Agenda for the Selectboard Meeting Wednesday, March 27, 2019

1. Approval of Agenda

2. Public Comment

3. *Appointments to Open Positions - Town Service Officer; Tree Warden; Conservation Commission; Recreation Council; Energy Committee; Greater Upper Valley Solid Waste District; Audit Committee; Watershed Land Management Council

4. Town Manager Report

5. Consent Agenda
   a. *Correspondence
      i. Charlotte Metcalf
      ii. Lynnwood Andrews
      iii. Linda Gray
      iv. Stuart Richards
   b. *Warrants/Payables
   c. *Minutes – 3/13/2019

6. *Selectboard Policies Review

7. Future Meeting Agenda Items

8. End of Meeting Discussion

9. Adjournment

* Indicates those agenda items with related documents in meeting packet

Next Regular Meeting – April 10, 2019 at 6:30 PM

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

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

(3)

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

Name: Charles Lindner

Address: 455 Hawk Pine Rd Norwich, VT 05055

Day phone: 8026498903 Evening phone: 603 359 1085

E-mail: charlielindner@gmail.com

Position Applied For: Energy Committee open seat

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

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   I have been attending the Energy Committee meetings for 6 months and am familiar with the work. I am comfortable speaking with people about the EC's programs and have read widely about environmental issues

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   I have not served on other town committees, but I have served on non-profit boards. I was President of the Revels North board, I was on the Board of Directors of the American Association of Pastoral Counselors (AAPC) and was Chair of the NE Region of AAPC. Also VP INCCA for Housing, in NJ

5. Education and Current Employment

Name of Company: Retired Psychotherapist Location: Lebanon, NH
Title: NH Licensed Pastoral Psychotherapis
Describe your work:
Private practice...general psychotherapy practice with adults

6. Pertinent Education and/or Experience:

BA College of Wooster, Wooster, Ohio 1973

Master of Divinity Union Theological Seminary, NY, NY 1977

Pastoral Psychotherapy Residency, Blanton-Peale Graduate Institute, NY, NY 1984

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

Comments:

I would like to contribute to the community in my retirement by working on a local level to address the critical challenges of climate change.

Signature [signature] Date 3/19/19

(3)

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

Name: Thad Goodwin

Address: 183 Turnpike Rd Norwich VT.

Day phone: 802-299-7659 Evening phone: 802-299-7659

E-mail: GoodwinTreeandTractor@gmail.com

Position Applied For:

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 4 Years:

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   30 yrs in the Trades
   dealing with sub contractors + Home owners.
   cut + manage trees on daily basis.

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

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Goodwin Construction LLC Location: Norwich
Title: owner
Describe your work: Light Excavation
All phases tree work.

6. Pertinent Education and/or Experience:

30 Yrs in the Field
Lic. Builder
LifeTime in the woods.

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

Comments: Look forward to helping norwich + residents deal with the towns trees.

Signature John B Goodwin Date ~~3-27-18~~ 3-8 19

Please note that this application is considered a public document

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

Name: Chris Rimmer

Address: P.O. Box 73, Norwich VT 05055

Day phone: 802-922-8495 Evening phone: 802-649-8281

E-mail: crimmer@vtecostudies.org

Position Applied For: Norwich Conservation Commission

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 2 terms Years: 6

2. Would you be available for evening and/or morning meetings?
   Evening: (Yes ● No) ○ Morning: (Yes ○ No). ●
   Are there other restrictions on your availability? If so, please describe:
   some travel for work, but generally available for monthly meetings

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   see #5 and #6 below; Norwich resident since 1987

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

   none current

5. Education and Current Employment

Name of Company: VT Center for Ecostudies Location: Norwich
Title: Executive Director
Describe your work:
Research and monitoring of vulnerable wildlife in VT, the Northeast, and Caribbean

6. Pertinent Education and/or Experience:
BSc U. Vermont Wildlife Biology, MSc U. Minnesota Ecology & Behavioral Biology

35 years as a professional conservation biologist/ornithologist

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

Comments:

Signature Date 2/27/19

(3)

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

Name: Suzanne Leiter

Address: 143 Norford Lake Rd

Day phone: 802 649-7245 Evening phone: 802 649-7245

E-mail: leitersuzanne@gmail.com

Position Applied For: Norwich Energy Committee

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

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

   I have a flexible work schedule

   work part-time

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

   worked with Sustainable Woodstock before moving to Norwich

   already worked on several Solarize and Weatherize campaigns with NEC

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

   Perkins Academy, South Woodstock 2008-2015

   Woodstock Ski Runners 1995-2005

   Sustainable Woodstock 2012-2015

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Vermont Land Trust Location: Montpelier

Title: Fee Lands Portfolio Manager

Describe your work:

stewardship work such as editing and database management

manage the properties that VLT owns outright (none in Woodstock)

6. Pertinent Education and/or Experience:

BA, Middlebury College

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

Comments:

It's an outstanding committee largely due to

Linda Gray's and Norm Levy's efforts

Signature

Suzanne Leiter

Date

03/18/19

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

Name: Douglas Lindgren

Address: 451 Bradley Hill Road

Day phone: 917-504-7035 Evening phone: 917-504-7035

E-mail: lindgrendoug@gmail.com

Position Applied For: Greater Upper Valley Solid Waste District

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

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   Senior executive with 30+ years of management experience

   Significant experience serving of various corporate and fund boards

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   None

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: American Beacon Funds Location: Dallas, TX
Title: Independent Trustee
Describe your work:
Oversee mutual fund complex

6. Pertinent Education and/or Experience:

MBA - Columbia Business School

BA - Columbia College

Extensive board and management experience

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

Comments:

Waste disposal will become more challenging over time, requiring long-term planning.

Protecting our environment and promoting sustainable solutions are key considerations.

Signature

Douglas A. Lindgren

Date

March 15, 2019

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

Name: NEIL FULTON
Address: 202 Hawk Dine Dr, Norwich VT 05055

Day phone: Evening phone: both 802-649-8498

E-mail: nalonafulton.net

Position Applied For: Supervisor, Greater Upper Valley Solid Waste District

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 7 4 Years: 7 8

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   6 years on select board, 4 years on town budget, 8 years on BOS & GUVSWD, 4 as chair. Development & economic development Director. Public Policy & Environmental consultant

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   co-chair Preston Building Committee, 4 Predecessor, Upper Valley Lake Sunapee Regional Planning Commission, None Present

5. Education and Current Employment
Name of Company: Retired Location:
Job Title:
Description of work:

6. Pertinent Education and/or Experience:
Public Policy, Elected a Fire District Engineer

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

Comments:

Signature _____ Date 03/18/19

(3)

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

Name: Douglas Lindgren

Address: 451 Bradley Hill Road

Day phone: 917-504-7035 Evening phone: 917-504-7035

E-mail: lindgrendoug@gmail.com

Position Applied For: Audit Committee

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

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   UBS - Managing Director and President of numerous investment funds.

   U.S. Trust - Managing Director and President of numerous investment funds.

   American Beacon Funds - Member of Board of Trustees

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   None

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: American Beacon Funds Location: Dallas, TX
Title: Independent Trustee
Describe your work:
Oversee a mutual fund complex with approximately $30 billion under management.

Travel is limited as the Board meets only 5 times per year.

6. Pertinent Education and/or Experience:

MBA - Columbia Business School

BA - Columbia College

Qualify as Financial Expert under the Sarbanes-Oxley Act

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

Comments:

I have extensive experience in the preparation and auditing of financial statements.

I moved to Norwich in 2016 and would like to serve the community.

I hope to put some of my expertise to good use for Norwich.

Signature Date

Douglas A. Lindgren March 15, 2019

Please note that this application is considered a public document

(3)

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

Name: WILLIAM TINE

Address: 19 BRAGG HILL RD

Day phone: Evening phone: 617.620.0363

E-mail: wdtine@gmail.com

Position Applied For: REC COUNCIL

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
Terms: Partial Years: 2

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
Recreation coach
- Norwich (Soccer, Baseball)
- WASH D.C. Soccer
Current rec council member

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

5. Education and Current Employment
Name of Company: King Arthur Flour Location: Norwich / Hartford
Job Title: VP of Marketing
Description of work:
Management team member and head of marketing

6. Pertinent Education and/or Experience:
College - Dickinson College
- Varsity Baseball
Graduate - The Tuck School of Business at Dartmouth (MBA)

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

Comments:
Recreation, both for elementary students and adults, is and should be a significant part of the culture of Norwich. We should pride ourselves on our access to outdoors, our investment in our community's well-being + health, and our approach to developing active + civic minded young members of our town. Facilities, planning, participation, and leadership are all critical pieces to a thriving recreation and being a part of our rec council would be an honor.

Signature [signature] Date 3-16-19

(3)

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

Name: Kristin Fauci

Address: 852 New Boston Rd

Day phone: Evening phone: 649 7181
649 7181

E-mail: Kriscorvo@yahoo.com

Position Applied For: Recreation Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 1,5 Years: 3

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   - For four years I have been head coach of the U8 ~~Girls~~ Sugre Alpine ski racing program
   - I volunteer mentor an all girls mtn bike program
   - I am a nursery school teacher at Norwich Nursery School
   - I ~~Vol~~ volunteer my time to help build local bike trails.
   - I coach my children's lacrosse, soccer and baseball teams

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

   none

5. Education and Current Employment
Name of Company: Norwich Nursery School Location: Norwich
Job Title: Teacher
Description of work: I co teach with two other teachers, 18 preschoolers. I plan projects for inside and outside the classroom with the children — science, art, math, literacy and outside play.

6. Pertinent Education and/or Experience:

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

Comments: I have thoroughly enjoyed my time on the recreation council. I feel like my time on the board has been well served & I'd like to continue to help our town's recreation programs thrive.

Signature _____ Date 3/13/19

(3)

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

Name: Ryan Gardner

Address: 80 Four Wheel Drive

Day phone: Evening phone: 802 735 7546 (same)

E-mail: ryan.gardner@gmail.com

Position Applied For: Recreation Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 1 Years: 3

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

   No restrictions

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

   Significant coaching and recreation experience in Norwich and multiple other entities; attorney

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

   Member, Norwich Finance Committee (current)
   Board Member, Friends of Hanover Lacrosse (current)
   Numerous prior appointments to other boards

5. Education and Current Employment
Name of Company: Gardner & Preston PLLC Location: Norwich
Job Title: Managing Partner
Description of work: Corporate Attorney

6. Pertinent Education and/or Experience:

n/a

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

None

Comments:

I would be interested in continuing service on the Recreation Council if the Selectboard sees fit.

Signature _____ Date 3/12/19

(3)

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

Name: David Hubbard

Address: 687 Gogel Hill Rd.

Day phone: 649-2062 Evening phone: 649-3882

E-mail: dwhubbard@outlook.com

Position Applied For: Land Management Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: Unknown Years: 10+
2. Would you be available for evening and/or morning meetings?
   Evening: (Yes ⊗ No) ◯ Morning: (Yes ⊗ No). ◯
   Are there other restrictions on your availability? If so, please describe:
   None
3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   Ten plus years serving on this board, written several grants, involved in selection of current Forester and managing timber sales, along with trail network on property.
4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   Conservation Commission – current
   Trails Committee – current
   Community Firewood program – current

5. Education and Current Employment

Name of Company: GMC Hardwoods Inc. Location: Medfield, MA
Title: Lumber Trader
Describe your work:
Purchase, sell and arrange transport of truck load volume on native Hardwoods, green and KD for use in secondary manufacturing.

6. Pertinent Education and/or Experience:
BA - U. of Vermont
35 years working in hardwood lumber industry, following 13 years in outdoor recreation.

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

Comments:

Signature [signature] Date March 12, 2019

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

RECEIVED
MAR 12 2019
By Town Mgr.
3

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

Name: BYRON HAYNES

Address: 11 CLIFF STREET, NORWICH VT

Day phone: 802-291-5810 Evening phone: 649-3904

E-mail: BYRON@HGARCHITECTS.COM

Position Applied For: Land Management Council

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: LESS THAN ONE Years: ½

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   KNOWLEDGE OF TRAILS, BUILDING, DESIGN & MAINTENANCE. YEARS OF OUTDOOR RECREATION AND AN INTEREST IN WILDLIFE HABITAT.

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

5. Education and Current Employment

Name of Company: HAYNES & GARTHWAITE ARCHITECTS
Location: 11 BEAVER MEADOW RD NORWICH
Title: PRINCIPAL / ARCHITECTURE
Describe your work:

6. Pertinent Education and/or Experience:
BA COLGATE UNIVERSITY
MARCH HARVARD UNIVERSITY

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

Comments:

Signature [signature] Date 3/10/19

3

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

Name: JOHN M. FARRELL

Address: 748 TURNPIKE RD
NORWICH, VT 05055

MAILING
PO BOX 403

Day phone: 802-649-2672 Evening phone: CELL: 802-299-9978

E-mail: jjtwister@gmail.com

Position Applied For: TOWN SERVICE OFFICER

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 2 Years: 2

2. Would you be available for evening and/or morning meetings?
   Evening: (Yes (X) No) ( ) Morning: (Yes (X) No). ( )
   Are there other restrictions on your availability? If so, please describe:
   EVERY OTHER YEAR I AM AWAY THE MONTHS OF JULY/AUGUST

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment. SERVED TWO YEARS AS TSO SO I AM FAMILIAR WITH POSITION

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

   VERNAL POOL MONITORING FOR VERMONT ECO STUDIES

5. Education and Current Employment

Name of Company: Retired Location:
Title:
Describe your work:

6. Pertinent Education and/or Experience:

College

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

Comments: Enjoyed past two years helping others in the community

Signature [signature] Date 3/14/2019

5a.i

Miranda Bergmeier

From: Charlotte Metcalf <smetcalf@sover.net>
Sent: Monday, March 11, 2019 10:41 AM
To: Miranda Bergmeier; Miranda Bergmeier
Subject: questions for enhanced energy committee and select board
Attachments: Energy Committee or Select Board letter to explain procedures going forward.docx; ATT00001.txt

I understand you will be discussing how to respond to questions for the board at a meeting in the near future.
At the suggestion of a board member, I am resending some questions which I submitted to the board last year before it approved the Town Plan.

Sincerely,
Charlotte Metcalf

>
>
>

Energy Committee or Select Board letter to explain procedures going forward:

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

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

1. Who will determine the correct amount of solar energy that the town needs to provide?
2. What metrics will be used to determine that number?
3 What portion of Norwich total energy demands will we aim to fill?
4. What portion will 16 MW on 160 acres fill?
5. How will appropriate sites be selected? By whom will they be selected?
6. Who will own the land underneath the solar arrays?
7. How will the land be acquired?
8. If the land is owned by the PUC, how will the solar developer be selected?
9. Will there be an open bidding process?
10. What will the criteria be for a firm to earn the contract?
11. Will there be different restrictions on a system that a private owner installs?
12. To whom should we speak if we know of a potential site for solar?
13. Will voters be given any opportunity to weigh in on the systems that are planned?

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

1. the difference between an energy committee and an "enhanced" energy committee
2. the significance of "preferred" siting
3. the significance of Two Rivers Ottaquechee Regional approval of the Norwich energy plan
4. the difference for the Select Board of its approval for the Town Plan and its endorsement of the Energy Plan once it has been completed
5. will there be a map to show the "preferred" sites to the public at a hearing?
6. Which body/town office will execute/enforce the energy plan?

Thank you for your consideration
Charlotte Metcalf

5 a.ii

Lynnwood B. Andrews
69 Meetinghouse Rd
Norwich, VT 05055

March 19, 2019

To the Norwich Select Board:

I am writing in favor of the plastic bag ban proposed by the 5th graders. The children of our community have engaged in the democratic traditions of Vermont and asked us to take a step toward improving their future. We should support them in their civic engagement and take pride in working with them to improve our environment.

I believe the 5th graders have done their homework well, and provided you and all the town's residents with cogent reasons for reducing plastic waste in Norwich.
Plastics take hundreds of years to break down completely. In the meantime, they turn into micro particles that show up in our soils and waters, and thereby are consumed by animals and humans alike. The feeding, growth, reproduction and survival of many marine species are affected by the consumption of plastic. In addition, there is evidence of climate impacts in the manufacturing of plastics as well as in their presence in the waste stream.

Several recent posts to the Norwich listserve have provided links to studies about the climate impacts of various grocery bags. One is a 2011 study from the UK and the other is a 2018 Danish study. In reading those studies several things stood out.

First, those studies were confined to studying the climate impacts of the manufacturing, transportation and patterns of use of various types of grocery bags, and specifically stated that they were not including the global problem of plastic pollution in their analyses. The fifth graders were rightly concerned about climate and pollution. We all want to secure a healthy environment and reduce pollution.

Second, the studies assumed that the final disposal of the bags would either be recycling, or incineration. Being sent to a landfill, or ending up as litter were excluded in the analyses. The optimal usage pattern for single-use plastic bags was if the consumer re-used the bags at least once for grocery shopping and then used them to line a trash can and then they were incinerated. It seems doubtful that most people who use single-use plastic bags here in Vermont are taking them back to the store at least once to re-use before using them to line their trash cans. Further, Vermonters have resoundingly opposed trash incineration due to air pollution concerns, so bags used as trash can liners end up in our landfill. From there, they break down into micro particles polluting our soil and water.

Finally, the studies provided information on patterns of use that resulted in equivalent climate impacts, not endorsements of one type of bag over another. The number of times that most re-usable grocery bags would have to be re-used in order to be better for the climate than single-use bags were not all that onerous, as some on the listserve have

pointed out. Using the re-usable plastic ones over a period of 2-3 years, even if one shopped only once a week, puts you over the top. Had the pollution impacts also been considered, then the re-usable bags would have come out even better.

The students were absolutely correct to state that the real goal is to reduce plastic waste period. They have proposed one action that we all can take to limit our use of plastic and to keep plastic bags out of the landfill. They deserve our full support.

Sincerely,

Lynnwood B. Andrews

I am submitting this letter as an individual citizen, not in my capacity as a member of the Norwich Conservation Commission.

5a.iii

Miranda Bergmeier

From: Linda Gray <linda.c.gray@gmail.com>
Sent: Wednesday, March 20, 2019 4:44 PM
To: Miranda Bergmeier; Herb Durfee
Subject: ban on single-use plastic bags

To the Selectboard;

I am writing to encourage you to follow the recommendations of the MCS fifth-graders regarding a town ban on point-of-sale plastic bags.

Evaluating the many, varied environmental impacts of different types of single-use bags is VERY complex. Just skim these web pages...
- https://www.ecoenclose.com/Paper-versus-Plastic-and-Bio-Plastic-/
- http://www.washingtonpost.com/wp-dyn/content/graphic/2007/10/03/GR2007100301385.html?noredirect=on
- https://medium.com/stanford-magazine/paper-plastic-or-reusable-cloth-which-kind-of-bag-should-i-use-c4039575f3f1

As the last one notes, "...single-use plastic bags have the smallest carbon footprint, at least in terms of single-bag production. But that's only the beginning. How we use and dispose of bags matters even more." This point highlights for me the important role a ban can play in reducing reliance on single-use bags.

And, bans are proving to be effective: Californians voted in 2016 to enact a state law banning plastic shopping bags; in 2013 California retailers were distributing more than 19 billion single-use plastic bags every year; one year after the ban, that number was zero.

I urge you to incorporate a fee into the ban ordinance as well, based on this study https://scaan.net/docs/ScAAN_Bags_report.pdf , which concludes "A ban without a fee is likely less effective than a policy with a fee component."

Thank you for taking action on this important issue!

Linda Gray
175 Kerwin Hill Rd.

Virus-free. www.avast.com

5a.iv

Miranda Bergmeier

From:	Stuart Richards <srichards@globalrescue.com>
Sent:	Wednesday, March 20, 2019 7:55 PM
To:	Herb Durfee; Miranda Bergmeier; Rod Francis; John Pepper; Mary Layton; Claudette; John Langhus; roger.arnold@norwichlibrary.org; Rod Francis
Cc:	Ralph Hybels; Jeff Lubell; Jaci Allen; Chris Katucki; Paul Manganiello; Jim Kenyon; John Gregg; Clay Adams; Tim Briglin; John Farrell; Doug Britton; Star Johnson; Marcia Calloway; Colin G. Calloway; Linda Cook; Gus Seelig; Jonathan Bond; Andrew Winter
Subject:	Re: NORWICH AFFORDABLE HOUSING INC. AGENDA FOR THURSDAY 2/7/19 MEETING

Dear Selectboard Members,

Doug Britton has informed me that both parcels on Goodrich Four Corners which were hoped to be home for affordable housing are now under contract. I'd like to thank Doug for his patience and cooperation over many months in his attempt as trustee for the properties to see small scale affordable housing created in Norwich. Thank you to Twin Pines for your efforts as well. Although this attempt to create small scale affordable housing has failed there will no doubt in the future be other projects that will hopefully be successful.

In at least the near term, as a Director of Norwich Affordable Housing Inc., I will be less available to pursue affordable housing opportunities owing to other responsibilities. I want to wish all those who are working in support of creating small scale affordable housing the very best of luck.

Thank you for your past support.

Stuart L. Richards, Director
Norwich Affordable Housing, Inc.
802-649-3928

Herb and Rod – please make the above note a part of correspondence for the Selectboard, Planning Commission and Affordable Housing Subcommittee at their next meetings.

5b

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
FAIRFIELD	HOWARD P FAIRFIELD, LLC	02/28/19	DPW-DUMP BODY, PLOW 6511858	07-5-700322.00 HIGHWAY EQUIP. PURCHASES	77015.00	7466	03/27/19
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	03/01/19	DPW-2019 FREIGHTLINER 7141329	07-5-700322.00 HIGHWAY EQUIP. PURCHASES	68778.00	7467	03/27/19
	Report Total				145793.00		

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 $ ***145,793.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR _____ TOWN MANAGER: _____
Roberta Robinson Herb Durfee, Town Manager

SELECTBOARD:

_____ _____ _____ _____ _____
John Langhus Roger Arnold Claudette Brochu John Pepper, Chair Mary Layton

Vendor	Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
ATLANTICT ATLANTIC TACTICAL	01/31/19	PD-3 BULLET PROOF VESTS SI-80655967	21-5-500612.00 SPEC EQUIP CAPITAL	3012.80	7458	03/27/19
Report Total				3012.80		

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 $ *****3,012.80
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR
Roberta Robinson

TOWN MANAGER: _____
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus | Roger Arnold | Claudette Brochu | John Pepper, Chair | Mary Layton

5b

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
ANYTIME	ANYTIME CARPET CARE & CLE	03/02/19	PUBSFTYBLDG-CLEANING 234309	01-5-485302.00 REPAIRS & MAINTENANCE	360.00	7457	03/27/19
ANYTIME	ANYTIME CARPET CARE & CLE	03/18/19	PUBSFTYBLDG-CLEANING 234313	01-5-485302.00 REPAIRS & MAINTENANCE	360.00	7457	03/27/19
BAYSTATE	BAY STATE ELEVATOR CO.	03/15/19	TH-ELEVATOR BROKEN 499606	01-5-706107.00 ELEVATOR MAINTENANCE	150.00	--------	--/--/--
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-005123.00 HEALTH INSUR	4422.16	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-100123.00 HEALTH INS	2458.69	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-350123.00 HEALTH INS	1137.26	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-425123.00 HEALTH INS	625.62	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-555123.00 HEALTH INSURANCE	1604.40	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-704123.00 HEALTH INSURANCE	2083.55	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-500123.00 HEALTH INS	5760.13	7459	03/27/19
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/19	APRIL 19 HEALTH INSURANCE 086679454	01-5-703123.00 HEALTH INSUR	8013.36	7459	03/27/19
CASELLA	CASELLA WASTE SERVICES	03/01/19	TS- FEB RECYCLING 0471461	01-5-705308.00 FOOD WASTE DISPOSAL	450.32	--------	--/--/--
CASELLA	CASELLA WASTE SERVICES	03/01/19	TS- FEB RECYCLING 0471461	01-5-705305.00 RECYCLING	2341.90	--------	--/--/--
CASELLA	CASELLA WASTE SERVICES	03/01/19	TS-FEBRUARY SOLID WASTE 0471462	01-5-705303.00 MUNICIPAL SOLID WASTE	3642.58	--------	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	03/20/19	CHILD SUPP PPE 3-23-19 PP E 3/23/19	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	7460	03/27/19
COMCAST	COMCAST	03/01/19	PD-FD-TRIPLE PLAY 0027121	01-5-500501.00 ADMINISTRATION	198.43	7461	03/27/19
COMCAST	COMCAST	03/01/19	PD-FD-TRIPLE PLAY 0027121	01-5-555625.00 TELEPHONE & INTERNET	134.44	7461	03/27/19
COMCAST	COMCAST	02/28/19	DPW-INTERNET,PHONE, CABLE 0028756	01-5-703505.00 TELEPHONE	137.70	7461	03/27/19
COMCAST	COMCAST	03/06/19	GEN ADMIN-FIXED IP APRIL 2019	01-5-275632.00 SERVER MAINTENANCE	19.95	7461	03/27/19
CRYSTAL	CRYSTAL ROCK, LLC	02/05/19	DPW,TS-COOLER RENTAL 030519	01-5-705515.00 ADMINISTRATION	14.00	--------	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	02/05/19	DPW,TS-COOLER RENTAL 030519	01-5-703507.00 SUPPLIES	15.00	--------	--/--/--
DEADRIVER	DEAD RIVER COMPANY	03/07/19	PUB SFTY-305.4 GAL #2FUEL 85415	01-5-485234.00 HEATING	725.66	7462	03/27/19
DEADRIVER	DEAD RIVER COMPANY	03/07/19	TH-476.1 GAL #2 FUEL 90817	01-5-706103.00 HEATING	1131.26	7462	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-005531.00 ADMIN TELEPHONE	38.18	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-100531.00 TELEPHONE	38.16	7463	03/27/19

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-200531.00 TELEPHONE	38.16	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-275531.00 TELEPHONE	71.35	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-300531.00 TELEPHONE	38.16	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-350531.00 TELEPHONE	38.16	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-425127.00 TELEPHONE	38.16	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-705505.00 TELEPHONE	35.07	7463	03/27/19
EARTHLINK	EARTHLINK BUSINESS	03/01/19	TELEPHONE SERVICE 136786100301	01-5-703505.00 TELEPHONE	44.87	7463	03/27/19
ECONO	ECONO SIGNS, LLC	03/04/19	DPW-GILE MTN SIGNS 10-951105	01-5-703217.00 SIGNS	233.00	7464	03/27/19
EVANSMOTO	EVANS GROUP, INC.	03/04/19	DPW-717 GAL DIESEL 656600	01-5-703405.00 PETROLEUM PRODUCTS	1776.72	--------	--/--/--
EVANSMOTO	EVANS GROUP, INC.	03/11/19	DPW-305 GAL DIESEL 657078	01-5-704405.00 PETROLEUM PRODUCTS	740.36	--------	--/--/--
EVANSMOTO	EVANS GROUP, INC.	03/12/19	300 GALLONS PREMIUM GAS 657235	01-1-004102.00 PREPAID EXPENSES	863.88	--------	--/--/--
EVANSMOTO	EVANS GROUP, INC.	03/18/19	DPW-400 GAL DIESEL 657593	01-5-703405.00 PETROLEUM PRODUCTS	954.95	--------	--/--/--
EYEMED	COMBINED INSURANCE CO OF	02/21/19	EYE INSURANCE 163808629	01-2-001126.00 VISION SERV PLAN-PAYROLL	154.32	7465	03/27/19
EYEMED	COMBINED INSURANCE CO OF	02/21/19	EYE INSURANCE 163808629	01-5-800506.00 COBRA	6.74	7465	03/27/19
FRANK	JENNIFER FRANK	03/06/19	PD-GRAFFITI COVERUP 3/6/19	01-5-500202.00 COMMUNITY RELATNS	15.95	--------	--/--/--
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	03/04/19	DPW-LOW COOLANT SENSOR LP286831	01-5-703403.00 PARTS & SUPPLIES	90.92	7467	03/27/19
GOODPOINT	GOOD POINT RECYCLING	02/25/19	TS-NON CED ITEMS 2,234 LB 75545	01-5-705305.00 RECYCLING	335.10	7468	03/27/19
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	03/21/19	TS-STAIRS 3015113	01-5-705411.00 REPAIRS & MAINTENANCE	64.93	7469	03/27/19
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	03/07/19	DPW-CASTERS PLOW STAND 7053294	01-5-703403.00 PARTS & SUPPLIES	21.92	7469	03/27/19
IRVINGOIL	IRVING ENERGY DISTRIB. &	03/06/19	DPW-548 GAL PROPANE 853391	01-5-703405.00 PETROLEUM PRODUCTS	780.35	--------	--/--/--
JAYS	BRENTON K. SOUTHWORTH	03/05/19	PUBSFTYBLDG-FROZEN SEPTIC 191403	01-5-485302.00 REPAIRS & MAINTENANCE	795.00	7470	03/27/19
KLEEN	KLEEN LAUNDRY & DRYCLEANI	03/06/19	PD-FEB DRY CLEANING FEBRUARY	01-5-500583.00 UNIFORMS CLEANING	130.10	7471	03/27/19
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-005124.00 DISABILITY/LIFE INSUR	140.21	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-100124.00 DISABILITY/LIFE INS	114.26	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-200124.00 DISABILITY/LIFE INS	65.06	--------	--/--/--

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-350124.00 DISABILITY/LIFE INS	73.14	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-704124.00 DISABILITY/LIFE	94.99	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-500124.00 DISABILITY/LIFE INS	309.03	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.05	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-703124.00 DISABILITY/LIFE	358.37	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-200124.00 DISABILITY/LIFE INS	-32.22	--------	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/07/19	APRIL-LIFE & DISABILITY APRIL 2019	01-5-300124.00 DISABILITY/LIFE INSURANCE	-19.75	--------	--/--/--
M&M	M&M CUSTOM GRAPHICS & EMB	03/06/19	DPW-TRUCK LETTERING 3/6/2019	01-5-703403.00 PARTS & SUPPLIES	190.00	7472	03/27/19
MCNEIL	MCNEIL, LEDDY & SHEAHAN,	02/28/19	TADMIN-LEGAL 31756	01-5-005300.00 PROFESS SERV	70.00	7473	03/27/19
MCNEIL	MCNEIL, LEDDY & SHEAHAN,	02/28/19	TADMIN-UNION NEGOTIATIONS 31791	01-5-005300.00 PROFESS SERV	1575.00	7473	03/27/19
MIS 1	LARS BLACKMORE	03/13/19	REC-HALLOWEEN '18 PICTURE 3/13/2019	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	35.26	7474	03/27/19
MORTON	MORTON SALT, INC.	03/01/19	DPW-102.46 TON SALT 5401801055	01-5-703201.00 SALT & CHEMICALS	7208.06	7475	03/27/19
MORTON	MORTON SALT, INC.	03/05/19	DPW-32.27 TONS SALT 5401803653	01-5-703201.00 SALT & CHEMICALS	2270.20	7475	03/27/19
NEMRC	NEW ENGLAND MUNI RESOURCE	03/01/19	TC,LIST,FIN-ANNUALSUPPORT 43549	01-5-100613.00 SOFTWARE	146.08	7476	03/27/19
NEMRC	NEW ENGLAND MUNI RESOURCE	03/01/19	TC,LIST,FIN-ANNUALSUPPORT 43549	01-5-300360.00 SOFTWARE MAINT/UPDATE	438.24	7476	03/27/19
NEMRC	NEW ENGLAND MUNI RESOURCE	03/01/19	TC,LIST,FIN-ANNUALSUPPORT 43549	01-5-200613.00 SOFTWARE	876.49	7476	03/27/19
NORSCHOOL	NORWICH SCHOOL DISTRICT	03/22/19	#6 PYMNT 18-19 TAX #6 18-19 TAX	01-2-001123.00 SCHOOL DISTRICT TAX	2000000.00	7477	03/27/19
PITNEY	PITNEY BOWES	02/27/19	GEN ADM-METER 3-30 6-29 3308286877	01-5-275536.00 POSTAGE METER RENTAL	171.21	7478	03/27/19
R&R	R&R COMMUNICATIONS INC	02/22/19	PD-RADIO REPAIR EQ 2 55433	01-5-500301.00 RADIO MAINTENANCE	395.00	7479	03/27/19
RIVERROAD	RIVER ROAD VETERINARY CLI	03/11/19	PD-2 STRAY CATS 335989	01-5-500201.00 ANIMAL CONT/LEASH LAW	594.00	7480	03/27/19
SDIRELAND	S.D. IRELAND CONCRETE CON	02/19/19	DPW-4 POLE BASES 349210	01-5-703713.00 2017 VTRANS BIKE & PED GR	2584.00	7481	03/27/19
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	03/14/19	TH, TG-MONTHLY ALLOCATION MARCH 2019	01-5-706101.00 ELECTRICITY	783.60	--------	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	03/14/19	TH, TG-MONTHLY ALLOCATION MARCH 2019	01-5-703501.00 ELECTRICITY	64.53	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/14/19	PUBSFTY,TS,PD-SOLAR ALLOC 1903-01	01-5-500204.00 SPEED SIGNS	84.08	--------	--/--/--

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/14/19	PUBSFTY,TS,PD-SOLAR ALLOC 1903-01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	52.55	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/14/19	PUBSFTY,TS,PD-SOLAR ALLOC 1903-01	01-5-705501.00 ELECTRICITY	78.82	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/14/19	PUBSFTY,TS,PD-SOLAR ALLOC 1903-01	01-5-485233.00 ELECTRICITY	310.02	--------	--/--/--
TARRANT	TARRANT, GILLIES & RICHAR	02/28/19	TADMIN-LEGAL 12190	01-5-005300.00 PROFESS SERV	337.50	7482	03/27/19
TSSAND	TWIN STATE SAND & GRAVEL	02/28/19	DPW-385.48 TON SAND 88462	01-5-703203.00 SAND	3380.68	7483	03/27/19
TWINMON	TWIN STATE MONUMENTS	01/24/19	CEM COMM-REPAIR 2655	01-5-675700.00 STONE CLEANING	400.00	7484	03/27/19
VALLEYNEW	VALLEY NEWS	02/10/19	LIST-JOB AD 23954	01-5-300540.00 ADVERTISING	157.40	7485	03/27/19
VALLEYNEW	VALLEY NEWS	02/13/19	TADM-JOB AD 24206	01-5-005540.00 ADVERTISING	130.70	7485	03/27/19
VALLEYNEW	VALLEY NEWS	02/13/19	TADM-JOB AD 24207	01-5-005540.00 ADVERTISING	154.10	7485	03/27/19
VERIZWIRE	VERIZON WIRELESS	03/04/19	PD,FD,TMGR,DPW-FEB CELL 9825506143	01-5-005532.00 T MNGR CELL PHONE	56.35	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	03/04/19	PD,FD,TMGR,DPW-FEB CELL 9825506143	01-5-500501.00 ADMINISTRATION	56.35	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	03/04/19	PD,FD,TMGR,DPW-FEB CELL 9825506143	01-5-555625.00 TELEPHONE & INTERNET	25.42	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	03/04/19	PD,FD,TMGR,DPW-FEB CELL 9825506143	01-5-703505.00 TELEPHONE	190.15	--------	--/--/--
VMCTA	VT MUNICIPAL CLERKS & TRE	03/22/19	TC-VMCTA SPRING TRAINING 2019TRAINING	01-5-100615.00 DUES/MTGS/EDUC	50.00	7486	03/27/19
VTMUNI	VERMONT MUNICIPAL ASSESSO	03/01/19	LIST-ASSESSOR FEBRUARY 1130	01-5-300300.00 PROFESS SERVICES	2028.14	--------	--/--/--
VTPUBLICS	STATE OF VT-DEPT OF PUBLI	02/28/19	PD-VIBRS & VLETS 77804	01-5-500535.00 VIBRS	846.50	7487	03/27/19
VTTRANS	VT AGENCY OF TRANSPORTATI	03/22/19	DPW-2019 FREIGHT REG 2019 FREIGHT	01-5-703515.00 ADMINISTRATION	53.00	7488	03/27/19
WBMASON	W.B. MASON CO., INC.	02/08/19	TS-INK CARTRIDGE I63406408	01-5-705403.00 PARTS & SUPPLIES	26.27	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	02/13/19	DPW-FIN-OFFICE SUPPLIES I63547167	01-5-703507.00 SUPPLIES	18.58	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	02/13/19	DPW-FIN-OFFICE SUPPLIES I63547167	01-5-200610.00 OFFICE SUPPLIES	20.08	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	02/27/19	PD-OFFICE SUPPLIES I63971334	01-5-500501.00 ADMINISTRATION	127.61	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	03/07/19	TADMIN-TONER & CABLES I64242129	01-5-005610.00 OFFICE SUPPLIES	116.46	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	03/11/19	TADMIN-CABLE I64315694	01-5-005610.00 OFFICE SUPPLIES	12.19	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	03/11/19	PUBSFTYFAC- SUPPLIES I64331241	01-5-485301.00 BUILDING SUPPLIES	96.58	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	03/11/19	DPW-OFFICE SUPPLIES I64334149	01-5-703507.00 SUPPLIES	39.04	--------	--/--/--

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
WBMASON	W.B. MASON CO., INC.	03/14/19	GEN ADMIN-COPY PAPER I64462100	01-5-275610.00 OFFICE SUPPLIES	175.74	--------	--/--/--
					2071044.77		
			Report Total				

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 $ *2,071,044.77
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR
Roberta Robinson

TOWN MANAGER: _____
Herb Durfee, Town Manager

SELECTBOARD:

_____ John Langhus
_____ Roger Arnold
_____ Claudette Brochu
_____ John Pepper, Chair
_____ Mary Layton

DRAFT Minutes of the Selectboard Meeting of
Wednesday, March 13, 2019 at 6:30 pm

5c

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Linda Cook; Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager. John Langhus was present via telephone, but not yet sworn in and therefore not a voting member.

There were about 9 people in the audience.

Also participating: Linda Cook, Liz Blum, Rod Francis, Jaci Allen, and Sgt. Jennifer Frank (Norwich Police Dept.).

1. Approval of Agenda. Selectboard (SB) members agreed to proceed with the agenda as drafted.

2. Public Comment. Linda Cook asked a question about a charge by Pathways Consulting on the warrants, and also made a suggestion for an amendment to the March 5, 2019 minutes.

3. Consent Agenda. Layton **moved** (2nd Brochu) to approve the consent agenda, including Linda Cook's suggestions for amendments to the March 5, 2019 minutes. **Motion passed unanimously.**

4. Town Manager Report. Durfee said that he will continue to provide updated financial reports, along with written narratives. Durfee said he does reports in order to be transparent with the SB about important activities and events, to keep the public informed, and to keep his own records of the year's events. Durfee asked SB members for any suggestions about reports. Layton said that she like to hear from Herb verbally at the meetings, and is also happy with the level of detail he has included in his written reports. Brochu said she likes getting the written reports in the SB packets; she likes to get general information unless it's about something that the SB needs to act on. SB members agreed that they want written reports once a month. Langhus said he would like strategic information in the Town Manager's report. Brochu said she wants some status report regarding FEMA in every Town Manager's report. Durfee said the Recreation Director interviews have been happening, and they are starting on the Finance Director interviews soon. Contract negotiations with the Police and DPW union have begun. The FEMA process for the July 2017 storm and for the last portion of Hurricane Irene funding is ongoing. Durfee told the SB that he is out of the office next week for vacation. Pepper asked about the Finance Director search and Durfee said that we have received approximately 7 applications thus far.

5. Proposed Ordinance to Ban Plastic Bags – 2nd Reading. Langhus asked if it is possible to have more time to get the draft ordinance in front of the public for their input. Durfee said that yes, there is no immediate deadline for the SB to make a decision on the ordinance. Brochu wants to have more publicity to the public. Brochu also wants to discuss the ordinance but not vote on it tonight; Layton agreed. Arnold asked what Herb wants to work on with this ordinance. Durfee said he has made suggestions for edits based on the Vermont statue enabling this type of ordinance. Durfee substituted the state statutory language where it conflicted with Norwich's draft ordinance. Langhus agreed that we should have the town's attorney look at the draft ordinance before the SB votes on a final version. Langhus would like to send the original ordinance draft without Durfee's revisions to the lawyer. Layton questioned whether this ordinance is too heavy-handed for Norwich's goals. She doesn't want this to be overly punitive. Pepper said banning plastic bags is a growing trend. Langhus acknowledged Layton's concerns, but he wants manufacturers to stop making products – like plastic bags – that cannot be safely disposed of after use. Brochu said this would be a

small first step to reduce pollution. Brochu asked Langhus about the paper bag charge. Langhus said that charge is there to encourage people to bring their own shopping bags. Brochu thinks that is overreaching to require a paper bag fee. Liz Blum asked how the plastic bag ban would play out at the farmer's market. Blum is in favor of this ban, in order to change our behavior. The more these bans occur, the more pressure will be on manufacturers to change their packaging. Pepper asked what is the next step in the process. SB members agreed that Langhus and Durfee will work together to get a new draft to send to an attorney for review. After the review is done, then it can come back to the SB for further consideration. No motion was made. Durfee updated the SB regarding plastic bag & films recycling. Durfee said that Casella can put 96-gallon containers at the transfer station and the cost would be approximately $200 per load for hauling and processing.

6. Affordable Housing Fund. The Planning Commission (PC) have developed ta draft for review by the Affordable Housing Subcommittee (AHS) at their 3/25/2019 meeting. Rod Francis, Planning Director, sent the latest draft policy approved by the PC to Pepper, who shared it with other SB members. The next step is for the AHS to give their input and revise the draft policy, as appropriate. Layton asked about the interest rate mentioned in the draft and if it is an appropriate rate. Francis said that the AHS discussed that at length, and the idea is for the relatively small fund to be used all at once and then repaid. Arnold asked if it's been considered to add to this fund from other sources. Francis said yes, they have considered that, but were not there yet. Arnold asked about governance of the fund and who will review applications. Francis said the draft policy enables the SB to be the decision makers. Layton asked if Francis could please read aloud from the draft, which will be included as correspondence in the SB 3/27/2019 packet.

7. Norwich PD Firearms Requisition Request. Brochu **moved** (2nd Layton) to approve the expenditure of up to $1,750.00 from the designated special equipment fund to replace the firearms and associated necessary gear as described in the firearms requisition request dated 2-1-2019. Sgt. Jennifer Frank, Norwich Police Dept. (NPD), said that it is recommended that every so often a police department needs to update its firearms. Frank summarized the NPD's request, reviewing with the SB members the written materials submitted in the SB packet. Frank said the NPD is moving from 6 weapons down to 5. Layton asked about training with the new weapons; Frank said that all officers will train on the new weapons during their usual annual training. Arnold asked about the disposal of the old guns. Frank said that they will be traded in with a properly-licensed retailer. Arnold asked about the higher capacity magazines in the new handguns. Frank explained that the current needs of the NPD are best served with the proposed guns, which are the model recommended by law enforcement agencies such as the FBI. Arnold explained that he is uncomfortable with the larger capacity magazines. **Motion passed (yes- 3; no- 0; abstain- Arnold).**

8. Selectboard Goals 2019-2020. Pepper suggested that the SB decide if they should meet specially to discuss goals for 2019-20 and review the 2018-19 goals. Brochu would like a special meeting with a facilitator. Layton asked if there is a more streamlined process the SB should use. Pepper said the SB follow-through could have been better. Layton and Arnold agreed with the idea of having a facilitator. Langhus suggested having a special meeting at some point with all members of all Town committees and commissions to discuss the Vermont Open Meeting Law and expectations. Other SB members agreed to do this at a time after all new appointment have been made. SB members agreed to have a special meeting at 6:30 pm on March 28, 2019 to discuss SB goals for 2019-2020. Pepper will ask John Carroll if he can serve as a facilitator for the 3-28-2019 meeting.

9. a. Selectboard Meeting Schedule. Langhus suggested the SB allow more time in one meeting each month to dig into meatier issues. SB members agreed to discuss at their 3/28 special meeting. SB members agreed to a revised 2019-20 calendar, which Pepper will send to Durfee for release.

Layton **moved** (2nd Brochu) to set the Selectboard's regularly scheduled meetings for the 2nd and 4th Wednesdays of the month at 6:30 pm except as modified by the Selectboard and to approve the Selectboard meeting calendar as presented and amended. **Motion passed unanimously.**

b. Rules for Conduct of Meetings. Layton asked Durfee asked how it would work to have the Chair and Town Manager set the SB agenda. Durfee said that anyone who wants something on the agenda would contact Durfee or the Chair to ask for the item to be put on the agenda. SB members discussed edits to the policy regarding the conduct of meetings. Brochu **moved** (2nd Arnold) that the Norwich Selectboard amend the Rules for Conduct of Regular and Special Meetings as follows: in paragraph 4.1, delete the words, "subject to the approval of two other board members." **Motion passed unanimously.**

c. Procedure for Receipt of Correspondence. Brochu said the SB needs to firm up their correspondence policy, especially regarding emails sent individually to SB members. SB members agreed to keep the policy largely the same, with a minor modification to make clear that SB correspondence will not be posted on the website separate from SB packets. Brochu **moved** (2nd Layton) that the Norwich Selectboard amend the Procedure for Receipt of Correspondence as follows: under paragraph 5, the last sentence should be deleted and another sentence added, which reads, "Selectboard correspondence can be viewed within Selectboard meeting packets." **Motion passed unanimously.** Linda Cook asked how should members of the public submit correspondence if they want it to be included in the official SB correspondence. SB members agreed that the writer should request explicitly that the item be made part of official SB correspondence.

d. Status of Town Appointments. SB members reviewed a list of current appointments and their expiration dates. Layton said that Martha Drake and Paula Harris are no longer Bugbee Senior Center reps. Brochu will contact the Bugbee Center to ask if they need a Norwich representative or not. SB members discussed what process they should use for making appointments. Pepper proposed that first-time applicants should appear at a SB meeting or have someone speak on their behalf. SB members worked together to draft a revised policy. [This policy will be included in the SB 3/27/19 meeting packet.] Brochu **moved** (2nd Layton) to approve the Selectboard Appointment Policy as crafted at their March 13, 2019 meeting. **Motion passed unanimously.**

11. Future Meeting Agenda Items. SB members agreed to the following agenda items for their next meeting:

Appointments to Open Positions on Town Committees, Commissions, etc.
Selectboard Policies – Review the list of 86 policies

10. Town Manager Evaluation. Layton **moved** (2nd Brochu) to enter executive session under 1 VSA §§ 313(a)(3) in order to discuss personnel issues and to possibly include the Town Manager at some point. **Motion passed unanimously.**

The Selectboard moved into executive session at 10:20 pm.

Brochu **moved** (2nd Arnold) to enter public session. **Motion passed unanimously.**
At 10:40 pm the Selectboard moved into public session.

Layton **moved** (2nd Brochu) to accept the Town Manager evaluation as of March 13, 2019. **Motion passed unanimously.**

At 10:53 pm, Brochu **moved** (2nd Pepper) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:53 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2019

_____
John Pepper
Selectboard Chair

Next Meetings – March 27, 2019 – Regular Meeting at 6:30 PM
March 28, 2019 – Special Meeting at 6:30 PM – to discuss 2019-20 SB Goals

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

Policy Review (working from newest to oldest from list provided my Miranda.)

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70. Personnel Records Policy: under review in PP policy. Newest version needs to be in policy binder .

69. Town of Norwich Selectboard procedure for receipt of correspondence. 2018 review/approval. Good.

68. Road and Bridges: new from 2018. OK.

67. Reporting of Committees: OK. Want to revise the form.

66. Conflict of Interest: new 2018. OK. Replaces #62, 51, 47,

65. Town service Officer: needs review.

64. Rules of Conduct: needs review but wait until 3/2019.

63. Town Road and bridges: delete. Has been updated.

62. Delete. (Conflict of Inter. 8/23/17)

61. Investment policy: needs review but wait until 2019.

60. Transfer station and sticker: needs review, but wait until 2019.

59. Delete. (Investment policy.) Replaced with 61.

58. Delete. (Dupe of #57?)

57. Valuation of parcels etc: review by Listers.

56. Appropriation request and disbursement: review. Supercedes 55 and 52. Missing from policy book are updates from 8/2014 and 7/2015.

55. delete. (SB appropriation request)

54.Vehicle acquisition: review.

53. Capital Budget: 46 can be deleted. Needs review.

52. Delete. (Dupe of #55)

51. delete. (Conflict of Interest). Have a new one

50. Annex to SB financial policy: Review. Delete #43.

49. Authority of Zoning admin, etc: Review.

48. Financial policy of #2 undesign. Fund: Review.

47. delete. (Conflict of Int).

46. delete. (Capital budget). Newer version in #53.

45. town email policy: delete. Currently appendix 8 under review with Personnel Policies.

44. Code of ethics: under review in PP.

43. Annex to SB Financial policies/fund types: Review.

42. delete. (COI)Have new one.

41. Current tax collection: review previous and ? delete #9, 16, 29.

40. Financial Policy #3 Grants,Gifts, etc: Review.

39. Financial Policy #1 Budget Management: Review.

38. Open mtg policy: Was this revised this year? Lynn's Law.

37. Debt Management: Review. Delete #36.

36. Delete. (same as #37)

35. Policy & Procedure Norwich Conservation Trust Fund: Review.

34. Delete. Receipt of Correspondence: Replaced with #69 (policy on website).

33. Interim Flood Hazard Regs: Part of Zoning Regs.

32. Policy for Use of Banners: Revised 1/27/16. OK. Review in 2019.

31. Capital Assets Accounting: Needs review.

30. Policy on Class Four Highways: Needs review. Is Herb already doing?

29. Delete. (tax collection). Have newer version.

28. Delete. (sexual harassment) Currently under review in PP policy (newer version).

27. Policy for Trans, construction and Improvements: delete.

26. Policy on Personnel Records: Delete 26. Being reviewed in PP as policy #70.

24 &25. Norwich Police dpt Operations Order: Should they reside in PD or someplace else. Need review.

23. Index to Financials. Review.

22. Delete. (Secretary to SB)

21. Police Dpt Rules and Regs: Do they belong here? Need revisions.

20. Personnel Policies-hourly employees. ?Updated by new PP.

19. delete. (Personnel records). There is newer version and under review with PP.

18. delete. (Letter to SB)

17. delete. (PP hourly employees) Older than #20.

16. delete. (Deliquent taxes)

15. street naming: should be newer. Where is it.

14. Financial Policies: Review.

13. Financial policies: Review.

12. Disposal of surplus prop: review.

11. Delete. In PP review.

10. Tracy Hall: Review and update.

9. delete. (Deliquent taxes)

8. delete. (Street naming). See #15

7. Reg on consumption of etoh: Is Ordanance.

6 and 28.. Sexual Harrassment Policy: Updating with Personnel policies dates 1/11/12. Currently under review but not in policy book.

5. Non-discrim: needs review.

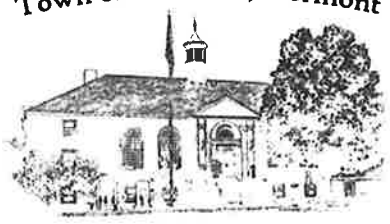
4. Communicable Dz: review. Who writes?

3 and 2: Time clocks. Review. What is current practice?

1. Hiring Procedure-review. What is current practice? Parts are in PP currently under review.

6c

Town of Norwich, Vermont



CHARTERED 1761

Selectboard Appointment Policy

Any person considering a position or an appointment on a commission or a committee is required to submit an application to the Town Manager's office. Applications can be found on the Town website or in the Town Offices (Tracy Hall, 300 Main Street).

If said applicant is seeking reappointment to a committee or commission, they may opt to use a previous application on file or submit a new application. Notification must be provided to the Town Manager for reappointment. Although highly encouraged, it is not required that they attend an interview by the Selectboard.

If said applicant is new to the committee or commission, the applicant is required to be interviewed by the Selectboard at a mutually agreeable Selectboard meeting date.

Anybody appointed shall adhere to the Town's Conflict of Interest Policy.

The policy herein duly adopted March 13, 2019 by the Norwich Selectboard.

BY:

_____
John Pepper, Chair

_____
John Langhus

_____
Claudette Brochu, Vice-Chair

_____
Mary Layton

_____
Roger Arnold

6

TOWN OF NORWICH SELECTBOARD
PROCEDURE FOR RECEIPT OF RESIDENT CORRESPONDENCE

Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople.

All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 3 pm of the preceding Thursday. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Town Manager and Selectboard Chair will review correspondence to identify those items that require Selectboard action. The Town Manager, Selectboard Chair or a designated representative will provide a brief oral review of all correspondence during the appropriate segment of the meeting agenda, and will include the name of the writer and a summary of the content of the correspondence. At the meeting, such correspondence will be reviewed, and where appropriate, voted on individually. The Board will determine whether a response is required from the Board.

When correspondence is received in the Town Offices a letter or email will be sent to the sender of each piece of such correspondence to acknowledge the Board's receipt of correspondence addressed to the Board and to indicate at what Selectboard meeting it will formally be received.

Hard copies will be made available upon request, in compliance with the State of Vermont retention time-table for municipal records, by the Town Manager's Office and will be posted on the Town's website. Selectboard correspondence can be viewed within Selectboard meeting packets.

The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read their correspondence into the record.

All correspondence not requiring Selectboard action will be received in one motion.

ADOPTED by the Norwich Selectboard on March 5, 2019.

_____ Effective Date: March 5, 2019

Selectboard Chair

6

Town of Norwich Selectboard
Rules for Conduct of Regular and Special Meetings

Whereas, the Selectboard is the governing body of the Town; and
Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town; and
Whereas, the Selectboard is required by law to make decisions in public, unless statutorily exempted; and Whereas, the public is entitled to a reasonable opportunity to express its opinion on matters considered by the Selectboard so long as order is maintained; and
Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. Absent a quorum the only action, which may be considered, is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda:
   - 4.1. Board members and the town manager may propose agenda items at a prior meeting or by email.
   - 4.2. Members should submit supporting information for inclusion in the packet by 9 am three business days before a meeting, where practical.
   - 4.3. The Chair finalizes the order of the agenda by noon three business days before a meeting, when practical.
   - 4.4. Changes may be made by consensus or by a vote of the Board at the beginning of regular meetings.
   - 4.5. Material introduced after the packet has been finalized shall be included in a subsequent packet for the record.
   - 4.6. Appointments and hearings may be allotted specific times.
   - 4.7. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting.
   - 4.8. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a time to be approved by a majority of the board.
   - 4.9. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure. A majority of the board may overrule the chair as a point of order.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).

10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.
11. These rules may be amended by majority vote of the Selectboard, and such rules must be adopted annually at the organizational meeting.

ADOPTED by the Norwich Selectboard on March 13, 2019.

Effective Date: March 13, 2019

_____

Selectboard Chair

FYI

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

March 12, 2019

TO: Herb Durfee, Town Manager
FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February 2019

- Current year tax collections for February were $ 5,213,830.
- The Delinquent Tax Warrant for 18-19 was $ 372,073 - 2.18% of total taxes billed ($17,029,765.) The total of new delinquents when added to existing delinquents equaled $ 475,978. As of March 12 delinquent taxes are $ 344,774.
- I have attached a spreadsheet which shows a history of delinquent tax information at the time taxes become delinquent.
- Gross payroll for February was $ 120,044, Accounts Payable $ 2,162,422.

Last saved on 3/20/2019 SUBJECT TO CHANGE

FYI

NORWICH SELECTBOARD MEETING CALENDAR/EVENTS
FOR THE PERIOD MARCH, 2019 THROUGH FEBRUARY, 2020
(Including Predetermined Agenda Items)

MARCH:
3/5 Special Selectboard Meeting at 8:00 pm (Organizational Meeting)
3/13 Selectboard Meeting at 6:30 pm
Agenda Items:
3/27 Selectboard Meeting at 6:30 pm –
Agenda Items: Open Positions Interviews/Appointments

APRIL:
4/10 Selectboard Meeting at 6:30 pm –
Agenda Items:
4/24 Selectboard Meeting at 6:30 pm –
Agenda Items: Open Positions Interviews/Appointments

MAY:
5/8 Selectboard Meeting at 6:30 pm –
Agenda Items:
5/22 Selectboard Meeting at 6:30 pm –
Agenda Items:

JUNE:
6/12 Selectboard Meeting at 6:30 pm –
Agenda Items:
6/26 Selectboard Meeting at 6:30 pm –
Agenda Items:

JULY:
7/10 Selectboard Meeting at 6:30 pm –
Agenda Items: Set tax rate
7/24 No meeting: Break

AUGUST:
8/14 No meeting: Break
8/28 Selectboard Meeting at 6:30 pm –
Agenda Items: Public Input on Fiscal Year 2021 Budget
Selectboard Discuss Fiscal Year 2021 Budget Guidelines

SEPTEMBER:
9/11 Selectboard Meeting at 6:30 pm –
Agenda Items:
9/25 Selectboard Meeting at 6:30 pm
Agenda Items:

Last saved on 3/20/2019 SUBJECT TO CHANGE

OCTOBER:

10/9 Selectboard Meeting at 7:30 pm (due to Yom Kippur)
Agenda Items:

10/23 Selectboard Meeting at 6:30 pm –
Agenda Items:

NOVEMBER:

11/6 Special Selectboard Meeting at 6:30 pm –
Agenda Items: Budget Overview

11/20 Special Selectboard Meeting at 6:30 pm –
Agenda Items: Department Budget Presentations

DECEMBER:

12/4 Special Selectboard Meeting at 6:30 pm –
Agenda Items: Budget Discussion

12/18 Special Selectboard Meeting at 6:30 pm –
Agenda Items: Budget Discussion

JANUARY:

1/8 Selectboard Meeting at 6:30 pm –
Agenda Items: Public Hearing on Budget

1/22 Selectboard Meeting at 6:30 pm –
Agenda Items: Adopt Budget

FEBRUARY:

2/12 Selectboard Meeting at 6:30 pm –
Agenda Items:

2/26 Selectboard Meeting at 6:30 pm –
Agenda Items:

FYI

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

March 12, 2019

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FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February 2019

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