unauthorized duplication, installation, alteration or destruction of data, programming or software. Users should respect all copyright laws that protect software owners, artists or writers. Copyright infringement in any form will not be tolerated.
  - 2. Employees are not permitted to install or use any other inter-office email system than the program authorized by the Town of Norwich, nor will employees be able to install the email program onto an unauthorized computer terminal.
- B. Any inter-office email created, sent, forwarded, received or saved on a Town of Norwich email system will be considered the property of the Town of Norwich and not be considered private conversation between two or more employees. All emails created on the Town of Norwich inter-office email system is subject to retrieval and disclosure at any time.
- C. As all email is understood to be a “record” for legal, fiscal, administrative and historical purposes, the email program will create a record of usage which can be retained indefinitely. The Town of Norwich reserves the right to monitor and review periodically all data contained within this program to protect the integrity of the system and to ensure compliance with the policies, rules and regulations of the Town of Norwich. Email is considered a public record for the purposes of the Freedom of Information Act. Email is subject to litigation discovery, subpoena, Freedom of Information Act requests, audits, and investigations.
  - 1. The System Administrator, the Town Manager, and others so authorized by the Town Manager have access to these records to detect possible abuses within the system.

2. All monitoring of an employee's email will abide by the state and federal laws pertaining to this issue, including the Electronic Communications Privacy Act (Title 18 US Code, sections 2510 et seq. And 2701 et seq.)
- D. When using email, employees will conduct themselves professionally and will exercise generally accepted rules of proper computer etiquette.
- E. All information contained in the Town of Norwich computer system is for Town of Norwich purposes and will not be disclosed to unauthorized persons. Unless specifically authorized by the Town Manager, no employee will transmit, receive, submit, disclose, or publish any information that has been deemed:
  1. Confidential
  2. Information that may be protected by the Vermont Statutes Annotated.
  3. Attorney-client information
- F. Employees will not transmit and shall make every attempt not to receive any discriminatory, defamatory, inaccurate, abusive, obscene, profane, sexually orientated, pornographic, threatening, culturally, racially or religiously offensive or illegal language or images on the Town of Norwich inter-office email.

## XI. ACCESS TO TOWN OF NORWICH INTERNET SERVICES

- A. To enhance the communication, educational and information gathering efforts of the Town of Norwich employees, internet services will be provided to those employees who have received authorization.
- B. All users of the Internet service and the Internet "email" service are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations set forth in this policy. Any violation may result in the loss of Internet accessibility, and any other disciplinary or legal action deemed appropriate. The Town of Norwich employees having access to this technology are subject to local, state and federal laws pertaining to Internet use.
- C. Internet accessibility within the Town of Norwich is a privilege, not a right. Employees with access to this technology may be denied access by the Town Manager for abusive usage, unprofessional purposes, or a violation of policies.
- D. Employees with authorization for Internet and/or Internet email usage will be responsible for adhering to the following procedures:
  - a. Access to the Internet and/or Internet email usage is limited to authorized Town of Norwich employees. Employees with access to the Internet may assist other employees with obtaining information from the Internet for related purposes.
  - b. Employees will not allow other duties and responsibilities within the Town of Norwich to be compromised or suffer due to excessive Internet use, unless directly related to such duties and responsibilities.

- i. Employees may use the Internet and/or Internet email service for incidental personal purposes (i.e. email data collection). But, such use must be limited, reasonable, and not compromise their duties/responsibilities for the Town of Norwich.

## **XII. MAINTENANCE OF COMPUTER EQUIPMENT**

- A. Each Town of Norwich employee should take care whenever eating or drinking near his/her workstation.
- B. To ensure proper ventilation and prohibit heat damage, Town of Norwich employees should not place papers or other objects on monitors, printers, keyboards or any other heat generating equipment.

Adopted: [Date]

Amended: [Date]

Comment [HD53]: Add dates

## APPENDIX IX

### TOWN OF NORWICH

#### NONUNION COMPENSATION SCHEDULE

The following compensation schedule represents salaries/wages through Fiscal Year 2011 (July 1, 2010 to June 30, 2011) for Town of Norwich employees, excluding Norwich Department of Public Works and Police Department employees who work within the confines of a collective bargaining agreement.

NOTE 1: The rate of pay may change each fiscal year as directed/approved by the legislative body (Selectboard), by using the prior November Consumer Price Index (CPI-U) Northeast Region and the Town's financial position as guides.

**Comment [jm54]:** Recommend keeping this accessible to employees but not as part of the personnel policy.

**Comment [C55]:** agree

**Deleted:** ¶

**Comment [HD56]:** I generally agree that the actual pay tables and this appendix don't belong in the Personnel Policy. Instead, I would suggest general language be included in the main body of the Personnel Policy text citing the source of pay and its derivation.

If you opt to keep this info in the Appendices, it needs to be updated.

**Comment [C57]:** agree

**Comment [HD58]:** If you continue to use the CPI-U Northeast Region to determine pay increases, I would suggest using something like a 5 year rolling average of the latest figures. This builds in a stabilizer.

**TOWN OF NORWICH****NONUNION COMPENSATION SCHEDULE**

**Comment [HD59]:** Should be deleted or updated.

|                                                        | %<br>INCREASE<br>0.037               | %<br>INCREASE<br>0.023               | %<br>INCREASE<br>0.04                | %<br>INCREASE<br>0.03                | %<br>INCREASE<br>0.00                |                                      |
|--------------------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>FULL TIME</b>                                       | <b>05-06</b>                         | <b>06-07</b>                         | <b>07-08</b>                         | <b>08-09</b>                         | <b>09-10</b>                         | <b>10-11</b>                         |
| Custodian                                              | \$13.60<br>\$1,088.00<br>\$28,288.00 | \$14.10<br>\$1,128.26<br>\$29,334.66 | \$14.43<br>\$1,154.21<br>\$30,009.35 | \$15.00<br>\$1,200.37<br>\$31,209.73 | \$15.45<br>\$1,236.39<br>\$32,146.02 | \$15.45<br>\$1,236.39<br>\$32,146.02 |
| Buildings & Grounds                                    |                                      |                                      |                                      | \$16.35<br>\$1,307.69<br>\$34,000.00 | \$17.32<br>\$1,385.60<br>\$36,025.60 | \$17.32<br>\$1,385.60<br>\$36,025.60 |
| Asst. to the Town Manager                              | \$16.18<br>\$1,294.40<br>\$33,654.40 | \$16.78<br>\$1,342.29<br>\$34,899.61 | \$17.16<br>\$1,373.17<br>\$35,702.30 | \$17.85<br>\$1,428.09<br>\$37,130.40 | \$18.39<br>\$1,470.93<br>\$38,244.31 | \$18.39<br>\$1,470.93<br>\$38,244.31 |
| Recreation Director (Salary)                           | \$17.45<br>\$1,396.28<br>\$36,303.40 | \$18.50<br>\$1,480.06<br>\$38,481.60 | \$18.93<br>\$1,514.10<br>\$39,366.68 | \$19.68<br>\$1,574.67<br>\$40,941.35 | \$20.27<br>\$1,621.91<br>\$42,169.59 | \$20.27<br>\$1,621.91<br>\$42,169.59 |
| Finance Officer (Salary)                               | \$18.42<br>\$1,473.60<br>\$38,313.60 | \$19.10<br>\$1,528.12<br>\$39,731.20 | \$19.54<br>\$1,563.27<br>\$40,645.02 | \$20.71<br>\$1,656.75<br>\$43,075.59 | \$21.33<br>\$1,706.46<br>\$44,367.86 | \$21.33<br>\$1,706.46<br>\$44,367.86 |
| Town Clerk (Elected Salary)                            | \$18.42<br>\$1,473.81<br>\$38,319.17 | \$19.16<br>\$1,532.77<br>\$39,851.94 | \$19.60<br>\$1,568.04<br>\$40,769.00 | \$20.77<br>\$1,661.82<br>\$43,207.27 | \$21.40<br>\$1,711.67<br>\$44,503.49 | \$21.40<br>\$1,711.67<br>\$44,503.49 |
| Zoning Administrator/<br>Planning Coordinator (Salary) | \$19.82<br>\$1,585.32<br>\$41,218.29 | \$20.55<br>\$1,643.98<br>\$42,743.37 | \$21.02<br>\$1,681.79<br>\$43,726.46 | \$21.86<br>\$1,749.06<br>\$45,475.52 | \$22.52<br>\$1,801.53<br>\$46,839.79 | \$22.52<br>\$1,801.53<br>\$46,839.79 |
| Director Public Works (Salary)                         | \$27.37<br>\$2,189.67<br>\$56,931.33 | \$28.38<br>\$2,270.68<br>\$59,037.79 | \$29.04<br>\$2,322.91<br>\$60,395.66 | \$31.19<br>\$2,495.50<br>\$64,883.00 | \$32.13<br>\$2,570.37<br>\$66,829.49 | \$32.13<br>\$2,570.37<br>\$66,829.49 |
| Assessor (Half Time Salary)                            | \$31.58<br>\$1,263.27<br>\$32,845.00 | \$33.17<br>\$1,326.92<br>\$34,500.00 | \$33.94<br>\$1,357.44<br>\$35,293.50 | \$35.29<br>\$1,411.74<br>\$36,705.24 | \$35.29<br>\$1,411.74<br>\$36,705.24 | \$35.29<br>\$1,411.74<br>\$36,705.24 |

|                               |                                      | %<br>INCREASE<br>0.037               | %<br>INCREASE<br>0.023               | %<br>INCREASE<br>0.04                | %<br>INCREASE<br>0.03                | %<br>INCREASE<br>0.00                | Comment [HD60]: Requires deletion or update |
|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------------|
| <b>PART-TIME HOURLY RATE</b>  |                                      | <b>05-06</b>                         | <b>06-07</b>                         | <b>07-08</b>                         | <b>08-09</b>                         | <b>09-10</b>                         | <b>10-11</b>                                |
| BCA/BOA Elected and Appointed | \$5.00                               | \$5.00                               | \$5.00                               | \$5.00                               | \$5.00                               | \$5.00                               |                                             |
| Solid Waste Attendant         | \$11.58                              | \$12.01                              | \$12.28                              | \$12.78                              | \$13.16                              | \$13.16                              |                                             |
| Finance Clerk                 | \$12.94                              | \$13.42                              | \$14.00                              | \$14.56                              | \$15.00                              | \$15.00                              |                                             |
| Listers (Elected)             | \$12.94                              | \$17.50                              | \$17.90                              | \$18.62                              | \$18.62                              | \$18.62                              |                                             |
| Planning Clerk                | \$12.94                              | \$13.42                              | \$13.73                              | \$14.28                              | \$14.74                              | \$14.74                              |                                             |
| Asst. Town Clerk              | \$13.61                              | \$14.11                              | \$14.44                              | \$15.02                              | \$15.47                              | \$12.05                              |                                             |
| Solid Waste Lead Attendant    | \$13.63                              | \$14.13                              | \$14.46                              | \$15.04                              | \$15.49                              | \$15.49                              |                                             |
| Lister Clerk                  | \$13.89                              | \$14.40                              | \$14.74                              | \$15.32                              | \$15.32                              | \$15.32                              |                                             |
| Crossing Guard                | \$15.95                              | \$16.54                              | \$16.92                              | \$17.60                              | \$18.13                              | \$18.13                              |                                             |
| Part-time Police Officers     | \$17.20                              | \$17.84                              | \$18.25                              | \$18.25                              | \$18.25                              | \$18.25                              |                                             |
| Firefighter                   | \$17.34                              | \$17.98                              | \$18.40                              | \$19.13                              | \$19.70                              | \$19.70                              |                                             |
| EMT                           | \$17.34                              | \$17.98                              | \$18.40                              | \$19.13                              | \$19.70                              | \$19.70                              |                                             |
| Summer Staff *                | 8.06-15.00                           |                                      |                                      |                                      |                                      |                                      |                                             |
| <b>STIPENDS</b>               |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
| Selectboard (Elected)         | \$500.00                             | \$500.00                             | \$500.00                             | \$500.00                             | \$500.00                             | \$500.00                             |                                             |
| Town Treasurer (Elected)      | \$1,500.00                           | \$1,600.00                           | \$1,636.00                           | \$1,636.00                           | \$1,636.00                           | \$1,636.00                           |                                             |
| Fire Dept.-Assistant Chief    |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
| Fire Dept.-Deputy Chief       |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
| Fire Officer Incentive Pay    | \$1,927.00                           | \$2,000.00                           | \$2,500.00                           | \$2,500.00                           | \$2,500.00                           | \$2,500.00                           |                                             |
| <b>CONTRACT SALARY</b>        |                                      |                                      |                                      |                                      |                                      |                                      |                                             |
|                               | <b>July 05</b>                       | <b>July 06</b>                       | <b>July 07</b>                       | <b>July 08</b>                       | <b>July 09</b>                       | <b>July 10</b>                       |                                             |
| Police Chief                  | \$26.25<br>\$2,100.00<br>\$54,600.00 | \$27.56<br>\$2,205.00<br>\$57,330.00 | \$28.94<br>\$2,315.27<br>\$60,197.00 | \$30.39<br>\$2,431.15<br>\$63,210.00 | \$31.91<br>\$2,552.73<br>\$66,371.00 | \$33.50<br>\$2,680.35<br>\$69,689.00 |                                             |
|                               |                                      |                                      |                                      | <b>Nov.08</b>                        | <b>Nov.09</b>                        | <b>Nov.10</b>                        |                                             |
| Town Manager                  |                                      |                                      |                                      | \$36.06<br>\$2,884.62<br>\$75,000.00 | \$37.14<br>\$2,971.15<br>\$77,250.00 | \$37.14<br>\$2,971.15<br>\$77,250.00 |                                             |
|                               |                                      |                                      |                                      | <b>Aug 08</b>                        | <b>July 09</b>                       | <b>July 10</b>                       |                                             |
| Fire Chief                    |                                      |                                      |                                      | \$32.69<br>\$2,615.38<br>\$68,000.00 | \$24.52<br>\$1,961.54<br>\$51,000.00 | \$24.52<br>\$1,961.54<br>\$51,000.00 |                                             |

**Notes:**

Minimum Wage VT January 1, 2010/2011 \$8.06/hour  
 Full Time Wages listed as hourly, biweekly, and 26 pay periods  
 Contract Salary according to annual contract figure.

**APPENDIX X**  
**TOWN OF NORWICH**  
**SAFETY POLICY MISSION STATEMENT**

The Town of Norwich recognizes its employees as one of its most important assets. As such, management set a goal of providing a safe and healthful workplace for all employees. The Town's safety program recognizes that the safe work behavior of each employee is a key to meeting this goal. Our ultimate goal is to achieve an accident-free work environment for our employees.

To help meet these goals, the Town will provide safety training to all employees based on the particular potential hazards of their job duties and compliance with, at a minimum, VOSHA standards. We will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources as needed to correct hazardous conditions that are brought to our attention.

It is the responsibility of each employee to follow all safe work rules and procedures. If an employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their supervisor. Each employee is also obligated to report all unsafe working conditions to their supervisor or the Department Head. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each employee's job performance.

This mission statement will be reviewed and revised on an annual basis to allow the Town of Norwich to meet the mutually beneficial goal of zero workplace injuries and illnesses.

Signed: (See Original Document)

---

Matt Herbert (Fire), Chair

Date Adopted: 6/28/2006  
Readopted: 5/28/2008  
8/26/2009  
9/7/2010  
1/11/2012

---

Tim Cronin (Fire District)

---

Judy Powell (Police)

---

Vacant/Andy Hodgdon (?) (DPW)

---

Miranda Bergmeier (Tracy Hall)

## APPENDIX XI

### FLSA: EXEMPT EMPLOYEES

Comment [jm61]: suggest removing this appendix

Comment [C62]: agree..see no value added

#### Executive Exemption:

- Compensated not less than \$455 per week
- Primary duty consists of management of the enterprise, or of a department
- Must customarily and regularly direct the work of two or more other employees
- Must have the authority to hire or fire other employees, or his suggestions and recommendations as to hiring, advancement or promotion must be given particular weight

Possible municipal examples: Town Manager, Police Chief, Road Commissioners/Foremen, Fire Chief.

#### Administrative Exemption:

- Employee must be paid more than \$455 per week
- Primary duty must consist of performance of office or nonmanual work directly related to management policies or general business operations of employer
- Includes work requiring the exercise of discretion and independent judgment with respect to matters of significance

Possible municipal examples: Town Managers, Police Chiefs, perhaps others.

#### Professional Exemption:

- Salary test
- Primary duty consists of work requiring knowledge of an advanced type in a field of science or learning, customarily acquired by a prolonged course of specialized intellectual instruction
- Requires the consistent exercise of discretion and judgment

Most common municipal examples: Town Engineer, In-house Accountant, Town Planner, In-house Town Attorney.

## APPENDIX XII

### **EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THESE PERSONNEL POLICIES**

These Personnel Policies provide employees with general information about some of the benefits and policies adopted by the Town.

These policies are subject to change at any time at the discretion of the Selectboard.

I understand that these Personnel Policies are not a contract of employment.

I acknowledge receipt of these Personnel Policies and I recognize my responsibility to read and to abide by the provisions set forth herein.

Following review of the policies, I understand I may discuss any questions I have with my supervisor, with the Finance Office, or with the Town Manager.

---

Employee Signature

---

Date Received



12

**State of Vermont****Department of Forests, Parks & Recreation**

100 Mineral Street, Suite 304 [cell] 802-777-1591  
Springfield, VT 05156-3168 [fax] 802-885-8890  
[fpr.vermont.gov](http://fpr.vermont.gov) [email] [jim.esden@vermont.gov](mailto:jim.esden@vermont.gov)

*Agency of Natural Resources*

TO: **Norwich Select Board**  
FROM: Jim Esden, Forester II  
DATE: June 25, 2018  
SUBJECT: Reappointment of Town Forest Fire Warden

The term of office for your Town Forest Fire Warden is due to expire on June 30, 2018. I recommend that your current warden be reappointed. By law, reappointments are for a period of five years.

The Select Board can either approve or reject this reappointment. Should you approve, please have the current warden fill out the attached form, obtain appropriate signatures of the Select Board (the chairperson and at least two members of the board), then return the form to this office for final approval and signing. The deadline is **July 27, 2018**.

Should you reject the reappointment, please send a letter stating your reasons for rejection. Upon receipt of the letter, I will contact your chairperson to discuss the procedure for appointment of a new warden. If you need additional information before acting on this reappointment, please feel free to call me at 802-777-1591.

Attachment

RECEIVED

JUN 28 2018

TOWN MANAGER'S OFFICE



HERSHENSON, CARTER, SCOTT and McGEE, P.C.

15

COPY

P. Scott McGee  
Nathan H. Stearns\*

Of Counsel  
Peter H. Carter\*

ATTORNEYS AT LAW  
P. O. Box 909  
Norwich, Vermont 05055-0909  
802-295-2800

—  
FAX 802-295-3344  
[www.hcsmlaw.com](http://www.hcsmlaw.com)

General Practice of Law  
in  
Vermont and New Hampshire\*

July 2, 2018

TOWN OF NORWICH  
PLANNING AND ZONING  
RECEIVED  
7-3-18

VIA CERTIFIED MAIL AND REGULAR MAIL

Director of Planning and Zoning  
Norwich Planning and Zoning Department  
PO Box 376  
Norwich, VT 05055

RE: Appeal by Glenn Gurman, Vermont Environmental Court  
Docket No: 66-6-18 Vtec

Dear Director:

Pursuant to 24 V.S.A. § 4471 (c) and Vermont Rules for Environmental Court proceedings 5 (b)(4)(A), attached please find a copy of a Notice of Appeal and a Motion to Stay Enforcement Order Pending Appeal filed in *Appeal by Glenn Gurman of Norwich Development Review Board Decision on #3APP18*.

All interested persons are hereby advised that they must enter an appearance in writing with the Vermont Superior Court, Environmental Division, 32 Cherry Street, 2nd Floor, Suite 303, Burlington, VT 05401, within 21 days of receiving this Notice of Appeal, or in such other time as may be provided in subdivision (c) of V.R.E.C.P. 5, if they wish to participate in this appeal.

Sincerely yours,

Nathan H. Stearns  
[nate@hcsmlaw.com](mailto:nate@hcsmlaw.com)

NHS/lkd

Enclosures

STATE OF VERMONT

SUPERIOR COURT

ENVIRONMENTAL DIVISION

**In Re: Appeal of Glenn Gurman,  
186 Kendall Station Road, Norwich, VT**

Docket No. \_\_\_\_\_

**NOTICE OF APPEAL**

NOW COMES Glenn Gurman, Appellant, by and through his attorneys, Hershenson, Carter, Scott & McGee, P.C., P.O. Box 909, Norwich, Vermont 05055, and pursuant to 24 V.S.A. §4471, 10 V.S.A. §8504(b), and Rule 5 of the Vermont Rules for Environmental Court Proceedings (V.R.E.C.P.), hereby appeals to the Environmental Division of the Superior Court from the written decision of the Norwich Development Review Board, dated May 30, 2018, regarding Application Number #3APP18, that found certain zoning violations at Appellant's property at 186 Kendall Station Road, Norwich, Vermont, including Sections 3.07, 3.07(E), 7.02, and Table 3.2 of the Norwich Zoning Regulations. Appellant is the owner of the property affected by the DRB's decision below and participated in the DRB's proceedings in this matter, and he is an interested party entitled to appeal the DRB's decision pursuant to 24 V.S.A. § 4471(a).

All interested persons are hereby advised that they must enter an appearance in writing with the Vermont Superior Court, Environmental Division, 32 Cherry Street, 2nd Floor, Suite 303, Burlington, VT 05401, within 21 days of receiving this Notice of Appeal, or in such other time as may be provided in subdivision (c) of V.R.E.C.P. 5, if they wish to participate in this appeal.

Dated at Hartford, Vermont, this 27<sup>th</sup> day of June, 2018.

Glenn Gurman, Appellant,  
by his attorneys,  
HERSHENSON CARTER SCOTT & McGEE, PC  
PO Box 909  
Norwich, VT 05055  
Phone: (802) 295-2800  
Fax: (802) 295-3344

By:   
Nathan H. Stearns, Esq.  
[nate@hcsmlaw.com](mailto:nate@hcsmlaw.com)

## STATE OF VERMONT

SUPERIOR COURT

ENVIRONMENTAL DIVISION

In Re: Appeal of Glenn Gurman  
186 Kendall Station Road, Norwich, VT

Docket No:

**MOTION TO STAY ENFORCEMENT ORDER PENDING APPEAL**

NOW COMES Appellant Glenn R. Gurman, and moves this Honorable Court to stay the order issued by the Norwich Design Review Board directing Appellant to correct violations with respect to a fence and a temporary structure that he believes have been constructed in accordance with the Norwich Zoning Regulations and/or in accordance with an unappealed zoning permit that was issued by the Norwich Zoning Administrator in 2015.

Substantial issues exist as to whether Appellant's fence is in violation of the permit, and substantial evidence exists to establish that Appellant constructed the fence in accordance with the terms of a permit duly issued by the Norwich Town Zoning Administrator in 2015.

Appellant had no attorney at the hearing before the DRB. He believed the issue was clear and did not anticipate the adverse ruling. Events proved him wrong, but the fence has been standing for nearly three years following issuance of the unappealed permit, without any prior complaint or objection that it was constructed in violation of the zoning regulations or of the permit. Having to remove it now or permanently alter it or the ground around it would be a very significant and irreversible expense.

Leaving the status quo in place and allowing the fence to remain pending the appeal will not cause any measurable harm to any party and, indeed, will preserve evidence that may be important to the appeal.

WHEREFORE, Appellant respectfully requests that this Court grant a stay of the DRB order pending the appeal period.

Dated at Hartford, Vermont this 27<sup>th</sup> day of June, 2018.

Glenn Gurman, Appellant,  
by his attorneys,  
HERSHENSON CARTER SCOTT & MCGEE, PC  
PO Box 909  
Norwich, VT 05055  
Phone (802) 295-2800  
Fax (802) 295-3344

By:   
Nathan H. Stearns, Esquire  
[nate@hcsmlaw.com](mailto:nate@hcsmlaw.com)

**STATE OF VERMONT****SUPERIOR COURT****ENVIRONMENTAL DIVISION**  
Docket No.IN RE: Appeal of Glenn Gurman  
186 Kendall Station Road, Norwich, VT**CERTIFICATE OF SERVICE**

I hereby certify that I, the undersigned, have complied with Rule 5 by mailing a copy of the *Notice of Appeal and Motion to Stay Enforcement Order Pending Appeal* to the Clerk of the Norwich Review Board at the address below.

Phil Dechert, Zoning Administrator  
Town of Norwich  
Tracy Hall  
300 Main Street  
PO Box 376  
Norwich, VT 05055

Dated at Hartford, Vermont this 27<sup>th</sup> day of June, 2018.



---

Nathan H. Stearns, Esq.  
Hershenson, Carter, Scott & McGee P.C.  
PO Box 909  
Norwich, Vermont 05055  
[nate@hcsmllaw.com](mailto:nate@hcsmllaw.com)

Vermont Superior Court  
Environmental Division  
Environmental Division  
32 Cherry Street, 2nd Floor, Suite 303  
Burlington, VT 05401



(802) 951-1740  
[www.vermontjudiciary.org](http://www.vermontjudiciary.org)

Docket Number: 66-6-18 Vtec

Gurman NOV

### Initial Notification

June 27, 2018

The above-referenced appeal from a municipal panel, district commission, Agency of Natural Resources, or Agency of Agriculture was received at the Environmental Division on June 27, 2018. Environmental Division docket number 66-6-18 Vtec has been assigned to this appeal. Please use the Environmental Division docket number and the above case name when filing any documents or asking any questions concerning this case. Please note, this case name may not be final if we are missing necessary information from the appellant.

All documents should be filed with the Environmental Division at:

Superior Court  
Environmental Division  
32 Cherry Street, 2nd Floor, Suite 303  
Burlington, VT 05401  
(802) 951-1740

Also, if you have not provided the Environmental Division with a telephone number where you can be reached during working hours for the purpose of telephone conferences, please do so as soon as possible.

The Vermont Rules for Environmental Court Proceedings (V.R.E.C.P.) set out the procedures to follow for this appeal. You may obtain a full copy of the Rules and Reporter's Notes at [www.vermontjudiciary.org](http://www.vermontjudiciary.org).

The person filing the appeal is called "the appellant." The appellant must take certain actions in order to assure that this appeal is not dismissed. Consult the V.R.E.C.P. to see what those actions are. For requirements regarding the appellant's responsibility to notify interested parties, see V.R.E.C.P. 5(b)(4) for municipal appeals (see also Form 900 available on the Court's web site at [www.vermontjudiciary.org](http://www.vermontjudiciary.org) by calling the Environmental Division at the above number and requesting that one be sent to you).

This case will be ready for an initial pretrial conference when the time for filing the appellant's statement of questions has expired, or 20 days after the notice to interested parties has been sent, whichever occurs later. To complete service of appeals, the appellant must do as follows:

- From an Appropriate Municipal Panel, follow V.R.E.C.P. 5(b)(4)(A). The clerk of the appropriate municipal panel must provide the appellant with a list of interested persons within five working days of the municipality's receipt of a copy of the notice of appeal.
- From a District Commission, District Coordinator or the Secretary of the Agency of Natural Resources, follow V.R.E.C.P. 5(b)(4)(B): Take special notice that no list of interested parties will be provided by the tribunal, other than the service list on the decision appealed from.

The Environmental Division may extend timeframes if a request is made by written motion filed with the Environmental Division before the deadline has expired. If this case is set for a hearing on the merits, the hearing will take place in or near the county in which the case originated. Please note that pursuant to V.R.E.C.P. 5(b)(4)(g), these appeals are de novo, unless the municipality has adopted procedures to make certain appeals on the record.

Faxing or e-mailing a copy of a document is not sufficient to meet deadlines for filing documents with the Environmental Division. Faxed or e-mailed copies may be authorized by the Court in certain circumstances, but the Environmental Division will not accept a faxed or e-mailed document unless the sender has first telephoned the Court and obtained permission to do so and/or unless the judge has authorized faxing or e-mailing in a court order.

A person filing any documents (including letters) with the Environmental Division must also send a copy of that document to each of the other parties.

The Clerk of the Environmental Division will schedule a conference in person or by telephone as soon as all necessary documents have been filed with the Court or at the expiration of the deadlines for those documents. Before the initial conference, the Appellant is requested to provide the Environmental Division with a copy of the decision being appealed from. The Environmental Division finds it useful in preparing to discuss the appeal with the parties at the initial conference.

Electronically signed on June 27, 2018 at 01:59 PM pursuant to V.R.E.F. 7(d).



Diane C. Chamberlin  
Assistant Clerk

# Town Manager's Report

June 25, 2018

16

1. VTrans Bicycle & Pedestrian Program:

- a. Continued to work with TRORC and VTrans to follow through with obtaining/installing two RRFB crosswalk signal sets funded partially by a 2017 Small Scale grant. With the federal "vetting" process finally completed, making the signal sets from the company sought an eligible expense, the signal sets were ordered. They will be installed on Main St. in front of Tracy Hall and in front of the Town Green.
- b. Preparation (with help from TRORC) and submittal of a 2018 VTrans Bicycle & Pedestrian Program Small Scale Grant application for two (2) additional RRFB crosswalk signal sets (crosswalk in front of the Norwich Inn and crosswalk on Rte 5 between the school and the Congregational Church).

2. Personnel Issues:

- a. Alex Northern started work as Norwich Fire Chief.
- b. Working to reply to former Fire Chief with several HR questions (related to his retirement).
- c. Hired Rod Francis, Director of Planning & Zoning – starting July 9.
- d. Accepted Andy Hodgdon's retirement letter; initiated hiring process for replacing the DPW Director position.
- e. Accepted Bill Sanborn's notice of last day; initiated process to promote Paul Albee to Head Attendant beginning August 1; initiated process to hire a new attendant to replace the position that Paul Albee will vacate.
- f. Working with Town Counsel (Susan Gilfillan) on Union Contract negotiations, issues raised by the Union, and other personnel matters previously relayed to Board members in Executive Session.

3. Attended 2-day spring conference of the VT Town/City Managers Association.

4. FEMA – July 1, 2017 Storm Damage:

- a. Work on Contract #1 with Nott's is proceeding and updates are being put on the Listserve on a regular basis.
- b. Bid #2 was "let". The work included in this bid packet predominately will relate to the two "slides" on Beaver Meadow Rd along with several other areas requiring road and streambank repairs. Bids were received and opened on June 19. The apparent low bidder is Willey Earth. Other bidders included Nott's, L&M, and Griffin & Griffin. (A bid summary will be provided at the Board's June 27 meeting.)
- c. Bid #3 was "let". The work primarily includes remaining culvert work. Bids will be received and opened on June 28.
- d. Staff worked to solicit and receive bank information on securing a \$4,000,000 line of credit, as authorized by voters during the 2018 Town Meeting. Based on Board approval on June 13, staff is proceeding with executing bank paperwork with Mascoma Bank.
- e. Efforts continue across all levels to ensure proper administration of activities to obtain reimbursement from FEMA and VT Emergency Management.
- f. Continuing to help coordinate the relevant parties (e.g., on-site engineer with the contractor, proper documentation for FEMA, ensuring FEMA/state officials provide necessary sign-off so that the Town doesn't incur unplanned costs, etc.)
- g. On an on-going basis, addressing individual citizen issues as they arise.

## **Town Manager's Report**

**June 25, 2018**

- h. A stream debris identification project was completed by two Norwich residents, with oversight by the Vermont Department of Environmental Conservation and the Town Manager's Office. It is hoped that a plan for removal of the worst debris fields can be prepared and carried out such that any future storm event's damage can be minimized. (Note: in many cases, the debris left by Tropical Storm Irene contributed to the damage wreaked by the July 1, 2017 storm event.)
5. Audit:
- a. In late winter/early spring, the Town (Board and TM, with recommendation from the Finance Director) opted to solicit bids from professional auditing firms to perform the Town's audit for fiscal years ending June 30, 2018 – 2020.
  - b. An RFP was prepared and "let". Three (3) proposals were received. A summary of the proposals has been provided to the Board for their action at their June 27 meeting.
6. Drake Appeal:
- a. Working with Town Counsel (Paul Gillies) to see the Town through the court process related to the Drake appeal. Note: the Town's current Contract Assessor will continue to serve as "assessor" for this case, despite the end of his assessing contract on June 30.
7. Grange Foundation:
- a. Proposal language was prepared for the Grange Master's approval.
  - b. Schedules were coordinated between the Fire District, a local mason, a local contractor, a local materials company, neighbors, the Grange Master (and their pancake breakfast coordinator), the Highway Department, the Fire Department, the Police Department, and the Town Manager's Office.
  - c. Installation of a new water line, setting of underground waste blocks, repairing a section of the Grange foundation, and conducting related excavation/backfilling all was accomplished in four (4) days.
8. Safety:
- a. Scheduled and conducted site visit for Tracy Hall and the Police/Fire Department from VLCT-PACIF related to conducting a risk management "audit". Those few items raised currently are being worked on. DPW (Highway & Transfer Station) will be audited later in the year after the Highway Garage addition is completed.
  - b. Continued to hold Safety Committee Meetings.
  - c. Updated/updating First Aid kits for Town Departments and vehicles.
  - d. Staff participated in relevant safety training (e.g., "competent" person, trench & excavation safety, flagger training, active shooter event, etc.)
  - e. VT Dept. of Labor, based on an employee complaint, found no wrong doing by the Town related to safety-related issues and follow-up action related to that employee.
9. Finance, Etc.:
- a. See audit-related work performed above.
  - b. Continuing to work with Board members on internal financial controls and their improvement:
    - i. Finance & Audit Committees: prepared comments on the proposed Board committees.

## Town Manager's Report

June 25, 2018

- ii. Met with assigned Board members to review items identified through the Board's annual goal setting process, through those individual members, and items discussed with the Town Manager.
- iii. Working to improve bi-weekly and monthly financial reporting.
- iv. Reminded the Treasurer to complete by June 30 and deliver to the Selectboard the VT Auditor of Accounts checklist required by statute.
- v. Initiated going through the VLCT recommended Internal Financial Controls Checklist. Once completed and discussed with the Board assigned members, the Town Manager's Office will begin to prepare Board policies, improve protocols, work with department heads, and carry out other tasks intended to address any "deficiencies" identified by the VLCT checklist, as warranted. Note: the most recently completed audit did not identify any deficiencies (material or substantial) in the Management Letter, despite some misstated figures that were corrected during the audit process.

**10. Listers:**

- a. Based on a request, reviewed the draft RFP for the Contract Assessor, since the current contract assessor opted not to complete the 3<sup>rd</sup> year of his three year contract.
- b. Also, based on a request, reviewed the draft contract for services for the preferred Contract Assessor in advance of the June 13 Selectboard meeting.

**11. Town Plan:**

- a. Helped the Selectboard prepare a schedule for adopting a Town Plan by July 13, including two public hearings, related public notices, and time for preparing revisions, such that a Town Plan could be adopted by July 11 (i.e., the 1<sup>st</sup> regular meeting of the Board in July).
- b. Collaborated with the Chair and other members of the Board individually and as a group, along with the Planning Commission Chair and the Planning/Zoning Office, to make the revisions duly acted on by the Board, including preparing and finalizing the Future Land Use Map.
- c. Attended public hearings.
- d. Collaborated with TRORC on issues related to "approval" of the Town Plan and "confirmation" of the Town's "continuing planning process".

**12. Public Safety Building:**

- a. Seen through the completion of the public safety building, housing the Town's Police & Fire Departments.
- b. Currently, there are some "details" of construction being worked on, such as addressing some air conditioning leaks, ensuring the septic line is not "bowed", exterior door thresholds, walk through items identified by the architect, and finishing the paving (now that the Grange foundation repair is complete).
- c. Concerning screening between the building and the Senior Housing project, a proposal was prepared and presented to the Senior Housing Board. Given that presentation, some changes were made (i.e., to plant several "clumps" of various types of vegetation instead of a single "wall" of evergreens). Currently, that revision is being prepared and plantings will be carried out in the new fiscal year.

## Town Manager's Report

June 25, 2018

- d. Due to an underestimation of expenses for planning/permitting (budget = \$20,000; actual = >\$50,000), the exterior improvement of the Apparatus Building will not be completed as part of this project.
- e. Final sub-base work to Firehouse Ln will begin this Friday (June 29). Thereafter the initial course of pavement will be installed on Firehouse Ln, and, then, the overall final course of pavement will be installed throughout the project.
- f. An official "grand opening" of the public safety building is being scheduled.

### 13. Highway Garage Addition:

- a. Construction of the addition continues. At present, interior finishes are being applied, and electrical and plumbing work is being worked on. Soon, the new cement floor will be sealed, and probably after the end of July the vinyl flooring will be installed. Note: the sealing and the vinyl flooring can only be installed after certain levels of moisture have vacated the cement floor. The bulk of the exterior is complete. Remaining work outside includes finishing the siding near the generator, redoing the storm water runoff excavation, hooking up the septic system, and some minor details.
- b. The building is significantly over budget, given the need to remediate mold and fix illegal wiring found earlier this year and due to various change orders along the way. Also, the project is over budget due to the method in which FEMA as part of the Alternative Project process accounts for finances. (I believe the financing issue here relates to the amount of funds the Town expected to receive from FEMA which actually was the amount that FEMA would contribute plus the Town's 10% portion, meaning the amount expected from FEMA was overstated.)
- c. Additional illegal wiring was just discovered (6/26). Also, the electrical "load" from the service to the various panels is too burdensome. (This situation, apparently, existed prior to the construction project.) The load will have to be divided to ensure the electrical system meets "code". Also, it's been learned that the solar powered hot water tank does not work efficiently enough to provide enough hot water to meet "code". As such, a 30-gal water heater is being added to the project. The solar powered system will still be used to help with vehicle washing since it will help to provide enough warm water to assist with that duty.

### 14. Other:

- a. Based on resident concern, conduct spot speed analysis and extended the 25 mph speed limit outward from the Village on Union Village Rd.
- b. Amid a resident concern, determining whether or not "speed tables" are warranted on Glen Ridge Rd. (To date, the Police Chief and the Highway crew have individually examined the area and met to discuss the citizen concern.)
- c. Working to have a Town Manager "cracker barrel" session scheduled.
- d. Researched and answered a citizen's concern about proper disposal of Garlic Mustard plants (an invasive species). Also, addressed some other citizens' concerns about Japanese Knotweed (another invasive species), including reminding DPW about the Town's Invasive Species Management Policy.
- e. Helped Planning Commission Chair with drafting and possible tax bill "stuffer" asking citizens what are the Town's most pressing needs.
- f. Work continues to complete the "codification" of ordinances.

## Town Manager's Report

June 25, 2018

- g. Working to decide if the Board needs to adopt a marijuana ordinance (or amend an existing one).
- h. Church St. "School to Work" sidewalk, based on action of the Selectboard to not proceed with the sidewalk, the Town Manager's Office is working with VTrans to ascertain what traffic calming improvements could be implemented, if any, using allocated funds from the originally planned sidewalk. It is hoped that traffic calming measures could be implemented to minimize the amount of funding that has to be paid to VTrans for not proceeding with the sidewalk.
- i. Filling in as Zoning Administrator in the interim of bringing on-line the new Director of Planning & Zoning. (Reviewing and approving permits, etc.)
- j. Filling in as DPW Director (with help from Neal Rich) in the interim of bringing on-line a new DPW Director.
  - i. Went out to bid on winter sand & gravel.
  - ii. Went out to bid on two bridge projects.
  - iii. Coordinating paving projects.
  - iv. Dealing with truck purchases (or "cancelling" such purchase), including retrofit of trucks as necessary and collaborated on with the Highway crew.
- k. Secured VLCT-PACIF grant to help offset the cost to replace the Fire Panel at Tracy Hall. Also, oversaw contractor installation of the new panel.
- l. Norwich Farms – offered community development and other insight to those citizens working to protect Norwich Farms as a working farm, including the Norwich Creamery. The insight included discussion about farmland appraisal contracts enabled in Vermont statutes.
- m. Kendall Station Rd. Railroad Crossings:
  - i. Northerly Crossing – continued to have limited participation in the proceedings of the VT Transportation Board related to the northerly rail crossing and its permanent closure. Efforts included providing Town perspective, especially related to emergency access.
  - ii. Southerly Crossing – participated in VT Transportation Board proceedings regarding this crossing. Ultimately, had DPW install a "No outlet" sign at the road's intersection with Route 5 and had DPW install painted warnings on the road on either side of the tracks according to MUTCD guidelines.
- n. ERAF – Researched what reimbursement funding could be available to the Town and what needs to be adopted by the Town to secure such funding in the future. (The Town needs to adopt some river corridor information into its bylaws to be eligible for an additional percentage of funding from Vermont emergency sources. The Town is not eligible for this funding related to the July 1, 2017 storm event. Once the Town Plan is adopted, the Town will be able to amend its bylaws to incorporate the required text.)
- o. Transfer Station – working with Casella and a specific glass collection project that takes glass from the waste stream and diverts it for a local storm water project in an Upper Valley town. Also, researched whether or not it would make sense to re-contract with the firm the Town used to contract with regarding the Town's compost. Under existing contract arrangements with Casella there's no financial incentive to change contracts.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5 [Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## June 2018 - Monthly Recreation Report

**Recreation Program Update** - I observed many of our Norwich Spring Baseball and Lacrosse teams in action, and feel incredibly fortunate to have such dedicated, quality Volunteer Coaches heading up our youth programs. All participants seemed to be enjoying their recreation experiences and there was lots of positive feedback from parents, also.

The summer brochure was completed, posted on-line and handed out to Marion Cross School students. After some interviewing, a wonderful summer staff was hired. A few are returning seasoned veterans. Four programs began the last week in June. We have eleven varied programs being offered to help keep residents active this summer: 'The Good Life' Day Camp, 2 Sports Camps running weekly throughout the summer, Friday Climbing Adventure, "Challenger" Soccer Camps, Baseball, Fencing, Storrs Pond Afternoon Adventures, as well as Adult Yoga and Pa Kua Chang Kung Fu. We added a Babysitter's Training course for the first time in five years as a response to multiple requests. I'm excited to have it being taught by Sergeant Frank.

**Facilities** - I followed up on contractual rental agreements ending this fiscal year, June 30th, '18 and finalized all summer rentals and reservations going forward as well. I went over our end of spring facility needs with Adam / B & G and gave them the field use schedule for Huntley Meadow, so as to be able to coordinate the timing of mowing and lining needs throughout the summer calendar.

The demand for the pavilion at Huntley Meadow as well as the bread/pizza oven area at Barrett Meadow was overwhelming this month. It was reserved for a wide variety of June end of school events and celebrations. It is wonderful to have it used and enjoyed by so many residents.

Both Huntley and Barrett Meadow look absolutely beautiful thanks to Neal, Adam and the rest of the Buildings & Grounds team. Many thanks to them for their dedication, attention to detail, and hard work.

The Connecticut River Conservancy is working on the relicensing for the Bellows Falls and Vernon hydroelectric dams, and Great River Hydro has a requirement to the public to create new recreational opportunities and/or help maintain existing sites. This could be a once-in-a-lifetime opportunity with funding available for anything from land for sale along the river or its tributaries to be put in conservation for public use, help with maintenance at current public accessible sites, tackling erosion issues, or coordinating river clean up. Samantha Loch, an intern representing the "Connecticut River Conservancy" whom I've talked to and met with, continues to work on finding potential funding regarding Connecticut River access/sites for Norwich. I plan to continue supporting her on behalf of Norwich however she sees fit, to help increase our chances of receiving some funding.

**Meetings** - Orientation meetings took place to prepare my summer staff for the season ahead with our largest Sports Program meeting taking place on June 21st. I met individually with multiple Summer Program Coordinators and Instructors to adequately prepare them for the season ahead.

**Miscellaneous** - I met with Dick Dodds, the Storrs Pond Director and as well as the Director of the Hanover Improvement Society and attempted to renegotiate discounted Storrs Pond tickets for Norwich residents again this summer but unfortunately they couldn't offer these to us anymore.

~ It was sad to hear that Andy was retiring.

Respectfully submitted by, Jill Kearney Niles

**FYI****DRAFT** (16)

## Town of Norwich

### Sale and Distribution of Marijuana Prohibition Ordinance

Pursuant to the provisions of Title 18 § 4474l, Title 24 §§ 1971 et seq., Title 24 § 2291 and Title 24 App. § 7-23 of the Vermont Statutes Annotated, the Select Board of the Town of Norwich, Vermont, for the purpose of promoting the public health, safety, welfare and convenience, does hereby ordain as follows:

#### Section 1. General Provisions and Definitions

- A. The purpose of this ordinance is to regulate the Sale, Dispensing and Consumption of Marijuana within the Town of Norwich, Vermont.
- B. "Marijuana" shall have the same meaning as provided in 18 V.S.A. § 4201(15).
- C. "Dispensary" shall have the same meaning as provided in 18 V.S.A. § 4472(5).

#### Section 2. Prohibition on Sale or Distribution of Marijuana

- A. The sale or distribution of Marijuana, Marijuana-infused products like tinctures, oils, solvents and edible or potable goods, in the Town of Norwich, Vermont, is prohibited.
- B. The opening, operation or location of a Dispensary in the Town of Norwich, Vermont, is prohibited.

#### Section 3. Prohibition on Consumption /Use of Marijuana in Public Places

- A. The consumption of or use of Marijuana in or on any land or public buildings owned or under the control of the town of Norwich shall be prohibited.

#### Section 4. Enforcement

Any violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau, except where otherwise indicated.

Violations enforced shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, a Law Enforcement officer shall be the designated enforcement officer(s).

#### Section 4. Penalties and Costs

- |                                 |                                                |
|---------------------------------|------------------------------------------------|
| 1. First offense                | \$500.00 full penalty/\$150.00 waiver penalty. |
| 2. Second offense               | \$500.00 full penalty/\$250.00 waiver penalty. |
| 3. Third & subsequence offenses | \$500.00 full penalty.                         |

#### Section 5. Severability

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

#### Section 6. Effective Date

This ordinance shall become effective 60 days after its adoption by the Select Board. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted at Norwich, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Norwich Select Board

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Received and recorded this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Bonnie Mundy, Town Clerk



**Emergency  
Communications**

(Contractual Services Overview)

Town of Norwich Police Department



## Responsibility



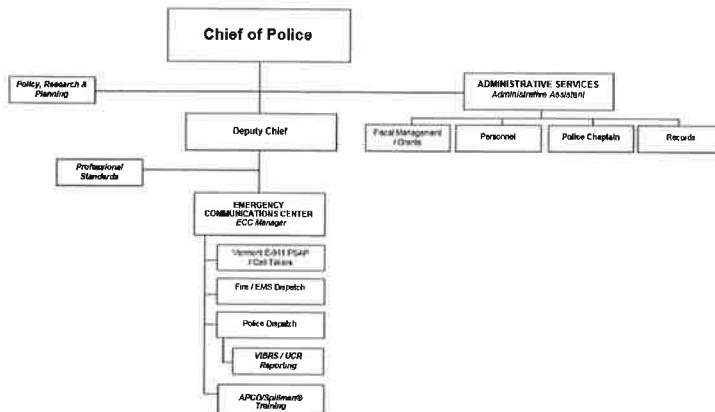
The Hartford Emergency Communications Center (ECC) is one of six regional Public Safety Answering Points (PSAP), with personnel responsible for answering emergency (911) & non-emergency calls for public safety service in East Central Vermont under contract.

The Hartford ECC will receive \$80,267.50 from the State of Vermont for providing this service in the coming year.

# Organization & Support



The Emergency Communications Manager serves as the Public Safety Answering Point (PSAP) Administrator, and is responsible to the Police Chief for the day-to-day operations of the ECC.



# Staffing



The ECC - "Dispatch" provides around the clock radio, telephone and computer assisted dispatch services to police, fire & EMS units in Hartford, and under contract for ten neighboring communities. The ECC is comprised of 8 full-time employees:

- 1 Manager/PSAP Administrator
- 7 Full Time Communications Specialists
- 2 Part Time Dispatchers Supplement Coverage

*\* Budget includes 10% of salary for Police Chief and Administrative Assistant*

 **FY 18-19 Budget** 

The Emergency Communications Center Operating Budget authorized by the Town of Hartford Selectboard is \$860,122.19

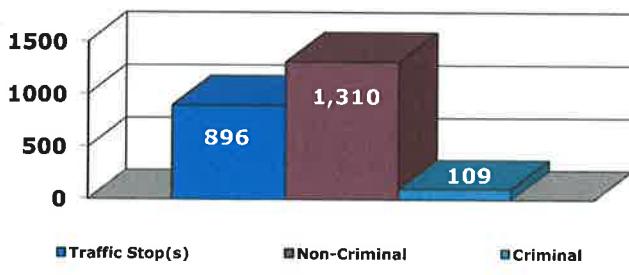
**Personnel/Wages – 88% of total budget:**  
**\$757,197**

| <i>Projects</i>                     |          |
|-------------------------------------|----------|
| Description                         | Amount   |
| Professional Development Training   | \$3575   |
| Vermont 911 Console Upgrade - Match | \$22,575 |
| Ergonomic Keyboard/Mouse Conversion | \$1005   |

Vermont 911 Console Upgrade – State initiative to replace aging 911 Console Interface System with digital, IP based technologies, to include monitors, Radio Gateways and audio components. State match \$162,752 for equipment, local match \$22,575, for installation.

 **Workload** 

During 2016, Hartford ECC personnel answered 592 emergency calls for service, (911) originating from the Town of Norwich resulting in the recording, dispatch and monitoring of 1416 calls for police service in addition to 896 recorded traffic stops on behalf of the Norwich Police Department.



| Category        | Count |
|-----------------|-------|
| Traffic Stop(s) | 896   |
| Non-Criminal    | 1,310 |
| Criminal        | 109   |

Source: Spillman technologies, Inc.; Town of Hartford Police Department, by Emergency Communications Manager Smith, Scott.

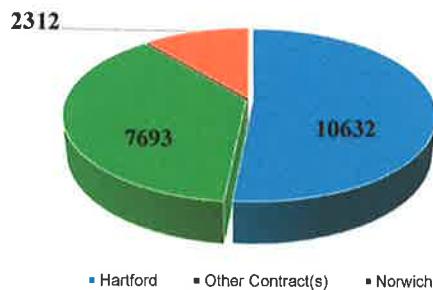


## Contractual Service



Each contract community is responsible for a minimum administrative fee equal to 1.25%, or \$10,752 of the Hartford Emergency Communications Center's total Operating Budget.

**Dispatch Activity (2016)**



The ECC will collect a total of \$107,520 in administrative fee(s) this coming year.



## Fee for Service



Where the percentage of cost for a contract community's overall workload is greater than the Administrative Fee, the contract community is responsible for that percentage of the cost, less those funds received by the Emergency Communications Center for non-dispatch services. For FY 2018-19:

|                                 |                      |
|---------------------------------|----------------------|
| • Approved Operating Budget     | \$860,122.19         |
| • State of VT 911 Reimbursement | - \$80,267.50        |
| • Administate Fee(s)            | - \$107,520.00       |
| • Tower Rental Fee              | - <u>\$21,532.00</u> |
| <i>Dynamic Budget</i>           | <b>\$650,802.69</b>  |

$$11.203\% \times \$650,803 = \$72,911 \dots \text{FY 2018-19 Fee for Service}$$





## Payment Options



The Town of Hartford has proposed a four (4) year phase-in of the new fee:

|                              |                    |
|------------------------------|--------------------|
| • FY 2018-19 Fee for Service | \$72,911           |
| • Current Fee for Service    | <u>-\$50,434</u>   |
|                              | <b>\$22,477</b>    |
|                              |                    |
| • FY 2018-19 Fee for Service | \$22,477           |
| • Current Fee for Service    | <u>÷ 4 years</u>   |
|                              | <b>\$ 5,619.25</b> |

$\$50,434 + \$5,619.25 = \$56,053.25 \dots \text{FY 2018-19 Fee for Service}$

FY 2017-18  
Fee for  
Service

Three (3) year phase-in - (\$7,492.33), \$57,926.33  
Two (2) year phase-in - (\$11,238.50), \$61,672.50

61,672.50      67,291.75      72,911



## Questions ?



(16)

Vermont Department of Environmental Conservation  
Watershed Management Division  
St. Johnsbury Regional Office  
1229 Portland Street, Suite 201  
St. Johnsbury, VT 05819  
[www.watershedmanagement.vt.gov](http://www.watershedmanagement.vt.gov)

Agency of Natural Resources

[fax] 802-748-6687  
[cell] 802-279-1143

## AUTHORIZATION TO CONDUCT NEXT FLOOD MEASURES

Pursuant to Section F of the Vermont Stream Alteration General Permit

Project Number: **NFM - 09 - 1020 - 2018**

Applicant Name: Town of Norwich, Herb Durfee Phone: (802) 649-1419

Mailing Address: 300 Main St., PO Box 376, Norwich, VT 05055 Lat/Lon: 43.736166, -72.339707

River: Browns Brook Email: HDurfee@norwich.vt.us

Project Locations: Brown Schoolhouse Bridge over Browns Brook

The Secretary of the Vermont Agency of Natural Resources (VT ANR) has determined that:

1. This project authorizes Removal of collapsed bridge from stream.
2. The proposed activity is eligible for coverage under the VT ANR Stream Alteration General Permit – Next Flood Measures.
3. The proposed activity will meet the terms and conditions of Section F of the General Permit provided:
  - The project will be completed as to be determined in the field.
  - The project is proportional to the threat and conditioned to cease when the threat to life or to improved property has ended.
  - The project will not result in a threat to life, public health or safety.
  - The project will meet the standards detailed in subsection E.2.1 and E.2.2 of the General Permit.
  - The project will meet Stream Alteration Standards to the greatest extent possible.
  - A pre-construction meeting is held between the contractor, owner/applicant, and the ANR River Management Engineer (802) 490-6962, scott.jensen@vermont.gov.
  - The River Management Engineer is notified by phone or email when the project is started and completed.
  - A final construction inspection is required for any culvert and bridge related work.
  - Additional conditions:

If there are any changes in the project plan or significant deviation in construction from the discussed plan, the Permittee must notify the River Management Engineer immediately.

If the project is constructed as you have described, as shown on the above referenced approved plans and according to the above conditions, there is no reason to expect any violation of Vermont Water Quality Standards.

Emily Boedecker, Commissioner  
Department of Environmental Conservation

Scott Jensen, P.E., River Management Engineer

Dated: July 3, 2018