

**Agenda for the Selectboard Meeting Wednesday, April 10, 2019 6:30 PM
Tracy Hall, Multipurpose Room**

1. Approval of Agenda (Action)
2. Administrative Matters
 - a. Public Comments on items not on the Agenda (Public comment; Board Discussion)
 - b. Consent Agenda (Action)
 - i. *Correspondence
 1. Vermont Dept. of Public Safety
 2. Liza Bernard
 3. Kris Clement
 4. Signe Taylor
 5. Jonathan Fenton
 6. Norwich Planning Commission
 - ii. *Warrants/Payables
 - iii. *March Financial Reports
 - iv. *Minutes – 3/27/2019 & 3/28/2019
 - v. *Quit Claim Deed from Town to Hanlon (Action)
 - c. *Town Manager Report (Discussion)
 - i. Union Negotiations Update
 - ii. *FY 2018-19 Budget Update – Revenues & Spending (Discussion)
3. Policy Matters
 - a. *TRORC Update – Jeff Goodrich, Norwich Rep to TRORC to provide update re: TRORC Activities (Discussion)
 - b. *Plastic Bags Ordinance – 2nd Reading & Possible Adoption (Public comment, Board discussion, and possible Action)
 - c. *Draft Affordable Housing Fund Policy - (Public comment, Board discussion, and possible Action)
 - d. Selectboard Goals Session Follow-up (Board Discussion – limited public comment)
4. Future Meeting Agenda Items (Board Discussion)
 - a. April 24 - Outdoor Farmers Market Solar Project – Possible Preferred Site Designation (Public comment, Board discussion, and possible Action)
 - b. April 24 - Town Plan update with Planning Commission (Public comment and Board discussion)
5. End of Meeting Debrief (Optional Board Discussion)
6. Adjournment (Action)

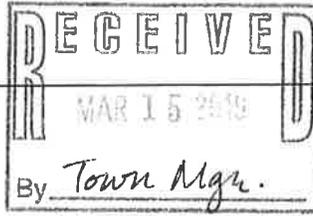
* Indicates agenda items with related documents in meeting packet

Next Regular Meeting – April 24, 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.



2 b.i.1



State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
<http://dps.vermont.gov/>
(802) 241-5000 (main)

Herbert A. Durfee, III, Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055

March 12, 2019

Reference: *FY 17 State Homeland Security Grant Program, CFDA# 97.067, Agreement # 02140-77152-1731*

Dear Mr. Durfee,

The Audit Unit of the Vermont Department of Public Safety (DPS) conducted a financial monitoring review of the above referenced federal grant. The award was reviewed for compliance with federal regulation and grant guidelines. The corrective actions provided have been accepted.

Thank you for all of your assistance in completing this review. All actions for this financial monitor are complete. If I can be of further assistance, please let me know.

With Best Regards,

Flora Lamson
Audit Analyst
Vermont Department of Public Safety
(802) 241-5057 (W)
(802) 585-4221 (M)

cc: Brenda Buker, Operations and Internal Controls Manager
Monica Buzzell, Financial Administrator



Miranda Bergmeier

2 b.i. 2

From: Liza Bernard <liza@norwichbookstore.com>
Sent: Saturday, March 23, 2019 11:41 AM
To: Miranda Bergmeier
Subject: Ban on Plastic Bags

To the Norwich Selectboard:

I totally support the elimination of plastic bags when another sack or container will work and believe that we can encourage replacing these bags without fines and penalties.

At the Norwich Bookstore, we ask before putting books purchased in a bag and use paper if a customer requests one. I am happy to say that most customers do not ask for a bag! We keep a small supply of plastic bags on hand for when it is pouring because paper and cloth do not do always do a great job of protecting books.

I am concerned about how this new rule will be enforced. If the clerks in stores collect the dime for the bag, are we required to charge VT sales tax as a "sale" or is a "fine" not taxed? (A .10 fee could add a penny if taxed.) Do we have the lead time to use up current supplies of plastic bags or does the ban go into effect immediately?

Unfortunately, I cannot be at the discussion on Wednesday 3/27 as we have an event at the store. And though I spend most of my waking hours here, I am not a resident of town so cannot vote.

I urge you to consider how the enforcement of the proposed rule will be managed before you finalize the ban. Perhaps a 6 or 12 month voluntary ban and then impose fees and fines? The environment is important, and so is the relationship between the retail stores and our community.

Liza Bernard

Norwich Bookstore

291 Main Street • Post Office Box 307 • Norwich, VT 05055 • 802.649.1114

open 9-6 Mon, Tues, Wed, Fri & Sat & 9-8 Thurs

& all the time at norwichbookstore.com

From: Kris Clement <kclemwp6@gmail.com>
Sent: Sunday, March 24, 2019 12:25 PM
To: claudette brochu; Miranda Bergmeier
Cc: Norwich Listserv
Subject: Re: [Norwich] Selectboard Agenda for March 27, 2019

To the Members of the Selectboard:

Thank you for reaching out to residents. This is a great practice, and I hope you will adopt it and other practices that promote transparency as the norm.

As for the plastic bag ordinance, contrary to what some have suggested, I'm not arguing that this is a matter of personal liberty. What I have said is that we should consider encouraging personal responsibility before dictating to others from the alleged moral high ground.

For me, this is a simple matter: does the Selectboard have authority to adopt this ordinance? (I refer to the draft ordinance from the 2/27/19 SB packet, since the public hasn't seen any other version.)

I hope that the SB has sought counsel, and that the advice is clear and unambiguous that the authority exists. If it doesn't, I hope the SB isn't tempted to challenge the lack of authority (a right afforded to them in this Dillon's Rule state), as this is potentially a costly and time consuming step (see 24 V.S.A/1973).

While I am pleased that nations and states across the globe have moved to eliminate plastic bag waste, I think it's equally, if not more important, that the moral principles we pass to the next generation clearly demonstrate a respect for our laws. In other words, the end doesn't justify the means! Isn't that a lesson you want to teach our fifth graders?

Vermont legislators are currently working on a plastics bill. S.113 would prohibit Vermont restaurants, grocery stores and other shops from handing out plastic carryout bags, styrofoam containers or plastic straws beginning in July 2020. If we want to take pride in being part of this movement, we should celebrate the efforts of the 5th graders and their success at communication and collaboration with local retailers to win voluntary compliance without the need for legal enforcement.

For the record, I support the idea of eliminating plastic bag waste. What I object to, generally speaking, is:

- 1) SB members who try to impose their vision on the Town. Instead, they should solicit and then pursue our citizens' agenda. They may ultimately find that the two visions align, but they shouldn't simply assume that they will.
- 2) SB members who try to circumvent established procedures. Play by the rules or work to change the rules, but don't ram things through by abusing the process.
- 3) SB members who label those who question them as "opposition," reinforcing a destructive us vs. them dynamic. Instead, they should welcome spirited public debate. Every citizen has the right and a duty to express their opinion! For anyone, let alone a public official, to simply dismiss the concerns of others is anti-democratic!

From: Signe Taylor <signe.taylor@gmail.com>
Sent: Tuesday, March 26, 2019 12:35 PM
To: Miranda Bergmeier
Subject: In support of our children

Dear Select Board Members,

I'm writing in to express my strong support for the children of Norwich in asking for a ban on plastic bags.

I'm so impressed by their desire to help steward our planet and I very much hope the town of Norwich will support them and pass their proposed legislation. This would also be a wonderful way for Norwich to indicate support for the statewide legislation currently being proposed and debated. Having won over their hometown, the kids could go to Montpelier and say we did it locally, we can do this on the state level too. If they have to change some of the wording to pass their legislature in our town, please partner with them to make those word changes. Please don't turn them down! I think that would be an awful message to give to these idealistic young people.

I have been somewhat baffled by the responses on the part of some people who write into the Norwich listserve. Why would anyone think that this legislation would lead someone to being arrested for carrying a plastic bag in Norwich or that the town is going to legislate how you wrap up tinfoil? I believe that this emphasis on personal liberty is misplaced, inaccurate and leads to fear-mongering.

When I look around and see rising oceans that are leading to flooding in vast areas of our country, terrifyingly low temperatures in the mid-West, scalding fires in CA, I am in fear that the climate crisis is hitting us harder and faster than most people, except climate scientists(!), anticipated.

The 5th graders of Norwich have looked around and seen the damage being done to our environment and are proposing one simple measure. I very much hope that you will see the bigger picture of what the kids are requesting and support them.

It's so very easy to say no. There's always reasons to say no. It's so much harder to say yes but also so much more rewarding. Slavery was once legal. Jim Crow laws were once legal. Gay marriage was once outlawed. Yet, Vermont, our proud little state, managed to lead the way to overturn these laws, which at the time must have felt like they were written in stone. I hope the town of Norwich will also lead the way to doing the right thing, which is to support a group of 5th graders who are asking us to protect the environment.

Please don't be trapped by fear of change. Again, if there are legal issues, look around for a way to rewrite the legislation so that it works on a legal basis. There has to be a way to make this a "yes," and I hope you'll be part of how we make our tiny corner of the world a better and more sustainable place and support our children along the way.

With thanks and appreciation for your service,

Signe Taylor
994 New Boston Road
Norwich, VT 05055

Scientific support for a plastic bag reduction law

This report was compiled by the [Scientist Action and Advocacy Network](#) and summarizes evidence from academic and government-commissioned studies. Sections 2 and 3 were curated by Professor Tatiana A. Homonoff of the R.F. Wagner School of Public Service at New York University. Dr. Homonoff is an expert on the behavioral effects of fees and incentives, and the lead author of two studies described here [1, 2]. For questions or comments, email info@scaan.net.

Dec 4, 2017

Every year, New York City residents use and discard approximately 10 billion single-use plastic grocery bags at a disposal cost of \$12.5 million [3]. The total surface area of these bags would cover all five boroughs twice over and weigh over five times the Brooklyn Bridge (70,000 tons) [4, 5, 6]. In this report, we summarize scientific evidence for the environmental impact of single-use plastic bags and evaluate the efficacy of proposed policies designed to reduce single-use bag use.



Figure 1: How plastic bags reach the ocean. (1) Dispersal by wind to inland waterways. (2) Dispersal along inland waterways (canals, rivers). (3) Direct coastal litter. (4) Dispersal by underground sewage [7, 8, 9]. Graphic created using piktochart.com.

1 Why minimize plastic bag use?

Plastic bags disperse widely without biodegrading.

- **Plastic bags act like sails in the wind, dispersing to waterways, lakes, and oceans,** particularly due to their light weight, shape, and durability [8]. As they enter waterways, they disperse to farther areas and, with no mechanism for removal, they harm ecosystems progressively farther away from urban centers [8, 10, 11].
- **Even the most remote areas of the world have seen drastic increases in plastic bag litter over the last decade.** Researchers stationed in the Arctic photographed 7710 pieces of man-made litter in a single square kilometer, deep in the Arctic Ocean, which signifies a 112% increase over 9 years. Most (59%) items photographed were plastic, with plastic bag pieces comprising the vast majority [11].
- **Plastics and the microparticles released from their manufacturing are highly concentrated in waterways near urban centers.** In just three days of sampling two rivers near Los Angeles, researchers measured 60 tons (2.3 billion individual pieces) of plastic particles floating towards the ocean [7, 12].
- **A single plastic bag will continue to impact the environment for centuries.** Over hundreds of years, a single plastic bag will break into progressively smaller pieces, with small plastic fragments

potentially posing an even greater danger to organisms of all sizes [8, 13].

The dispersal of plastic debris devastates wildlife.

Plastic bags, which float or accumulate on sea floors, pose a massive disruption to marine ecosystems; films and other plastic debris can kill animals at all levels of the food chain.

- **Endangered turtles can be killed by plastic bag ingestion.** Endangered sea turtles regularly eat plastic bags because they resemble jellyfish, a primary food source, often leading to death due to blockage of the intestines [12]. A study of endangered green sea turtles washed ashore in Florida found that 56% had man-made debris in their digestive tracts [14].

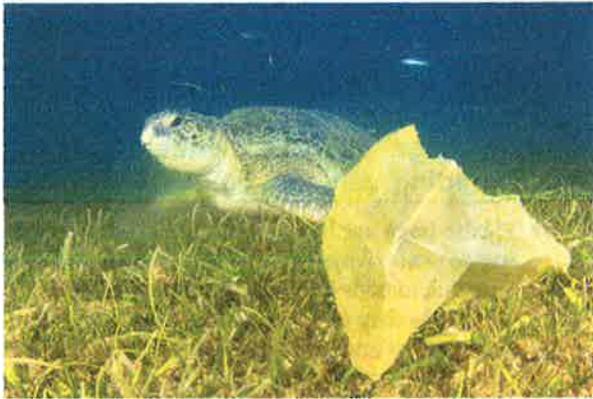


Figure 2: Endangered turtles consume plastic bags, mistaking them for jellyfish. Photo: <https://www.surfriider.org/>

- **Seabirds can be killed by plastic scrap ingestion** [15]. Approximately 50% of all seabird species are known to ingest plastic [12, 16, 17]. From a study of 186 seabird species worldwide, it was estimated that up to 90% of individual seabirds have ingested plastics [16]. White plastics are particularly harmful, as they are more easily mistaken for prey [18, 19]. Ingestion of plastic can cause intestinal blockage, hormonal abnormalities, and reproductive failure [15].
- **Plastic microparticles carry many chemical toxins and are consumed by small animals.** A single plastic pellet can absorb chemical pollutants up to 1 million times the concentration found in seawater. These particles are eaten by fish, zooplankton, and many other marine organisms near the bottom of the food chain, introducing them to

the bodies of larger animals [13, 17, 20]. These toxins have the potential to penetrate the cells and tissues of animals when ingested, including in humans [21].

- **Plastic bag accumulations smother organisms on the sea floor.** Experiments have shown that plastic bags—including the so-called “biodegradable” variety—prevent light and oxygen from reaching the ocean floor. This kills plants and small organisms on the sea floor, disrupting nutrient supply to the ecosystem [17, 22].

2 Fees and bans work

Across the country, different policies have been implemented with the goal of reducing the use of single-use plastic bags.

- A **fee** is a small charge for a single-use paper or plastic bag.
- A **ban** eliminates thin plastic bags but still allows for thicker ones.

Some places have introduced a ban on thin plastic bags in combination with a fee on remaining types of carryout bags (paper bags and thicker plastic bags).



Figure 3: The percentage of customers using single-use bags drops in response to bans and fees, but not in response to reusable bag credits. Maryland data from Figure 3a in [1], Richmond data from Figure 1 in [23], Chicago data from page 2 of [2].

Fees effectively reduce plastic bag use.

Empirical studies convincingly show that even small fees are highly effective in reducing plastic bag use (Figure 3).

- **Montgomery County, MD:** A 5 cent fee on paper and single-use plastic bags reduced single-use bag use by **42 percentage points** (from 82% to 40%) [1].
- **Richmond, CA:** A ban on thin plastic bags and a 5 cent fee on other type of bags reduced single-use

bag use by **35 percentage points** (from 82% to 47%) [23].

- **Chicago, IL:** A 7 cent fee on both paper and single-use plastic bags reduced single-use bag use by **33 percentage points** (from 82% to 49%) [2].
- **San Jose, CA:** A ban on single-use plastic bags and a 10 cent fee on paper bags increased the percentage of bags that were reusable by **58.8 percentage points** (from 3.6% to 62.4%), and the percentage of customers using no bag increased by **24 percentage points** (from 19% to 43%) [9].
- **International:** Many international case studies have provided evidence for the effectiveness of plastic bag fees. In Ireland [24], Portugal [25], South Africa [26], and China [27], bans and fees resulted in usage reductions of **50 percentage points or more**.

We conclude that either of the following policies are effective in reducing single-use bag usage:

- A. A minimum **5 cent** fee on all single-use bags (plastic or paper), or
- B. A **ban** on single-use plastic bags, plus a minimum **5 cent** fee on all other bags.

Plastic bag regulations have immediate positive effects on the environment.

- **San Jose, CA:** Bag litter was reduced by 89% in the storm drain system, 60% in the creeks and rivers, and 59% in city streets just 1-2 years after banning single-use plastic bags (2011–12) (Figure 4) [9].
- **Ireland:** In Ireland, in the year after the introduction of a 15 euro cent fee on plastic bags (2002–3), the number of “clear” areas increased by 21% and the number of areas without “traces” increased by 56% [24].

The impact of plastic bag regulation on low-income communities is positive.

Do plastic bag fees harm low-income families? The evidence points to the opposite: small plastic bag fees of 5 to 7 cents are unlikely to negatively impact individuals, and are instead likely to have substantial positive effects on low-income communities:

- **Lower-income communities adjust to the fee effectively.** In Richmond, CA, customers of a dis-

count grocery store chain increased their rate of bringing reusable bags or no bags at all by 48 percentage points [23].

- **Plastic bag fees are expected to immediately reduce curb-side litter.** Immediate reductions in litter were observed in San Jose, CA [9], Austin, TX [28], and Ireland [24].
- **Air quality and public health are improved by a reduction in waste disposal.** As waste processing facilities are disproportionately located near low-income communities, these communities suffer the most from their presence due to toxic byproducts in the air and water [29].

Fees have extended positive effects

One might be concerned that a fee could agitate consumers and turn them against environmental policies. However, there is no evidence to support such a concern. Rather, it is likely that people will more strongly favor environmentally friendly practices:

- **Post-ban attitudes are more positive than pre-ban attitudes.** Consumers who were initially resistant towards a plastic bag ban in Australia were shown to be more in favor of the ban after it went into effect. Mere campaigning did not change their attitude or behavior, but the ban itself changed both [30].
- **Plastic bag fees increase support for related environmental policies.** A study on the plastic bag fee in England showed consumers were more supportive of introducing fees on plastic water bottles and excessive plastic packaging, along with other environmental protection fees after the plastic bag fee was put in place [31].
- **Reductions in plastic bag usage may lead to more environmentally friendly product choices.** A Harvard study that tracked grocery store purchases found that customers who brought their own bags tended to purchase more environmentally friendly products [32].



Figure 4: A ban on single-use plastic bags, combined with a minimum 10 cent fee on paper bags, was effective in reducing plastic bag litter in San Jose [9].

3 Ineffective policies

Here, we discuss policies that have not been shown to be effective, or that are demonstrably ineffective: a credit instead of a fee, a ban without a fee, recycling instead of reducing, and designing different plastic bags.

A credit instead of a fee is ineffective.

- **Giving a credit (reward) for bringing a reusable bag is ineffective.** A 5 cent credit barely reduced single-use bag use in Montgomery County, MD [1] (Figure 3: from 84% to 82%).
- This is consistent with established findings in psychology and behavioral economics: **Financial losses are felt more strongly than financial gains.** Nobel Laureates Kahneman and Tversky described this phenomenon, called “loss aversion” [33, 34]. It applies across a wide variety of product categories [35].
- **Thus, a 5 cent fee is expected to be more motivating than a 5 cent credit.** A credit would have to be (much) larger to achieve a similar effect to a 5 cent fee [1].

A ban without a fee is likely less effective than a policy with a fee component.

- In Austin, TX, estimates from clean-up events suggested that a ban on single-use plastic bags reduced the amount of such bags in litter; however, the city did not collect baseline data before the implementation of the ban [28].
- In Chicago, IL, a ban-only policy was perceived as ineffective, since retailers started giving thicker bags away for free. This later motivated the city to adopt a fee instead [2, 36].

- **Consumers notice when an item that they previously received for free now comes at a price** [37]. This suggests that a policy of a fee alone, and a policy that combines a ban with a fee are both more noticeable than a ban alone.

Recycling is no substitute for reducing.

Recycling is not an effective solution for the plastic bag problem:

- In New York City, plastic bags are not allowed in curbside recycle bins [38].
- Nationwide, only 11.5% of plastic bags are recycled [39].
- Plastic bags tend to jam sorting machines at recycling facilities [3].
- There is little market for recycled plastic bags, causing many to end up in landfills [3].

Designing different plastic bags is not a solution.

- A study of the physical dispersal properties of 8 commonly used plastic bag designs (varying in shape, thickness, and handle design) showed that no variation in weight or design can effectively prevent the dispersal of plastic bags; all current plastic bag designs are easily inflated by wind and disperse over long distances [8].

4 Conclusion

Based on evidence from environmental science, psychology, and economics, **we recommend a minimum 5 cent fee on both single-use plastic and paper bags, or a ban on single-use plastic bags combined with a fee on all other bags (paper or plastic).** Either measure is likely to have a large positive impact on: a) wildlife and the environment, b) the quality of life in communities of all socioeconomic levels, c) the efficiency of waste processing, and d) consumer attitudes towards the environment.

References

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Planning Commission Q1 2019 Report to the Selectboard

4-3-19

Commissioners: Jaci Allen, Chair, Jeff Goodrich, Vice Chair, Susan Brink, Melissa Horwitz, Jeff Lubell, Steve Thoms, Leah Romano, Brian Loeb, Ernie Ciccotelli

Affordable Housing Sub-committee (AHSC): Creigh Moffatt, Paul Manganiello; Kathleen Shepherd, Ralph Hybels, Jeff Lubell (PC Member), Jeff Goodrich (PC Member), Brian Loeb (PC Member)

Enhanced Energy Planning Work Group (EEWG): Linda Gray (Energy Committee chair), Melissa Horwitz (PC Member), Lynnwood Andrews (Conservation Commission), Aaron Lamperti (EC), Susan Hardy (EC)

Committee/Commission/Appointee Charge (including subcommittees and workgroups): Preparing a town plan, and preparing zoning and subdivision regulations based on the town plan. The commission also studies other planning issues and makes recommendations to the Selectboard.

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

Town Plan Rewrite

- The Table of Contents for the new Town Plan (attached) has been developed based on Vermont statutes (24 VSA VT §4302 and 4382), which detail the required plan elements and goals. A Resilience chapter has been added in support of Article 37. Strategies to foster climate protection will be included throughout the plan.
- Outlines for each chapter are in draft, and Planning Commission work groups are targeting April-May 2019 for meetings with local subject matter experts to review and gather feedback. Input from these experts will be used to revise draft chapters.
- Public workshops to discuss draft content are targeted to for June.
- The Commission has committed to producing a concise, readable document, and gathering input from a wide variety of stakeholders throughout the process.

Enhanced Energy Plan

- On March 28th, the Planning Commission reviewed a draft of the Enhanced Energy Plan, which was developed in collaboration with TRORC. The process to gather input from additional experts and the public will begin this month. The Enhanced Energy Plan will be included in the Town Plan as the Energy chapter.

Affordable Housing

- The Affordable Housing Fund Policy has been amended by the Affordable Housing Committee, approved by the PC on March 28th, and forwarded to the Selectboard for review and approval.
- The Affordable Housing Sub-committee is now working on a draft of an affordable housing strategy.

Emergency Relief Assistance Fund (ERAF)

- TRORC has been engaged to support implementation of the Community Rating System (CRS) to qualify for an additional 5% reimbursement from the State in the event of another flood disaster. (17.5% total)
- CRS recognizes communities that are doing more than the minimum National Flood Insurance Program (NFIP) requirements to help citizens prevent or reduce flood losses.

Future Projects:

- Solicit expert input on draft chapters of the Town Plan, revise chapters, and conduct public workshops. April-June 2019
- Gather input from town experts on draft of the Affordable Housing Strategy. April-May
- Work with TRORC on the CRS qualification process.
- Participate in the revisions to the TRORC Regional Plan, especially Land Use where the Interstate Interchange Policy is under consideration.

Support Needed from the Selectboard:

- Ongoing communication and collaboration on key matters

**Planning Commission Work Plan
Q2-Q3 DRAFT**

	Q2			Q3		
	Apr	May	June	July	Aug	Sept
Town Plan	PC members meet with town experts to review draft of chapter outlines	Incorporate expert feedback into chapter drafts	Review revised drafts with town experts and begin community outreach	Community outreach	Revise chapter drafts	Community outreach
Enhanced Energy Plan	Review Draft 1 and commence community outreach	Develop Draft 2	Community outreach			
TRORC Interstate Interchange Rev.	Provide input to TRORC	Provide input to TRORC				
Affordable Housing	Revolving fund criteria considered by SB	Community outreach on draft of Housing strategy	Revise Housing strategy	Community outreach		
ERAF Qualification	Work with Two Rivers to achieve CRS status	Work with Two Rivers to achieve CRS status	Community Outreach	Implementation planning	Implementation planning	

Chapter	Statutory Requirements	Related Chapters
1. Introduction §4382 Elements	<p>(1) A statement of objectives, policies, and programs of the municipality to guide the future growth and development of land, public services, and facilities, and to protect the environment.</p> <p>(8) A statement indicating how the plan relates to development trends and plans for adjacent municipalities, areas and the region developed under this title.</p>	
2. Land Use §4382 Elements §4302 Goals	<p>(2) A land use plan, which shall consist of a map and statement of present and prospective land uses...</p> <p>(5) A statement of policies on the preservation of rare and irreplaceable natural areas, scenic and historic features and resources.</p> <p>To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.</p> <p>To identify, protect, and preserve important natural and historic features</p> <p>To maintain and improve the quality of air, water, wildlife, forests, and other land resources.</p> <p>To provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area.</p>	All other chapters relate to Land Use
3. Housing §4382 Elements §4302 Goals	<p>(10) A housing element that shall include a recommended program for addressing low and moderate income persons' housing needs as identified by the regional planning commission pursuant to subdivision 4348a(a)(9) of this title. The program should account for permitted accessory dwelling units, as defined in subdivision 4412(1)(E) of this title, which provide affordable housing.</p> <p>To ensure the availability of safe and affordable housing for all Vermonters.</p>	4, 5, 6, 7, 8
4. Economic Development §4382 Elements §4302 Goals	<p>(11) An economic development element that describes present economic conditions and the location, type, and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.</p> <p>To provide a strong and diverse economy that provides satisfying and rewarding job opportunities and that maintains high environmental standards, and to expand economic opportunities in areas with high unemployment or low per capita incomes.</p> <p>To encourage and strengthen agricultural and forest industries.</p>	3, 5, 6, 7, 8

5. Utilities, Facilities and Services §4382 Elements	(4) A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage, and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and method of financing.	3, 6, 7, 8
	(6) An educational facilities plan consisting of a map and statement of present and projected uses and the local public school system.	
5. Utilities, Facilities and Services §4302 Goals	To plan for, finance and provide an efficient system of public facilities and services to meet future needs.	
	To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.	
	To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers, and child care work force development.	
	To maintain and enhance recreational opportunities for Vermont residents and visitors.	
6. Transportation §4382 Elements	(3) A transportation plan, consisting of a map and statement of present and prospective transportation and circulation facilities showing existing and proposed highways and streets by type and character of improvement, and where pertinent, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads, and port facilities, and other similar facilities or uses, with indications of priority of need.	7
	To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.	

7. Energy	§4382 Elements	(9) An energy plan, including an analysis of energy resources, needs, scarcities, costs and problems within the municipality, a statement of policy on the conservation of energy, including programs, such as thermal integrity standards for buildings, to implement that policy, a statement of policy on the development of renewable energy resources, a statement of policy on patterns and densities of land use likely to result in conservation of energy.	3, 4, 5, 6, 8
	§4302 Goals	To make efficient use of energy, provide for the development of renewable energy resources, and reduce emissions of greenhouse gases.	
8. Resilience	§4382 Elements	(12) A flood resilience plan	3, 4, 5, 6, 7
	§4302 Goals	To encourage flood resilient communities.	
9. Implementation	§4382 Elements	(7) A recommended program for the implementation of the objectives of the development plan.	

04/05/19
11:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 19-20 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 04/04/19 To 04/10/19

26.ii

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ANYTIME	ANYTIME CARPET CARE & CLE	03/30/19	PUBSFTY-3-21 & 3-30 CLEAN 234318	01-5-485302.00 REPAIRS & MAINTENANCE	360.00	7501	04/10/19
BLODGETT	BLODGETT SUPPLY	03/15/19	DPW-FLASHING ROOF REPAIR 1574214	01-5-703511.00 REPAIRS & MAINTENANCE	23.00	7502	04/10/19
BUSINESS	BUSINESS CARD	03/27/19	FD-EMS CONFERENCES EMS CONF	01-5-555340.00 EMS EDUC/TRNG	151.34	7503	04/10/19
CHILDSUPP	OFFICE OF CHILD SUPPORT	03/27/19	CHILD SUPPORT PPEND4-6-19 PPEND 4/6/19	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	7504	04/10/19
CLAY	DANIEL S CLAY	02/04/19	DPW-CONTRACT PLOWING 6115	01-5-703301.00 PLOWING & SANDING	6627.40	7505	04/10/19
COMCAST	COMCAST	03/20/19	DPW-TRIPLE PLAY 0028756MARCH	01-5-703505.00 TELEPHONE	107.15	7506	04/10/19
COTT	COTT SYSTEMS INC	04/01/19	TC-COMPUTER HOSTING 127293	01-5-100613.00 SOFTWARE	241.00	-----	---/---/---
CRICKET'S	CRICKET'S PAINT & AUTO PA	03/20/19	DPW-WINDSHIELD WASH 736563	01-5-703403.00 PARTS & SUPPLIES	17.94	7507	04/10/19
CRICKET'S	CRICKET'S PAINT & AUTO PA	03/27/19	DPW-GOJO ORANGE,OIL DRY 737129	01-5-703507.00 SUPPLIES	50.95	7507	04/10/19
D&W	DAN & WHIT'S GENERAL STOR	02/05/19	REC-CANDY 5687939	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	4.59	7508	04/10/19
D&W	DAN & WHIT'S GENERAL STOR	03/05/19	REC-CANDY, FLOWERS 5708283	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	20.06	7508	04/10/19
D&W	DAN & WHIT'S GENERAL STOR	03/21/19	GEN ADMIN-BATTERIES 5719625	01-5-275610.00 OFFICE SUPPLIES	5.49	7508	04/10/19
D&W	DAN & WHIT'S GENERAL STOR	03/28/19	TADMIN-GOALS MEETING 5725006	01-5-005610.00 OFFICE SUPPLIES	18.16	7508	04/10/19
D&W	DAN & WHIT'S GENERAL STOR	04/03/19	TADMIN-CARD 5729112	01-5-005610.00 OFFICE SUPPLIES	3.59	7508	04/10/19
D&W	DAN & WHIT'S GENERAL STOR	04/04/19	DPW-WADERS 5729831	01-5-703403.00 PARTS & SUPPLIES	159.98	7508	04/10/19
DEADRIVER	DEAD RIVER COMPANY	03/19/19	TH-251.9 GALL #2 FUEL 77385	01-5-706103.00 HEATING	598.54	7509	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-800506.00 COBRA	103.68	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-500125.00 DELTA DENTAL	306.81	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-704125.00 DENTAL INSURANCE	103.68	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-703125.00 DENTAL INSURANCE	311.04	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-555126.00 DENTAL INSURANCE	67.71	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-425125.00 DENTAL INSURANCE	35.97	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-100125.00 DENTAL INSURANCE	135.42	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-200125.00 DENTAL INSURANCE	67.71	7510	04/10/19
DELTA DEN	DELTA DENTAL	04/01/19	DENTAL INSURANCE APRIL APRIL2019	01-5-350125.00 DENTAL INSURANCE	35.97	7510	04/10/19

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN	04/01/19	DELTA DENTAL DENTAL INSURANCE APRIL APRIL2019	01-5-005125.00 DENTAL INSURANCE	119.69	7510	04/10/19
DURFEE	03/27/19	HERBERT A DURFEE III TADM-NAMEPLATE 3/27/2019	01-5-275610.00 OFFICE SUPPLIES	12.75	-----	--/--/--
DURKGA	04/01/19	GARY J. DURKEE DPW-CDL LICENSE REIMB. 4/1/2019	01-5-703515.00 ADMINISTRATION	90.00	-----	--/--/--
EVANSMOTO	03/25/19	EVANS GROUP, INC. DPW-800 GALLONS DIESEL 658037	01-5-703405.00 PETROLEUM PRODUCTS	1870.79	-----	--/--/--
EYEMED	03/21/19	COMBINED INSURANCE CO OF MARCH EYE INSURANCE 163842638	01-2-001126.00 VISION SERV PLAN-PAYROLL	154.32	7511	04/10/19
EYEMED	03/21/19	COMBINED INSURANCE CO OF MARCH EYE INSURANCE 163842638	01-5-800506.00 COBRA	6.74	7511	04/10/19
FERGUSON	03/20/19	FERGUSON WATERWORKS DPW-FABRIC CLOTH 0874666	01-5-703209.00 CULVERTS & ROAD SUPPLIES	4695.00	-----	--/--/--
FIRESTORE	03/18/19	THE FIRE STORE FD-BADGES E1817629	01-5-555424.00 EMS TOOLS/ EQUIP	260.49	-----	--/--/--
FIRESTORE	03/11/19	THE FIRE STORE FD-LEATHER DECALS E1823270	01-5-555424.00 EMS TOOLS/ EQUIP	132.97	-----	--/--/--
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-350531.00 TELEPHONE	5.49	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-703505.00 TELEPHONE	7.30	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-425127.00 TELEPHONE	1.16	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-705505.00 TELEPHONE	0.03	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-275531.00 TELEPHONE	-0.03	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-005531.00 ADMIN TELEPHONE	24.85	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-100531.00 TELEPHONE	0.45	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-300531.00 TELEPHONE	-0.12	7512	04/10/19
FIRSTLIGH	03/15/19	FIRSTLIGHT FIBER LONG DISTANCE 5044751	01-5-200531.00 TELEPHONE	1.12	7512	04/10/19
FOGGS	02/28/19	FOGG'S HARDWARE AND BUILD TH-BATTERIES, WALLPLATES 849085	01-5-706109.00 BUILDING SUPPLIES	26.49	7513	04/10/19
FOGGS	03/07/19	FOGG'S HARDWARE AND BUILD DPW-BATTERY 849513	01-5-703403.00 PARTS & SUPPLIES	11.98	7513	04/10/19
FOGGS	03/07/19	FOGG'S HARDWARE AND BUILD TS-GORILLA TAPE PURELL 849543	01-5-705403.00 PARTS & SUPPLIES	33.96	7513	04/10/19
FOGGS	03/11/19	FOGG'S HARDWARE AND BUILD DPW-HARDWARE 849715	01-5-703403.00 PARTS & SUPPLIES	14.72	7513	04/10/19
FOGGS	03/14/19	FOGG'S HARDWARE AND BUILD TS-BUNGEE CORDS 850032	01-5-705411.00 REPAIRS & MAINTENANCE	9.98	7513	04/10/19
FOGGS	03/15/19	FOGG'S HARDWARE AND BUILD DPW-ROOF REPAIRS 850135	01-5-703511.00 REPAIRS & MAINTENANCE	18.98	7513	04/10/19
FOGGS	03/20/19	FOGG'S HARDWARE AND BUILD TH-DOOR STOP, VELCRO 850470	01-5-706113.00 REPAIRS & MAINTENANCE	12.48	7513	04/10/19

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FOGGS	FOGG'S HARDWARE AND BUILD	04/01/19	PUBSFTY-ANT TRAPS 851305	01-5-485302.00 REPAIRS & MAINTENANCE	5.99	7513	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/18/19	DPW-STREETLIGHTS 05119	01-5-703307.00 STREETLIGHTS	35.04	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	TS-MARCH ELECTRIC 14695MARCH19	01-5-705501.00 ELECTRICITY	107.69	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/28/19	DPW-STREETLIGHTS 24926MARCH19	01-5-703307.00 STREETLIGHTS	902.65	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	PD-BEAVER MDW SIGN 24966MARCH19	01-5-500204.00 SPEED SIGNS	3.51	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	EMERG-TOWER POWER 35066MARCH19	01-5-575233.00 TOWER POWER	20.70	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/29/19	TH-EVCHARGING 48815MARCH19	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	18.98	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	PD-RTE 10 A SPEED SIGN 65726MARCH19	01-5-500204.00 SPEED SIGNS	1.20	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	PUBSFTY-MARCH ELECTRIC 70966MARCH19	01-5-485233.00 ELECTRICITY	381.19	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	PD-UNION VILLAGE SIGN 85726MARCH19	01-5-500204.00 SPEED SIGNS	0.23	7514	04/10/19
GMPC	GREEN MOUNTAIN POWER CORP	03/26/19	TH-BANDSTAND 95726MARCH19	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	1.87	7514	04/10/19
GOODBEG	GOOD BEGINNINGS OF THE UP	04/02/19	18-19 APPROPRIATION 4/1/2019	01-5-800386.00 GOOD BEGINNINGS	1245.00	-----	--/--/--
GRAPHIC	THE GRAPHIC EDGE, INC	03/22/19	REC-CAPS 1312366	01-5-425208.00 TEE SHIRT/HAT	197.43	7515	04/10/19
GREAT	GREATER GOOD MEDIA	03/18/19	TADMIN-NORWICHTIMESSPRING NT-19-169	01-5-005300.00 PROFESS SERV	250.00	7516	04/10/19
HANOVER	HANOVER NH AMBULANCE SERV	01/18/19	FD-AMBULANCE BILL H18-1333	01-5-555903.00 AMBULANCE BILLS	1144.00	7517	04/10/19
HANOVER	HANOVER NH AMBULANCE SERV	01/18/19	FD-AMBULANCE BILL H18-1434	01-5-555903.00 AMBULANCE BILLS	1088.00	7517	04/10/19
HANOVER	HANOVER NH AMBULANCE SERV	02/22/19	FD-AMBULANCE BILL H18-1800	01-5-555903.00 AMBULANCE BILLS	996.00	7517	04/10/19
HANOVERTO	TOWN OF HANOVER	03/05/19	FD-AMBULANCE CONTRACT 5599	01-5-555901.00 AMBULANCE CONTRACT	30606.51	-----	--/--/--
HARTFORD	TOWN OF HARTFORD	02/28/19	PD-FEB 2019 BROADBAND 10003	01-5-500535.00 VIBRS	123.16	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	03/19/19	DPW-317.5 GAL PROPANE 152600	01-5-703503.00 PROPANE	452.12	-----	--/--/--
JOESEQUIP	JOE'S EQUIPMENT SEV. INC.	01/31/19	FD- PARTS 2-125092	01-5-555530.00 EQUIPMENT MAINTENANCE	17.35	-----	--/--/--
LEBFORD	LEBANON FORD	03/27/19	PD-REPAIRS EQ4 FOCS179098	01-5-500306.00 CRUISER MAINT	654.21	7518	04/10/19
MAYER	MAYER & MAYER	03/31/19	JUDGEMENT ORDER MARCH 2019	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	7519	04/10/19
MIS 1	JIM BUNGENER	03/25/19	REC-CIRCUS CAMP REFUND 3/25/2019	01-2-003012.00 PREPAID RECREATION FEES	884.00	7520	04/10/19
MIS 2	MARY STODDARD	03/27/19	REC-REFUND OF YOGA PASS YOGA REFUND	01-4-000355.00 RECREATION FEES	100.00	7521	04/10/19

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MOORAD	04/04/19	ADAM MOORE DPW-CDL REIMBURSEMENT 03/26/2019	01-5-703515.00 ADMINISTRATION	20.00	-----	--/--/--
MORTON	03/18/19	MORTON SALT, INC. DPW-97.79 TONS SALT 5401814705	01-5-703201.00 SALT & CHEMICALS	6879.53	7522	04/10/19
NORLIBRAR	03/25/19	NORWICH PUBLIC LIBRARY AS LIBRARY APPROPRIATION 2ND 18-19	01-5-800302.00 NORWICH PUBLIC LIBRARY	137500.00	7523	04/10/19
PBA	03/31/19	NEW ENGLAND PBA, INC MARCH UNION DUES MARCH 2019	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	--/--/--
PETTY	03/26/19	CASH PD-PETTY CASH PD-PETTY CAS	01-5-500501.00 ADMINISTRATION	62.82	7524	04/10/19
PETTY	03/31/19	CASH TC/TH-PETTY CASH TH 3/31/19	01-5-555618.00 POSTAGE	18.30	7525	04/10/19
PETTY	03/31/19	CASH TC/TH-PETTY CASH TH 3/31/19	01-5-300538.00 POSTAGE	1.77	7525	04/10/19
PETTY	03/31/19	CASH TC/TH-PETTY CASH TH 3/31/19	01-5-350538.00 POSTAGE	17.60	7525	04/10/19
PETTY	03/31/19	CASH TC/TH-PETTY CASH TH 3/31/19	01-5-275538.00 POSTAGE	16.41	7525	04/10/19
PIKE	03/19/19	PIKE INDUSTRIES INC DPW-89.4 T 2" DGBM 1017096	01-5-703207.00 GRAVEL & STONE	1528.73	-----	--/--/--
PIKE	03/19/19	PIKE INDUSTRIES INC DPW-17.35T 1 1/2": GRAVEL 1017099	01-5-703207.00 GRAVEL & STONE	130.13	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-STONE & GRAVEL 1017257	01-5-703207.00 GRAVEL & STONE	8657.50	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-1 1/2" &3-6" GRAVEL 1017272	01-5-703207.00 GRAVEL & STONE	1005.56	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-10.62 T 1 1/2" GRAVEL 1017291	01-5-703207.00 GRAVEL & STONE	87.62	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-39.77 T 1 1/2" GRAVEL 1017292	01-5-703207.00 GRAVEL & STONE	328.11	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-3.86 TON COLD PATCH 1017377	01-5-703211.00 ASPHALT PRODUCTS	482.50	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-9.55 T 1 1/2" GRAVEL 1017381	01-5-703207.00 GRAVEL & STONE	78.79	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW- 54.19 T 1 1/2"GRAVEL 1017387	01-5-703207.00 GRAVEL & STONE	564.13	-----	--/--/--
PIKE	03/22/19	PIKE INDUSTRIES INC DPW-21.1 T 1 1/2" GRAVEL 1017390	01-5-703207.00 GRAVEL & STONE	174.08	-----	--/--/--
PIKE	04/05/19	PIKE INDUSTRIES INC DPW-10.79T 1 1/2" GRAVEL 1017453	01-5-703207.00 GRAVEL & STONE	89.02	-----	--/--/--
PIKE	03/26/19	PIKE INDUSTRIES INC DPW-211.16 T 1 1/2"GRAVEL 1017568	01-5-703207.00 GRAVEL & STONE	2670.21	-----	--/--/--
PRUDENTIA	04/04/19	PRUDENTIAL RETIREMENT SER DEFERRED COMP MARCH 94005MARCH	01-2-001116.10 ROTH PLAN 457	1994.54	7526	04/10/19
STATELINE	03/19/19	STATELINE SPORTS, LLC REC-BASEBALL BATS 4887	01-5-425211.00 EQUIPMENT	178.00	7527	04/10/19
TANGREDI	03/19/19	CHRISTINA TANGREDI MICALI REC-ADULT YOGA 3/28/2019	01-5-425200.00 INSTRUCTOR FEE	815.50	7528	04/10/19
TDS LEASE	03/26/19	TDS LEASING INC PD-WATER COOLER 01070117	01-5-500501.00 ADMINISTRATION	90.00	-----	--/--/--

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
TSSAND	TWIN STATE SAND & GRAVEL	03/15/19	DPW-1305.52 T SAND 88581	01-5-703203.00 SAND	11449.37	7529	04/10/19
VLCT	VERMONT LEAGUE OF CITIES	04/04/19	TC-DOG LICENSE & FEES 383	01-5-100610.00 OFFICE SUPPLIES	10.00	7530	04/10/19
VLCTPACIF	VLCT PROP & CASUALTY INTE	03/01/19	INSURANCE-2017 FORD F550 INT455030119 FORESTRY 1	01-5-800518.00 PROP & CAS INSURANCE	575.00	7531	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-2-001111.00 VEMRS GRP B PAYABLE	4289.21	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-500126.00 VT RETIREMENT	1482.13	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-2-001113.00 VEMRS GRP C PAYABLE	2034.79	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-703126.00 RETIREMENT	1942.87	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-350126.00 VT RETIREMENT	294.63	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-100126.00 VT RETIREMENT	474.13	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-200126.00 VT RETIREMENT	306.53	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-704126.00 RETIREMENT	444.38	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-425126.00 VT RETIREMENT	306.53	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-005126.00 VT RETIREMENT	591.68	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-500126.00 VT RETIREMENT	200.52	7532	04/10/19
VMERS	VMERS DB	04/01/19	MARCH 2019 RETIREMENT MARCH 2019	01-5-555125.00 VT RETIREMENT	264.08	7532	04/10/19
VTELEVA	VT ELEVATOR INSPECTION SE	03/20/19	TH-ANNUAL ELEVATOR INSPEC 25838	01-5-706107.00 ELEVATOR MAINTENANCE	200.00	-----	--/--/--
VTHEALTH	VERMONT DEPARTMENT OF HEA	03/25/19	TC-ENGRAVED PAPER 13608	01-5-100610.00 OFFICE SUPPLIES	5.00	7533	04/10/19
VTHEALTH	VERMONT DEPARTMENT OF HEA	03/27/19	TC-ENGRAVED PAPER 13613	01-5-100610.00 OFFICE SUPPLIES	5.00	7533	04/10/19
WRIGHTS	WRIGHTS SAWMILL, INC	03/21/19	DPW-WOOD FOR SIDEBARDS 3/21/2019	01-5-703403.00 PARTS & SUPPLIES	19.99	7534	04/10/19

04/05/19
11:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 19-20 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 04/04/19 To 04/10/19

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				245301.21		

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 \$ ***245,301.21
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

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Herb Durfee

From: Roberta Robinson
Sent: Tuesday, April 02, 2019 3:58 PM
To: Herb Durfee
Subject: March revenue
Attachments: MARCH.xlsx

Here is the report.

Issues:

Town Property Tax- I will not have the number until I get the final true-up for school taxes.

Grants- This is where the journal entries that Bonnie had me make muddy the waters. I think that it is obvious that we will not be getting the FEMA Grant monies of \$ 2,113,518.

Another entry is the Better Back Roads Grant, I hope we get it but I don't know yet.

March interest is not added in yet because I don't have the bank statements and have not reconciled the month yet.

All other line items should be OK.

Roberta Robinson
Finance Director
Town of Norwich
PO Box 376
Norwich, VT 05055

802-649-1419 x 105
rrobinson@norwich.vt.us

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

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04/02/19
03:47 pm

Town of Norwich General Ledger
Revenue Report - General
Current Year Period 9 Mar

Page 1 of 2
RRobinson

Account	Estimated Revenue	Applied For	Received To Date	% Budget Received	Uncollected Balance	FY-18/19 MTD Pd 9 Mar
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	3,761,423.00	0.00	15,730,160.46	418.20%	-11,968,737.46	0.00
RAILROAD TAX	0.00	0.00	0.00	0.00%	0.00	-3.00
VT LAND USE TAX	178,000.00	0.00	180,196.00	101.23%	-2,196.00	0.00
PROP TAX INTEREST	25,000.00	0.00	30,560.38	122.24%	-5,560.38	3,638.14
PROP TAX COLL FEE	17,000.00	0.00	29,594.88	174.09%	-12,594.88	-171.01
Total PROPERTY TAX REVENUES	3,981,423.00	0.00	15,970,511.72	401.13%	-11,989,088.72	3,464.13
LICENSE & PERMIT						
LIQUOR LICENSE	555.00	0.00	670.00	120.72%	-115.00	0.00
DOG LICENSE	2,800.00	0.00	1,414.00	50.50%	1,386.00	1,029.00
HUNT & FISH LICENSE	200.00	0.00	67.00	33.50%	133.00	5.50
PEDDLER LICENSE	50.00	0.00	25.00	50.00%	25.00	0.00
BLDG/DEVEL PERMIT	8,000.00	0.00	2,299.54	28.74%	5,700.46	697.44
LAND POSTING PERMIT	200.00	0.00	160.00	80.00%	40.00	0.00
Total LICENSE & PERMIT	11,805.00	0.00	4,635.54	39.27%	7,169.46	1,731.94
INTERGOVERNMENTAL						
VT HIWAY GAS TAX	153,000.00	0.00	114,595.93	74.90%	38,404.07	0.00
VT ACT 60	15,300.00	0.00	0.00	0.00%	15,300.00	0.00
PILOT	33,000.00	0.00	32,254.00	97.74%	746.00	0.00
VT NATURAL RESRCS	3,582.00	0.00	2,843.34	79.38%	738.66	0.00
EDUC TAX RETAINER .225 o	25,000.00	0.00	0.00	0.00%	25,000.00	0.00
LATE FEES-REVISED BILLS	250.00	0.00	0.00	0.00%	250.00	0.00
Total INTERGOVERNMENTAL	230,132.00	0.00	149,693.27	65.05%	80,438.73	0.00
SERVICE FEE						
RECORDING FEE	28,500.00	0.00	14,971.50	52.53%	13,528.50	675.00
DOCUMENT COPY FEE	2,400.00	0.00	1,312.20	54.68%	1,087.80	179.00
USE OF RECRDS FEE	200.00	0.00	167.00	83.50%	33.00	30.00
VITAL STATISTIC FEE	500.00	0.00	650.00	130.00%	-150.00	80.00
MTR VEH REG RNWL FEE	100.00	0.00	84.00	84.00%	16.00	6.00
PHOTOCOPYING FEE	10.00	0.00	1.00	10.00%	9.00	1.00
EV CHARGING FEES	0.00	0.00	511.02	100.00%	-511.02	0.00
TRACY HALL RNTL FEE	7,000.00	0.00	5,397.16	77.10%	1,602.84	405.00
POLICE RPT FEE	400.00	0.00	319.00	79.75%	81.00	12.00
POLICE ALRM RESP FEE	150.00	0.00	0.00	0.00%	150.00	0.00
SPECIAL POLICE DUTY FEES	0.00	0.00	240.00	100.00%	-240.00	0.00
PLNG DOC COPY FEE	0.00	0.00	65.00	100.00%	-65.00	0.00
PLANNING MAPS	0.00	0.00	81.00	100.00%	-81.00	0.00
RECREATION FEES	170,000.00	0.00	92,002.25	54.12%	77,997.75	2,726.00
TRNSFR STATION STICKERS	27,500.00	0.00	25,982.50	94.48%	1,517.50	72.00
MISC SOLID WASTE	2,000.00	0.00	2,712.00	135.60%	-712.00	88.00
E-WASTE	2,000.00	0.00	2,390.24	119.51%	-390.24	182.00
TRASH COUPON	110,000.00	0.00	74,543.75	67.77%	35,456.25	7,328.00
RECYCLING REBATES	3,000.00	0.00	4,301.06	143.37%	-1,301.06	592.92
C & D WASTE	10,000.00	0.00	4,538.50	45.39%	5,461.50	275.00

Account	Estimated Revenue	Applied For	Received To Date	% Budget Received	Uncollected Balance	FY-18/19 MTD Pd 9 Mar
Total SERVICE FEE	363,760.00	0.00	230,269.18	63.30%	133,490.82	12,651.92
GRANT REVENUE						
FEMA GRANT	0.00	0.00	2,113,518.00	100.00%	-2,113,518.00	0.00
BETTER BACK ROADS GRANT	0.00	0.00	9,940.48	100.00%	-9,940.48	0.00
PLANNING GRANT	0.00	0.00	4,840.00	100.00%	-4,840.00	0.00
HISTORIC PRESERVATION GRA	0.00	0.00	9,960.00	100.00%	-9,960.00	0.00
2017 VTRANS BIKE & PED	0.00	0.00	8,000.00	100.00%	-8,000.00	8,000.00
Total GRANT REVENUE	0.00	0.00	2,146,258.48	100.00%	-2,146,258.48	8,000.00
OTHER TOWN REVENUES						
TOWN REPORT	2,000.00	0.00	0.00	0.00%	2,000.00	0.00
BANK INTEREST	20,000.00	0.00	14,013.99	70.07%	5,986.01	0.00
FIELD RENTAL	29,000.00	0.00	19,130.00	65.97%	9,870.00	0.00
Total OTHER TOWN REVENUES	51,000.00	0.00	33,143.99	64.99%	17,856.01	0.00
PUBLIC SAFETY REVENUES						
POLICE FINE	10,000.00	0.00	6,870.04	68.70%	3,129.96	584.00
PARKING FINE	150.00	0.00	454.00	302.67%	-304.00	138.50
DOG FINE	50.00	0.00	75.00	150.00%	-25.00	0.00
Total PUBLIC SAFETY REVENUES	10,200.00	0.00	7,399.04	72.54%	2,800.96	722.50
MISCELLANEOUS REVENUE						
DAILY OVER/SHORT	0.00	0.00	-32.54	100.00%	32.54	0.00
AMBULANCE BILLS PAID	0.00	0.00	241.76	100.00%	-241.76	25.29
TOWN CLRK MISCEL	0.00	0.00	31.60	100.00%	-31.60	0.00
FIN DEPT MISCEL	0.00	0.00	1,561.23	100.00%	-1,561.23	0.00
PLAN DEPT MISCEL	0.00	0.00	214.20	100.00%	-214.20	0.00
POLICE DEPT MISC	0.00	0.00	108.12	100.00%	-108.12	0.00
COBRA REIMBURSEMENT	0.00	0.00	993.96	100.00%	-993.96	110.42
HIWAY DEPT MISCEL	0.00	0.00	226.34	100.00%	-226.34	6.00
MISCELLANEOUS	4,000.00	0.00	286.36	7.16%	3,713.64	0.00
Total MISCELLANEOUS REVENUE	4,000.00	0.00	3,631.03	90.78%	368.97	141.71
Total General	4,652,320.00	0.00	18,545,542.25	398.63%	-13,893,222.25	26,712.20
Total All Funds	4,652,320.00	0.00	18,545,542.25	398.63%	-13,893,222.25	26,712.20

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Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 9 Mar

Account	Budget	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 9 Mar
TOWN ADMIN. EXPENSE					
SELECTBOARD STIPEND	2500	750	30.00%	1750	0
TOWN MANAGER WAGE	90017	62931	69.91%	27086	6624.26
TREASURER STIPEND	1750	847	48.37%	904	0
ADMIN ASSIST WAGE	50038	36798	73.54%	13240	3894.41
ADMIN ASST OT	1500	0	0.00%	1500	0
FICA TAX	9040	5952	65.84%	3088	594.34
MEDI TAX	2114	1392	65.85%	722	139
HEALTH INSUR	42971	35994	83.76%	6977	3573.44
DISABILITY/LIFE INSUR	1712	1402	81.90%	310	280.42
DENTAL INSURANCE	480	324	67.44%	156	35.97
VT RETIREMENT	7703	4986	64.73%	2717	591.68
TMGR RELOCATION EXPENSE	5000	0	0.00%	5000	0
PROFESS SERV	30000	19200	64.00%	10800	2882.5
VLCT MEMBERSHIP	4977	4977	100.00%	0	0
TOWN REPORT	7500	2416	32.21%	5084	169
ADMIN TELEPHONE	625	392	62.75%	233	38.18
T MNGR CELL PHONE	720	426	59.11%	294	87.7
POSTAGE	110	7	6.06%	103	0
ADVERTISING	650	1146	176.38%	-496	531.04
PRINTING	0	172	100.00%	-172	0
MILEAGE	200	52	25.89%	148	0
OFFICE SUPPLIES	500	388	77.59%	112	128.65
OFFICE EQUIP	500	209	41.89%	291	0
DUES/MTS/EDUC	1770	1107	62.57%	663	45
COMMITTEE	50	0	0.00%	50	0
ENERGY COMMITTEE	1500	108	7.20%	1392	0
DESI FUND-CITIZEN ASSISTA	1000	1000	100.00%	0	0
MISCELLANEOUS	0	330	100.00%	-330	0
Total TOWN ADMIN. EXPENSE	264927	183305	69.19%	81622	19615.59
BCA/BOA EXPENDITURES					
JUSTICES WAGE	450	936	208.06%	-486	0
FICA TAX	0	23	100.00%	-23	0
MEDI TAX	0	5	100.00%	-5	0
POSTAGE	150	0	0.00%	150	0
DUES/MTGS/EDUC	300	0	0.00%	300	0
Total BCA/BOA EXPENDITURES	900	964	107.15%	-64	0
STAT MTGS EXPENDITURES					
POLLWORKERS WAGE	500	726	145.25%	-226	0
FICA TAX	0	26	100.00%	-26	0
MEDI TAX	0	6	100.00%	-6	0
POSTAGE	250	112	44.61%	138	0
ADVERTISING	175	142	80.87%	33	0

PRINTING	2100	1913	91.07%	187	1912.55
OFFICE SUPPLIES	120	72	60.24%	48	0
VOTING MACHINE	65	632	972.31%	-567	0.00%
VOTING MACH MAINT AGRMT	350	0	0.00%	350	0
VTG MCHN PROGRAMG	2500	2519	100.75%	-19	1432
Total STAT MTGS EXPENDITURES	S	606 6147	101.43%	-87	3344.2
TOWN CLERK EXPENDITURES					
TOWN CLERK WAGE	65430	48145	73.58%	17285	5036.9
ASST CLK WAGE	42817	31365	73.25%	11452	3392
FICA TAX	6710	4636	69.09%	2074	491.58
MEDI TAX	1570	1084	69.06%	486	114.96
HEALTH INS	29552	24020	81.28%	5532	2438.77
DISABILITY/LIFE INS	1403	1143	81.44%	260	228.52
DENTAL INSURANCE	840	647	77.08%	193	71.94
VT RETIREMENT	5954	3984	66.91%	1970	481.14
DOG/CAT LICENSE	300	251	83.51%	49	0
VITAL STATISTICS	25	0	0.00%	25	0
TELEPHONE	515	324	62.86%	191	38.16
OFFICE SUPPLIES	1500	589	39.28%	911	118.72
OFFICE EQUIPMENT	1928	0	0.00%	1928	0
SOFTWARE	3120	2074	66.48%	1046	387.08
DUES/MTGS/EDUC	150	90	60.00%	60	50
WOMEN'S CLUB GRANT	0	1398	100.00%	-1398	0
DES. FUND-RECORD RESTORAT	9000	9000	100.00%	0	0
Total TOWN CLERK EXPENDITURES	170814	128750	75.37%	42064	12849.77
FINANCE DEPARTMENT					
FINL ASSISTANT WAGE	29620	16291	55.00%	13329	0
FINANCE OFFICER WAGE	69018	52444	75.99%	16575	5449.46
FICA TAX	6116	4244	69.39%	1872	335.9
MEDI TAX	1430	992	69.40%	438	78.56
HEALTH INS	9137	0	0.00%	9137	0
DISABILITY/LIFE INS	1190	1104	92.75%	86	130.12
DENTAL INSURANCE	683	324	47.40%	359	35.97
VT RETIREMENT	5314	3562	67.02%	1752	353.28
INDEPENDENT AUDIT	9600	15500	161.46%	-5900	0
TELEPHONE	500	321	64.11%	179	38.16
ADVERTISING	175	176	100.57%	-1	88
PRINTING	75	67	89.33%	8	0
OFFICE SUPPLIES	1500	1078	71.86%	422	20.08
OFFICE EQUIPMENT	250	0	0.00%	250	0
SOFTWARE	850	876	103.12%	-26	876.49
DUES/MTGS/EDUC	250	0	0.00%	250	0
BANK	100	0	0.00%	100	0
Total FINANCE DEPARTMENT	135808	96978	71.41%	38830	7406.02
GEN ADMIN EXPENDITURES					
TELEPHONE	900	573	63.71%	327	71.35
POSTAGE METER RENTAL	700	514	73.38%	186	171.21%

POSTAGE	3000	3718	123.92%	-718	0
OFFICE SUPPLIES	1000	523	52.31%	477	175.74
PHOTOCOPIER	2000	957	47.85%	1043	0
COMPUTER HARDWARE	0	55	100.00%	-55	0
WEB SITE SUPPORT	900	240	26.67%	660	0
SERVER MAINTENANCE	5000	3532	70.64%	1468	132.45
DESIGNATED FUND-EQUIP	5500	5500	100.00%	0	0
Total GEN ADMIN EXPENDITURES	19000	15612	82.17%	3388	550.75
ASSESSOR/LISTER EXPENDITURE					
LISTER WAGE	4500	2250	50.00%	2250	0
OFFICE ASST WAGE	17772	10667	60.02%	7105	188.3
FICA TAX	1381	801	57.99%	580	11.67
MEDI TAX	323	187	57.99%	136	2.73
HEALTH INS	5482	0	0.00%	5482	0
DISABILITY/LIFE INSURANCE	230	119	51.52%	112	0
DENTAL INSURANCE	158	0	0.00%	158	0
VT RETIREMENT	911	561	61.55%	350	28.05
PROFESS SERVICES	42000	21812	51.93%	20188	2028.14
SOFTWARE MAINT/UPDATE	6000	5757	95.95%	243	438.24
TELEPHONE	500	318	63.59%	182	38.16
POSTAGE	3500	80	2.28%	3420	0
ADVERTISING	150	157	104.93%	-7	157.4
PRINTING	150	22	14.67%	128	0
MILEAGE REIMB	200	135	67.58%	65	0
OFFICE SUPPLIES	150	47	31.55%	103	0
OFFICE EQUIPMENT	250	49	19.64%	201	0
DUES/MTGS/EDUC	300	20	6.50%	280	0
DESIGNATED FUND-REAPPR	6400	6400	100.00%	0	0
Total ASSESSOR/LISTER EXPENDITURE	90357	49382	54.65%	40975	2892.69
PLANNING DEPT EXPENDITURE					
PLAN ADMIN WAGE	69614	48450	69.60%	21164	5237.84
OFFICE ASST. WAGE	23919	20275	84.76%	3644	2091.57
FICA TAX	5799	4250	73.30%	1549	453.25
MEDI TAX	1356	994	73.30%	362	105.99
HEALTH INS	14961	10381	69.39%	4580	1137.26
DISABILITY/LIFE INS	751	533	70.99%	218	146.28
DENTAL INSURANCE	420	156	37.18%	264	35.97
VT RETIREMENT	3829	2738	71.51%	1091	294.63
PLANNING SERVICES	3000	0	0.00%	3000	0
TWO RIVER PLANNING COMM.	4950	4950	100.00%	0	0
U.V. TRANSPORTATION MGMT	1063	1063	100.00%	0	1063
MAPPING	1500	0	0.00%	1500	0
HISTORIC PRES COMM.	1000	300	30.00%	700	0
HIST PRES GRANT	0	13660	100.00%	-13660	0
TELEPHONE	450	325	72.33%	125	38.16
POSTAGE	300	153	51.16%	147	0.00
ADVERTISING	500	170	33.97%	330	0
PRINTING	150	214	142.80%	-64	0
MILEAGE REIMB	500	311	62.13%	189	0

OFFICE SUPPLIES	550	313	56.98%	237	0
OFFICE EQUIPMENT	250	20	8.00%	230	0
DUES/MTGS/EDUC	750	483	64.40%	267	0
Total PLANNING DEPT EXPENDITURE	135612	109740	80.92%	25872	10603.95
RECREA DEPT EXPENDITURES					
ADMINISTRATION					
RECREATION DIR WAGE	70843	51931	73.30%	18912	5449.46
FICA TAX	4393	3220	73.29%	1173	337.86
MEDI TAX	1027	753	73.32%	274	79.02
HEALTH INS	8414	6807	80.90%	1607	689.78
DISABILITY/LIFE INSUR	862	718	83.31%	144	143.62
DENTAL INSURANCE	420	324	77.08%	96	35.97
VT RETIREMENT	3896	2598	66.68%	1298	306.53
TELEPHONE	520	329	63.20%	191	38.16
POSTAGE	130	24	18.80%	106	0
ADVERTISING	50	0	0.00%	50	0
DUES/MTGS/EDUC	850	753	88.59%	97	0
MILEAGE REIMBURSEMENT	400	63	15.87%	337	0
OFFICE SUPPLIES	225	48	21.34%	177	0
Total ADMINISTRATION	92030	67567	73.42%	24463	7080.4
PROGRAM					
INSTRUCTOR FEE	86000	37063	43.10%	48937	1713.6
COACHING MATERIALS	400	6	1.50%	394	0
TEE SHIRT/HAT	4500	0	0.00%	4500	0
EQUIPMENT	4500	1872	41.59%	2629	228
SUMMER PROG WAGE	14000	8112	57.94%	5888	0
REFERREE/UMPIRE	4000	2990	74.75%	1010	0
ENTRY FEE	1200	340	28.33%	860	0
REGISTRATION FEES	8500	4135	48.65%	4365	183.5
M.CROSS SCHOOL RENTAL FEE	13500	13230	98.00%	270	0
SPECIAL EVENTS /SUPPLIES	1000	634	63.35%	366	35.26
FICA TAX	868	481	55.40%	387	0
MEDI TAX	203	112	55.38%	91	0
UNIFORMS	300	0	0.00%	300	0
Total PROGRAM	138971	68975	49.63%	69996	2160.36
RECREATION FACILITIES					
REC FIELD CARE	10500	5851	55.72%	4649	131.81
HNTLY LINE MARKING	4300	24	0.56%	4276	0
PORTABLE TOILET	400	233	58.13%	168	0
REPAIRS & MAINT	2000	288	14.42%	1712	9.99
WATER USAGE	400	331	82.79%	69	0.00
WOMEN'S CLUB GRANT	0	4704	100.00%	-4704	0
SITE WORK	250	78	31.20%	172	0
DESIGNATED FUND-T COURTS	4500	4500	100.00%	0	0
Total RECREATION FACILITIES	22350	16009	71.63%	6341	141.8

Total RECREA DEPT EXPENDITURES	253351	152551	60.21%	100800	9382.56
PUBLIC SAFETY FACILITY					
WATER USAGE	1150	724	62.95%	426	0
ELECTRICITY	4850	4941	101.88%	-91	601.06
HEATING	3950	3311	83.82%	639	725.66
BUILDING SUPPLIES	550	511	92.84%	39	96.58
REPAIRS & MAINTENANCE	1750	9853	563.01%	-8103	1875
ALARM MONITORING	270	815	301.70%	-545	0
DESIGNATED FUND-POLICE ST	3500	3500	100.00%	0	0
Total PUBLIC SAFETY FACILITY	16020	23654	147.65%	-7634	3298.3
POLICE DEPT EXPENDITURES					
WAGES & BENEFITS					
POLICE CHIEF WAGE	89159	66072	74.11%	23087	6907.88
POLICE OFFICER WAGE	157250	112068	71.27%	45182	12199.1
ON-CALL WAGES	6500	4346	66.87%	2154	502.92
OVERTIME OFFICER WAGE	21000	15350	73.10%	5650	486.78
ADMINISTRATIVE WAGE	46256	34139	73.80%	12117	3564.8
PARTTIME OFFICER WAGE	5000	1354	27.09%	3646	0
CROSSING GUARD WAGE	15000	9636	64.24%	5364	1476.09
FICA TAX	21091	15161	71.88%	5930	1511.36
MEDI TAX	4932	3424	69.42%	1508	353.47
HEALTH INS	81014	59429	73.36%	21585	5503.49
DISABILITY/LIFE INS	3750	3278	87.43%	472	618.06
DELTA DENTAL	1680	1619	96.35%	61	179.85
VT RETIREMENT	22402	14726	65.74%	7676	1751
Total WAGES & BENEFITS	475034	340602	71.70%	134432	35054.32
COMMUNITY POLICING					
ANIMAL CONT/LEASH LAW	800	1782	222.75%	-982	594
COMMUNITY RELATNS	1200	88	7.35%	1112	15.95
SPEED SIGNS	1500	1480	98.69%	20	112
Total COMMUNITY POLICING	3500	3351	95.73%	149	722.23
EQUIPMENT & MAINTENANCE					
RADIO MAINTENANCE	800	710	88.75%	90	395
PETROLEUM PRODUCTS	8500	5053	59.45%	3447	0
CRUISER VIDEO EQUIP	500	0	0.00%	500	0
CRUISER MAINT	7500	5092	67.89%	2408	59.95
CRUISER SUPPLIES	500	-54	-10.72%	554	0
Total EQUIPMENT & MAINTENANCE	17800	10801	60.68%	6999	454.95
GRANTS					
Total GRANTS	0	0	0.00%	0	0
SUPPORT					

ADMINISTRATION	7800	4406	56.49%	3394	496.85
VIBRS	3500	2046	58.46%	1454	969.3
DISPATCH SERVICES	57117	42040	73.60%	15077	0
TRAINING	2500	100	4.00%	2400	0
TRAINING SUPPLIES	500	0	0.00%	500	0
MILEAGE REIMB	100	123	123.17%	-23	0
DUES/MTGS/EDUC	750	965	128.67%	-215	0
UNIFORMS	2500	468	18.73%	2032	0
UNIFORMS CLEANING	1500	704	46.94%	796	130
Total SUPPORT	76267	50853	66.68%	25414	1596.25
CAPITAL EXPENDITURES					
DESIGNATED FUND-SPEC EQUI	2500	2500	100.00%	0	0
DESIGNATED FUND-CRUISER	10000	10000	100.00%	0	0
Total CAPITAL EXPENDITURES	12500	12500	100.00%	0	0
Total POLICE DEPT EXPENDITURES	585101	418107	71.46%	166994	37827.75
FIRE/FAST DEPT. EXPENSES					
FIRE WAGES					
FIRE CHIEF WAGES	67151	46215	68.82%	20936	4694.78
FIRE OFFICER STIPEND	1202	0	0.00%	1202	0
FIREFIGHTERS WAGE	34000	25280	74.35%	8720	3552.38
FF DRILLS/MTGS WAGE	3000	3300	110.00%	-300	0
FICA TAX	6532	4437	67.93%	2095	487.78
MEDI TAX	1528	1035	67.76%	493	114.08
HEALTH INSURANCE	938	12116	1291.70%	-11178	1278.6
DISABILITY/LIFE INSURANCE	850	890	104.67%	-40	136.1
VT RETIREMENT	3441	2317	67.34%	1124	264.08
DENTAL INSURANCE	420	309	73.46%	111	-261
Total FIRE WAGES	119062	95899	80.55%	23163	10267.01
EMS WAGES					
EMS WAGE	6000	2896	48.27%	3104	278.16
EMS DRILL WAGE	1800	1960	108.89%	-160	0
EMS FICA TAX	484	300	62.01%	184	17.25
EMS MEDI TAX	113	73	64.27%	40	4
Total EMS WAGES	8397	5229	62.27%	3168	299.46
EDUCATION & TRAINING					
FIRE EDUC/TRAINING	1500	195	12.97%	1305	85.55
EMS EDUC/TRNG	1200	960	80.00%	240	0
FIRE DUES/MTGS/EDUC	1200	0	0.00%	1200	0
Total EDUCATION & TRAINING	3900	1155	29.60%	2745	85.55
TOOLS & EQUIPMENT					
FIRE TOOLS & EQUIPMENT	4500	4552	101.16%	-52	0
EMS TOOLS/ EQUIP	1000	398	39.84%	602	36.1

RADIO PURCH/REPAIR	700	0	0.00%	700	0
Total TOOLS & EQUIPMENT	6200	4951	79.85%	1249	36.1
MAINTENANCE					
FIRE TRK R & M	14000	11440	81.71%	2560	534.05
EQUIPMENT MAINTENANCE	2000	1687	84.37%	313	156.79
RADIO MAINTENANCE	500	401	80.16%	99	0
SOFTWARE MAINTENANCE	800	589	73.62%	211	74.95
COMPUTER MAINTENANCE	450	219	48.66%	231	0
PETROLEUM PRODUCTS	3250	1828	56.25%	1422	0
Total MAINTENANCE	21000	16164	76.97%	4836	765.79
SUPPORT					
RECRUITMENT	100	0	0.00%	100	0
POSTAGE	75	0	0.00%	75	0
FIRE PREV BOOKS & MATERIA	100	0	0.00%	100	0
FIREFIGHTERS CASUL INS	5000	4163	83.26%	837	0
TELEPHONE & INTERNET	1800	1360	75.57%	440	160.28
OFFICE SUPPLIES	400	114	28.50%	286	0
DISPATCH SERVICE	9800	10161	103.69%	-361	0
UNIFORM	225	401	178.22%	-176	0
HYDRANT RENTAL	18057	9029	50.00%	9029	0
DRY HYDRANT	200	0	0.00%	200	0
OSHA COMPLIANCE	1100	595	54.09%	505	0
Total SUPPORT	36857	25823	70.06%	11034	160.28
CAPITAL EXPENDITURES					
DESIGNATED FUND-APPARATUS	60000	60000	100.00%	0	0
DESIGNATED FUND-EQUIPMENT	20610	20610	100.00%	0	0
Total CAPITAL EXPENDITURES	80610	80610	100.00%	0	0
GRANT EXPENSE					
Total GRANT EXPENSE	0	0	0.00%	0	0
AMBULANCE SERVICES					
AMBULANCE CONTRACT	122426	91820	75.00%	30606	0
AMBULANCE BILLS	12000	10113	84.28%	1887	0
Total AMBULANCE SERVICES	134426	101933	75.83%	32493	0
Total FIRE/FAST DEPT. EXPENSES	410452	331764	80.83%	78688	11614.19
EMERGENCY MANAGEMENT					
DEBT SERVICE TOWER PRINCI	28078	11175	39.80%	16903	0
DEBT SERVICE TOWER INTERE	0	2393	100.00%	-2393	0
TOWER POWER	629	443	70.48%	186	50.87
EMERG MAN ADMIN	100	0	0.00%	100	0
EMERG MNGMT SUPPLIES	50	0	0.00%	50	0

GENERATOR FUEL	300	0	0.00%	300	0
EMERG GEN MAINT	6200	2619	42.24%	3581	0
BASE RADIO MAINTENANCE	500	0	0.00%	500	0
DESIGNATED FUND-GENERATOR	8000	8000	100.00%	0	0
Total EMERGENCY MANAGEMENT	43857	24630	56.16%	19227	50.87
CONSERVATION					
PRINTING	0	48	100.00%	-48	0
OFF SUPP & EMAIL	0	70	100.00%	-70	69.56
DUES/MTGS/EDUC	850	250	29.41%	600	0
SPKRS/PUBLIC INFO	300	0	0.00%	300	0
PUBLICITY	300	0	0.00%	300	0
TRAILS	3000	167	5.56%	2833	0
WATER QUAL MONIT	500	0	0.00%	500	0
MILT FRYE NATURE AREA	500	0	0.00%	500	0
NATRL RESRCS INVEN	1100	0	0.00%	1100	0
PROJECT RESTORATION	1000	0	0.00%	1000	0
Total CONSERVATION	7550	534	7.07%	7016	69.56
PUBLIC WORKS DEPT.					
HIGHWAY DIVISION					
HIGHWAY WAGES & BENEFITS					
DIRECTOR OF PUBLIC WORKS	90403	37586	41.58%	52817	6013.72
ROAD CREW WAGES	259853	191844	73.83%	68009	20056.61
ROAD CREW OVERTIME	27966	50381	180.15%	-22415	8816.73
PAGER COMPENSATION	2200	1100	50.00%	1100	0
FICA	23586	16654	70.61%	6932	2073.62
MEDICARE	5516	3895	70.61%	1621	484.98
HEALTH INSUR	108373	76265	70.37%	32108	7366.76
DISABILITY/LIFE	4540	2886	63.57%	1654	571.27
DENTAL INSURANCE	2520	1721	68.28%	799	-684.93
RETIREMENT	20923	13605	65.03%	7318	2148
Total HIGHWAY WAGES & BENEFITS	545880	395937	72.53%	149943	46847.22
MATERIALS					
SALT & CHEMICALS	120000	128022	106.68%	-8022	25730.51
SAND	61600	90889	147.55%	-29289	14061.23
DUST CONTROL	20000	10315	51.58%	9685	0
GRAVEL & STONE	50000	18726	37.45%	31274	0
CULVERTS & ROAD SUPPLIES	12000	474	3.95%	11526	0
ASPHALT PRODUCTS	10100	366	3.63%	9734	0
BRIDGE REPAIR & MAINT.	2000	0	0.00%	2000	0
OTHER PROJECTS	5000	3023	60.45%	1977	0
SIGNS	4000	1166	29.15%	2834	317
Total MATERIALS	284700	252980	88.86%	31720	40109.14
CONTRACTED SERVICES					
PLOWING & SANDING	24000	7109	29.62%	16891	0
ROAD SWEEPING	4500	0	0.00%	4500	0

LEAF REMOVAL	6000	950	15.83%	5050	0
STREETLIGHTS	11500	7916	68.83%	3584	936.57
TREE CUTTING & REMOVAL	12500	1000	8.00%	11500	0
UNIFORMS	9000	8415	93.50%	585	1421.34
PAVING	60000	8634	14.39%	51366	0
OTHER PROJECTS	7500	24335	324.47%	-16835	0
CRACK SEALING	35000	30997	88.56%	4003	0
PAVEMENT MARKING	21000	12069	57.47%	8931	4869
Total CONTRACTED SERVICES	191000	101425	53.10%	89575	7226.91
EQUIPMENT					
OUTSIDE REPAIRS	40000	19663	49.16%	20337	330.68
PARTS & SUPPLIES	38000	26250	69.08%	11750	799.23
PETROLEUM PRODUCTS	43000	35018	81.44%	7982	6761
Total EQUIPMENT	121000	80931	66.89%	40069	7891.26
HIGHWAY GARAGE					
ELECTRICITY	2500	2837	113.48%	-337	503.63
PROPANE	9000	6586	73.18%	2414	189.96
TELEPHONE	2500	1988	79.53%	512	537.87
SUPPLIES	1500	4614	307.62%	-3114	512.57
ALARM MONITORING	500	0	0.00%	500	0
REPAIRS & MAINTENANCE	5000	16409	328.18%	-11409	0
TOOLS	2500	4124	164.96%	-1624	150.99
ADMINISTRATION	5000	9080	181.59%	-4080	53
Total HIGHWAY GARAGE	28500	45639	160.14%	-17139	1948.02
CAPITAL EXPENDITURES					
DESIGNATED FUND-EQUIPMENT	85000	85000	100.00%	0	0
DESIGNATED FUND-SIDEWALK	14000	14000	100.00%	0	0
DESIGNATED FUND-PAVING	275000	275000	100.00%	0	0
DESIGNATED FUND-BRIDGES	40000	40000	100.00%	0	0
DESIGNATED FUND-GARAGE	25000	25000	100.00%	0	0
Total CAPITAL EXPENDITURES	439000	439000	100.00%	0	0
GRANTS					
FEMA GRANT	0	660485	100.00%	-660485	3857.5
TWO RIVERS-BETR BACK ROAD	0	2011	100.00%	-2011	0
2017 VTRANS BIKE & PED GR	0	18964	100.00%	-18964	2584
Total GRANTS	0	681460	100.00%	-681460	6441.5
Total HIGHWAY DIVISION	1610080	1997373	124.05%	-387293	110464.05
BUILDINGS & GROUNDS DIVIS					
B & G WAGES & BENEFITS					
BUILDINGS & GROUNDS WAGES	83851	70712	84.33%	13139	6255.14
OT BLDGS & GROUNDS	3700	8953	241.97%	-5253	1644.9
PAGER COMPENSATION	550	0	0.00%	550	0

FICA	5462	4927	90.20%	535	487.41
MEDICARE	1277	1152	90.23%	125	113.99
HEALTH INSURANCE	22657	20960	92.51%	1697	2522.89
DISABILITY/LIFE	1187	950	80.03%	237	189.98
DENTAL INSURANCE	420	519	123.68%	-99	71.94
RETIREMENT	4846	3437	70.92%	1409	449
Total B & G WAGES & BENEFITS	123950	111609	90.04%	12341	11734.93
MATERIALS					
GARDEN SUPPLIES & PLANTS	1600	1570	98.13%	30	0
Total MATERIALS	1600	1570	98.13%	30	0
CONTRACTED SERVICES					
FOLEY PARK & MEDIANS	4750	0	0.00%	4750	0
UNIFORMS	2100	1960	93.35%	140	536
Total CONTRACTED SERVICES	6850	1960	28.62%	4890	536.21
EQUIPMENT					
OUTSIDE REPAIRS	1600	1829	114.32%	-229	0
PARTS & SUPPLIES	2500	3878	155.12%	-1378	0
PETROLEUM PRODUCTS	2500	3322	132.90%	-822	740.36
TOOLS	500	93	18.51%	407	0
Total EQUIPMENT	7100	9122	128.48%	-2022	740.36
CAPITAL EXPENDITURES					
DESIGNATED FUND-EQUIPMENT	7000	7000	100.00%	0	0
Total CAPITAL EXPENDITURES	7000	7000	100.00%	0	0
Total BUILDINGS & GROUNDS DIVIS	146500	131262	89.60%	15238	13011.5
SOLID WASTE DIVISION					
SW WAGES & BENEFITS					
TRNSF STATION WAGE	36958	28456	77.00%	8502	2870.5
FICA TAX	2291	1764	77.01%	527	177.97
MEDI TAX	536	413	76.98%	123	42
Total SW WAGES & BENEFITS	39785	30633	77.00%	9152	3090.09
CONTRACTED SERVICES					
GUVSWMD ASSESSMENT	37554	37554	100.00%	0	0
MUNICIPAL SOLID WASTE	49000	29835	60.89%	19165	3642.58
RECYCLING	61000	23666	38.80%	37334	2677
C & D WASTE DISPOSAL	10000	4485	44.85%	5515	0
FOOD WASTE DISPOSAL	2000	3377	168.87%	-1377	450.32
UNIFORMS	500	0	0.00%	500	0
Total CONTRACTED SERVICES	160054	98917	61.80%	61137	6769.9

EQUIPMENT					
PARTS & SUPPLIES	1000	493	49.32%	507	26.27
REPAIRS & MAINTENANCE	2000	2160	107.98%	-160	64.93
SMALL EQUIPMENT	300	55	18.33%	245	55
Total EQUIPMENT	3300	2708	82.06%	592	146.19
TRANSFER STATION					
PURCHASED SERVICES	1170	1295	110.71%	-125	130
ELECTRICITY	1200	1214	101.17%	-14	110.56
PROPANE	600	338	56.36%	262	80.31
TELEPHONE	450	328	72.99%	122	35.07
ADMINISTRATION	2500	329	13.14%	2171	14
VERMONT FRANCHISE TAX	2900	992	34.22%	1908	0
Total TRANSFER STATION	8820	4497	50.99%	4323	369.94
CAPITAL EXPENDITURES					
DESIGNATED FUND-EQUIPMENT	6500	6500	100.00%	0	0
Total CAPITAL EXPENDITURES	6500	6500	100.00%	0	0
Total SOLID WASTE DIVISION	218459	143255	65.58%	75204	10376.12
TRACY HALL					
BUILDING EXPENSES					
WATER USAGE	500	471	94.28%	29	0
ELECTRICITY	10500	10631	101.25%	-131	1264.88
HEATING	13000	9276	71.35%	3724	1810.35
ALARM MONITORING	600	0	0.00%	600	0
ELEVATOR MAINTENANCE	3300	2182	66.12%	1118	411.26
CUSTODIAN PAGER & MILEAGE	200	0	0.00%	200	0
BUILDING SUPPLIES	4200	3328	79.24%	872	1145.52
REPAIRS & MAINTENANCE	10000	13561	135.61%	-3561	9.44
BNDSTND/SIGN/EVCH ELECTRI	900	1312	145.82%	-412	137.25
DESIGNATED FUND-TRACY HAL	20000	20000	100.00%	0	0
Total BUILDING EXPENSES	63200	60762	96.14%	2438	4779
Total TRACY HALL	63200	60762	96.14%	2438	4778.7
Total PUBLIC WORKS DEPT.	2038239	2332651	114.44%	-294412	138630.37
DEBT SERVICE EXPENDITURES					
PUBLIC SAFTY FACILITY BON	47000	47000	100.00%	0	0
DEBT INTEREST	49037	24701	50.37%	24336	0
Total DEBT SERVICE EXPENDITURES	96037	71701	74.66%	24336	0
APPROPRIATION EXPENDTURES					
NORWICH PUBLIC LIBRARY		137500	50.00%	137500	0
NORWICH LIONS CLUB	3000	3000	100.00%	0	0
NORWICH AMERICAN LEGION	1500	0	0.00%	1500	0

NORWICH HISTORICAL SOC.	8000	4000	50.00%	4000	0
NORWICH CEMETERY ASSOCATN	15000	0	0.00%	15000	0
CHILD CARE CTR IN NORWICH	4348	1087	25.00%	3261	0
VSTNG NRS/HSP APPR	15600	7800	50.00%	7800	0
THE FAMILY PLACE	6000	3000	50.00%	3000	1500
ADVANCE TRANSIT	13120	13120	100.00%	0	13120
HEADREST	2500	0	0.00%	2500	0
WINDSOR COUNTY PARTNERS	1000	0	0.00%	1000	0
WISE	2500	0	0.00%	2500	0
SEVCA	3750	0	0.00%	3750	0
YOUTH-IN-ACTION	3000	0	0.00%	3000	0
WHT RIVR COUN ON AGING	5300	0	0.00%	5300	0
PUBLIC HEALTH COUNC UV	337	337	100.00%	0	0
U.V. TRAILS ALLIANCE	2000	2007	100.35%	-7	0
GOOD BEGINNINGS	3000	1755	58.50%	1245	0
GREEN MTN ECO DEV CORP	1693	0	0.00%	1693	0
Total APPROPRIATION EXPENDTURES	366648	173606	47.35%	193042	14620
TAX EXPENDITURES					
TAX ABATEMENT/ADJUSTMENT	5000	2797	55.95%	2203	0.00%
Total TAX EXPENDITURES	5000	2797	55.95%	2203	0
INSURANCE					
COBRA	0	1001	100.00%	-1001	1000.52
UNEMP INS RATE ASSMT	5300	1516	28.60%	3784	639
PROP & CAS INSURANCE	86000	76986	89.52%	9014	0
WORKER'S COMP INS	132000	142993	108.33%	-10993	0
Total INSURANCE	223300	222496	99.64%	804	1639.52
Total General	4869033	4345368	89.24%	523665	274396.09

DRAFT Minutes of the Selectboard Meeting of
Wednesday, March 27, 2019 at 6:30 pm

2 b.iv

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Roger Arnold; John Langhus; Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 9 people in the audience.

Also participating: Darius Faudie, Jonathan Fenton, Alden Benedict, Blythe Adams, Omer Trajman, Mary Westrich, Georgia Bilar, Neil Fulton, Doug Lindgren, Jill Kearney, Bill Tine, David Hubbard, John Carroll, John Farrell, Linda Gray, Suzanne Leiter, Thad Goodwin, and Linda Cook.

1. Approval of Agenda. Selectboard (SB) members agreed to add John Carroll to the agenda, to provide an overview of the facilitated discussion planned for the 3/28/2019 SB meeting.

2. Public Comment. John Farrell spoke about his request to be reappointed as Town Service Officer. Farrell said that over the past year he had 5 requests for service; 4 of which resulted in grants of assistance. Linda Cook said that, with regard to Tracy Hall energy usage, we need to do better with the gym doors. Several members of the Marion Cross 5th-grade class (listed above) spoke in favor of the proposed ban on plastic bags and Jonathan Fenton distributed copies of an article showing the scientific basis of said ban. [This article will be included in the SB packet for 4-10-2019.] Omer Trajman, Finance Committee Chair, gave an update on the committee's review of town financial policies. Trajman said they will provide a consolidated written opinion and 2 people to work with SB members to revise the policies, as needed.

3. Appointments to Open Positions.
Tree Warden: Thad Goodwin spoke in support of his application for reappointment as Tree Warden. Goodwin and SB members had a general discussion on trees, including issues concerning Emerald Ash Borer, and roadside trees within the town right of way. Langhus **moved** (2nd Brochu) to appoint Thad Goodwin as Tree Warden for a one-year term ending in March 2020. **Motion passed unanimously.**
Energy Committee: Charles Lindner spoke in support of his application for appointment to the Energy Committee. Linda Gray spoke in favor of Suzanne Leiter's application for the Energy Committee, as Leiter was unable to attend the SB meeting. Brochu **moved** (2nd Langhus) to appoint Charles Lindner to the Energy Committee for a three-year term ending in March 2022. **Motion passed unanimously.** Layton **moved** (2nd Langhus) to appoint Suzanne Leiter to the Energy Committee for a three-year term ending in March 2022. **Motion passed unanimously.**
Conservation Commission: David Hubbard spoke in favor of Chris Rimmer's application for the Conservation Commission, as Rimmer was unable to attend the SB meeting. Layton **moved** (2nd Langhus) to appoint Chris Rimmer to the Conservation Commission for a four-year term ending in March 2023. **Motion passed unanimously.**
Greater Upper Valley Solid Waste District (GUV) and Audit Committee: Neil Fulton spoke in support of his application for reappointment to the GUV. Fulton gave the SB an update on GUV's activities, where he has been serving as Chair. Fulton discussed organic waste composting and efforts to develop a facility that can process food waste that is still inn packaging. Doug Lindgren spoke in support of his application for Audit Committee. Lindgren had applied for appointment to GUV, but said that he is happy to have Fulton continue his work on GUV and Lindgren is not interested in the GUV alternate position. Lindgren said that he is semi-retired and wants to contribute to his community the skills he has gained in finance and business. Layton **moved** (2nd Pepper) to appoint Herb Durfee as alternate representative to the Greater Upper Valley Solid Waste District for a two-

year term ending in March 2021. **Motion passed unanimously.** Langhus moved (2nd Pepper) to reappoint Neil Fulton as representative to the Greater Upper Valley Solid Waste District for a two-year term ending in March 2021. **Motion passed unanimously.** Langhus moved (2nd Pepper) to appoint Doug Lindgren to the Audit Committee for a three year term ending in March 2022. **Motion passed unanimously.**

Recreation Council: Jill Kearney spoke in support of Bill Tine, Kristin Fauci, and Ryan Gardner, who all applied for appointment to the Recreation Council. Bill Tine spoke in support of his application, as well. Langhus moved (2nd Pepper) to appoint William Tine, Kristin Fauci, and Ryan Gardner to the Recreation Council for three-year terms ending in March 2022. **Motion passed unanimously.**

Watershed Land Management Council: David Hubbard spoke in support of his own application for the Land Management Council and that of Byron Haynes, who was unable to attend the SB meeting. In response to SB questions, Hubbard explained that the Land Management Council acts as steward for lands owned by the Fire District. The Council manages the land for forestry and recreation; Len Miraldi is the forester. Langhus asked Hubbard if there was a portion of the Fire District lands that could serve as a preferred site for solar energy. Hubbard explained that there was not. Hubbard said that the SB should be aware that the Emerald Ash Borer is coming to the region, and Norwich has a very large number of ash trees. Hubbard recommended the SB propose to the voters that Norwich establish a designated fund to deal with the issue, depositing \$50,000 per year into the fund.

Langhus moved (2nd Pepper) to appoint David Hubbard to the Watershed Land Management Council for a three-year term ending in March 2022. **Motion passed unanimously.** Brochu moved (2nd Layton) to appoint Byron Haynes to the Watershed Land Management Council for a three-year term ending in March 2022. **Motion passed unanimously.**

Town Service Officer: John Farrell had spoken to the SB earlier in the meeting in support of his application for Town Service Officer. Langhus moved (2nd Brochu) to appoint John Farrell as Town Service Officer for a one-year term ending in March 2020. **Motion passed unanimously.**

3.5 John Carroll – re: SB Goals Discussion on 3/28/2019. Pepper introduced the topic by saying that John Carroll will help the SB members conduct their goals discussion at their March 28th meeting. Carroll said that the 3/28 meeting will be for the SB members to put all of their ideas on the table. SB members will then take some time to contemplate before reconvening and finalizing their goals at a later meeting. Carroll gave a synopsis of the process for the 3/28 meeting.

4. Town Manager Report. Durfee summarized his written report, which will be included in the 4/10/19 SB meeting packet. Highlights of the report are that Durfee has started to put together the next budget; FEMA reimbursement is still outstanding from both a portion of the 2011 Irene damages and from the July 2017 storm. Durfee has continued to work with FEMA to satisfy their requirements for funding applications. Pepper said that he would like Durfee to consider expanding the membership of the hiring committee for Finance Director to bring in additional reviewers. Langhus agreed. Durfee said that union negotiations are proceeding with police and DPW workers. Durfee just found out today that Norwich received a grant for replacing a culvert on Tigertown Road, which was not going to be covered by FEMA.

5. Consent Agenda. Langhus moved (2nd Brochu) to approve the consent agenda, with the exception of correspondence from Charlotte Metcalf. **Motion passed unanimously.** Brochu said that she thinks Metcalf deserved answers to the questions she raised in her correspondence. Langhus and Layton said that Langhus and Linda Gray had answered the questions. Langhus moved (2nd Layton) to accept correspondence from Charlotte Metcalf dated March 11, 2019. **Motion passed unanimously.**

6. Selectboard Policies Review. Brochu said that she proposed this agenda item. Brochu said Norwich Selectboard DRAFT Minutes – 3/27/2019 Mtg

that she and Linda Cook had started to inventory the town's policies. SB members agreed to add the list of policies when they talk about goals at their 3/28 meeting.

7. Future Meeting Agenda Items. Omer Trajman, Chair of the Finance Committee, said that the Finance Committee should have some feedback for the SB regarding financial policies at a May 2019 SB meeting.

SB members agreed to the following agenda items for their next meeting:

- Plastic Bags Ordinance (Langhus)
- Town Plan Update; Jaci Allen & Rod Francis to be invited (Langhus)
- Affordable Housing Fund Policy Update (Langhus)
- Union Negotiations Update (Durfee)
- 2018-2019 Budget Spending Update – Spending & Revenues (Brochu)

For the April 24 meeting:

Trails Committee – re: Gile Mtn. Parking Lot Possible Expansion

At 9:36 pm, Langhus **moved** (2nd Brochu) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:36 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2019

John Pepper
Selectboard Chair

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

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

**DRAFT Minutes of the Special Selectboard Meeting of
Thursday, March 28, 2019 at 6:30 pm**

Members present: John Pepper, Chair; Claudette Brochu, Vice-Chair; John Langhus; Mary Layton; and, Roger Arnold.

Others present: John Carroll, Facilitator; Herb Durfee; and, Linda Cook (~8:45 pm)

1. **Call to Order.** At 6:30 pm, Pepper called the meeting to order. Pepper introduced those persons present.
2. **Public Comment.** None.
3. **Selectboard Goals Planning.** John Carroll facilitated the Board's discussion on their short-term goals for the coming year (i.e., through February 29, 2020) and beyond (i.e., "big, hairy, audacious goals", aka BHAG).

At Carroll's prompt, each Board member expressed what they expected over the next 10 months:

Brochu – Would like clearer direction of the Board for the next 10 months and next 10-20 years.

Arnold – Essentially, agreed with Carroll's presentation to the Board during yesterday's meeting (3/27/19) and the need to strategically address our needs. [A copy of Carroll's handout from the 3/27/19 meeting is attached to these minutes.]

Layton – Hoping to improve the Board's process of dealing with agenda items so we don't get in our own way. Looking for good communication; "getting it done"; need fewer categories of discussion; need to understand shape Town is in; focus on internal controls; get handle on capital assets; address climate issues; examine income inequity issues; continue to address lack of affordable housing and concerned about not letting others into Town.

Langhus – Echoed Arnold's strategic comment and value of Carroll's presentation; strategically expects focus on Town Plan to help shape what Norwich will look like in 10 years (e.g., how many houses, including affordable units, we should/could have); tactically then have the courage and innovative thought, especially with policies, to effect those goals.

Pepper – Echoed Brochu's statement but would like to further crystalize that direction. There's too much "fog" clouding the Board and the Town's direction at too many levels; would like to address the "culture" of Norwich – the "inner bones" of the Town, public officials, and staff; asking if we can have a positive effect; noted the Gantt chart prepared on Board goals a couple of years ago; and, emphasized his like of the "elective" vs. "structural" components of Carroll's handout to the Board.

Carroll thanked the Board members for their candor also commenting that the Board's, "...diversity of perspective is its massive asset". Next, Carroll described the process he was going to take the Board through. He reminded the Board that it's likely the discussion would be a beginning with need for at least another session.

[For the balance of the facilitated portion of the meeting, refer to the attached sheets that record the questions asked by Carroll and the responses shared by Board members.]

**DRAFT Minutes of the Special Selectboard Meeting of
Thursday, March 28, 2019 at 6:00 pm**

As a summary, Carroll offered that a major component to a successful Board is its ability to “convene” meetings for the purposes of bringing people and groups together to jointly accomplish tasks. He emphasized the importance of committees and that without committee work it’s likely the Board would not realize many of their BHAG’s. Carroll asterisked a couple of the Board’s needs related to making sure constituents don’t have fear of retribution for raising issues and making sure interruptions are minimized. He indicated these items are “tender spots” and should be worked on more independently from the goal process since they relate more specifically to procedure and Board dynamic.

On behalf of the Board, Pepper thanked Carroll stating they wouldn’t have been able to get to the heart of some of the issues raised without his facilitation. At this point, Pepper asked for a short recess (8:37 pm) and, then, suggested that Board members have a short discussion about the meeting after the break. [Langhus departed, due to family commitment.] At 8:43 pm, Pepper reconvened the meeting.

There was general discussion by the Board on the identified information from the facilitated discussion. Essentially, the discussion focused on the next steps. Pepper agreed to synthesize the sheets into a matrix for the Board’s continuing discussion. [See attached matrix.] The Board discussed whether or not to hold a special meeting to continue the goal discussion. Ultimately, the Board by consensus agreed to take up the discussion at its next regular meeting rather than scheduling a special meeting.

4. **Adjournment.** At 9:16 pm, Layton **moved to adjourn. Seconded by Brochu. Motion passed 4-0-0.** Meeting adjourned.

Respectfully submitted,

Herbert A. Durfee, III, Town Manager

APPROVED:

John Pepper, Chair

Date

In thinking about setting Selectboard goals, it's useful to distinguish between "*structural activities*" and "*elective initiatives*".

Structural activities are required by statute or shaped by norms of Board practice. Structural activities usually are routine, in the sense that they normally happen on a regular schedule – monthly, quarterly, semi-annually, annually, etc.

- procedural (e.g. annual Board-leadership elections, semi-annual evaluation of TM performance, etc.);
- statutory (e.g. preparation and approval of annual municipal budget, annual approval of Grand List, etc.).

(There's a saying, "*The routine drives out the non-routine*" – which means that procedural and statutory activities can become so time-consuming that there's little energy and time left for attending to the big ideas and the important questions – the strategic stuff. So, it's often worth questioning procedural activities (and even statutory obligations): "*Do we really need to be doing this? What value are we adding? How could we do this faster or more simply? What would happen if we stopped doing this?*")

Elective initiatives often arise from concerns of the Townspeople and/or from Board-members' interests, expertise, or concerns. Elective initiatives usually are non-routine, in the sense that they arise in response to circumstances or perceptions that change over time. Elective initiatives are of three general types:

- Strategic objectives;
- Tactical initiatives; and
- Operational improvements.

Strategic objectives are about the big ideas -- deep and lasting improvement, the long-range vision. For example, a Board plan to '*bring Town spending into alignment with similar communities in the Upper Valley*' would be a strategic objective. Strategic objectives are usually so large in scope that their implementation takes a long time -- a year or even two.

Tactical initiatives are usually narrower in scope and shorter in duration. Tactical initiatives are often undertaken as part of implementing a larger strategic objective. So, for example, in support of the hypothetical strategic objective above (to bring Town spending into alignment with similar communities), separate tactical initiatives might be '*to reduce energy consumption in Town buildings*', '*to right-size the Town*

labor-force, and *'to improve the efficiency of Town equipment'*. Alternatively, any one of these tactical initiatives could be undertaken as a stand-alone project, unrelated to any larger strategic objective.

Operational improvements are usually even narrower in scope; they may be short-term, or they may continue indefinitely. Operational improvements can be stand-alone initiatives – or they can be in support of tactical initiatives and/or strategic objectives. So, for example, in support of the hypothetical tactical initiative above (to right-size the Town labor-force), specific operational improvements might be implemented -- such as *'bench-marking other towns' staffing levels*, *'updating employees' job descriptions*, and *'strengthening job-skills cross-training'*.

As you can see, strategic objectives, tactical initiatives, and operational improvements are often linked and hierarchical. Together they form a pyramid -- with the strategic objective at the top, tactical initiatives in the middle, and operational improvements as the foundation. Alternatively, tactical initiatives and operational improvements can be undertaken individually, unrelated to any strategic objective.

Goal-setting in connection with elective initiatives – whether strategic, tactical, or operational – works best when we give thought to how to describe the goal in terms that are clear and unambiguous.

Eventually, as Board consensus takes shape around specific goals, you'll want to turn them into "SMART goals", where:

S = specific
M = measurable
A = achievable
R = relevant
T = time-bound

By the end of your goal-setting process, for each goal, try to ...

- characterize the goal in specific language;
- list the measures you will use to document progress and success;
- be ambitious and realistic, so the goal has a good prospect of being achievable;
- target the initiative to be relevant to the larger purpose it is supposed to serve;
- force the project to be time-bound: identify key milestones and their deadlines.

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BIG ASPIRATION (BHAG)

- CREATE 100 UNITS OF AFF., SUSTAINABLE HOUSING
- ASSESSMENT
ALL STRATEGY ~~THAT~~ INCLUSIONS OF UNDERSTANDING
WHAT IS NEEDED STRATEGICALLY
(NEED COMMUNITY "BUY IN")
- INCREASE # OF LOW/MOD. HOUSING UNITS
- ADOPT TOWN PLAN W/ CLEAR TARGETS FOR
AFF HOUSING, ~~SUSTAINABLE ENV.~~ ^{NET ZERO} ENV., & FULL SCHOOL
ENROLL.
- CREATE SUSTAINABLE GROWTH THROUGH ~~RURAL GROWTH~~
INCLUSIVE COMMUNICATION
DEMO A TOWN LIKE OURS CAN BE A MODEL
OF SUSTAINABLE GROWTH BY WAY OF
INCLUSIVITY

THEMES: INCLUSIVE (AFFORDABILITY) (EQUITY)
SUSTAINABLE
DIVERSITY

BHAG (CONT..)

PROVIDE ~~WKS~~ ^{BROAD BAND} AND TO PROVIDE TRAINING
ALL PERSONS,

~~OVERVIEW TOWNSHIP~~

CUT # OF WORDS IN POLICIES IN HALF
HAVE THEM EASILY FOUND; SEARABLE

IK. POPULATION TO 4,000; CUT TAX RATE BY 15%

#1 EMPLOYER OF CLOKE DEPARTMENT
PUBLIC SECTOR

COMMUTER RAIL SERVICE UP/DOWN CT RIVER
VALLEY

BUY POWERLINES ON MAIN ST.

WHAT IS "NON-STATUTORY" DUTY
YOU WOULD NEED TO CONTINUE?

COMMUNITY ENGAGEMENT :: BE WELDE

PEOPLE ARE "BE PRESENT"
(ENGAGEMENT)

FURTHER COMMUNITY UNDERSTANDING

THROUGH ENHANCED COMMUNICATION

ENCOURAGE COMMUNICATION, PARTICIPATION,

AND DEBATE

ON-GOING; CONSISTENT ENGAGEMENT

WITH FEEDS IN/OUT OF TOWN TO FIND

BEST PRACTICES

WELCOME/
FEEL EMPOWERED TO DISAGREE, ALLOWED

NO DISAGREE

READING MINUTES / RESEARCH / LISTEN TO

CONSTITUENTS - BEING "GROUNDED"

WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO?

#EMPOWER
#ECHO

RECOGNIZE/CELEBRATE EMPLOYEES; TOUT BEST TOWN IN
CONVERSE, OTHERS INTRODUCE MATERIAL
FACILITATION, CONVERSATION, OTHER MEMBERS
TAKE OWNERSHIP OF TOPICS/AGENDA ITEMS

* HEAR FROM CONSTITUENTS THAT DISAGREE w/o
RETRIBUTION. NO FEAR OF RETRIBUTION; ALL
COMMENTS WELCOME

* HAVE SPACE TO UNPACK CONCEPTS. MINIMIZE
INTERRUPTIONS. DONT WANT TO BE INTERRUPTED
DUTY IS NOT TO INTERRUPT

COMMUNICATE EFFECTIVELY w/ ~~PUBLIC~~ PUBLIC
COHERENT, CONCISE COMMUNICATION TO/FROM
PUBLIC,
'NORMS' OF COMMUNICATION
COMMUNICATION PROTOCOL(S)
DECISIONS OF RESPONSE: INDIVIDUAL MEMBERS
VS. BOARD AS A WHOLE

NO
CLEAR
RULES
LEADS
TO
INEFFECTIVENESS

STATUTORY OBLIGATION — THAT IS VALUE-ADDED?

SUPERVISES PERSONNEL

STATUTE IS UNHEALTHY

BE MORE CLEAR ON "SUPERVISE" T.M.

BE TRANSPARENT

"RIGHT TO KNOW" — EASILY KNOWS

OVERSIGHT OF INTERNAL CONTROLS,
FINANCES, CAPITAL ASSETS, DESIGNATED
FUNDS, POLICY OVERSIGHT — ALL ABOUT
VALUE FOR THE TAXPAYER

COMPLIANCE W/REG'L: STATE LAW/RULES
PAY ATTN: TO STATE INITIATIVES
PROPER ALIGNMENT

TOWN
POLICY DEVELOPMENT: REVIEW
→

STATUTORY OBLIGATION TO "GET RID OF" MONEY

LINE ITEM REVIEW OF THE BUDGET DEVELOPMENT

FIGURE OUT VALUES OF COMMUNITY NEEDS
AND BALANCE COST FOR THOSE NEEDS IN
BUDGET

STOP SCATTERED MEETINGS / HAVE MORE
THEMATIC INTENT - MINIMIZE BOARD
SHIFTING OF THOUGHTS FROM TOPK TO TOPK

GET RID OF CHECK WARRANTS

MINIMIZE POLICY DISCUSSIONS - BE "TIGHT"

CAPTURE POLICY REVIEW PLAN

DELEGATE MEMBERS

DRAFT

BACK TO BOARD FOR ACTION

DELINQUENT DOY LIST

OUT OF DATE OFFICERS (WEK/HER/OFCOLL)

↑ "CLEAN UP" HARD DRIVE

AREA NEED TO ATTEND TO - BOARD SPECIFIC -

- WEBSITE OVERHAUL

ALL MANNER OF COMMUNICATION ACROSS ALL LEVELS - INFO SHARING; TO GIVE/RECEIVE CONCERN IN MULTIPLE WAYS

FIND HISTORY OF A TOPIC/SITUATIONS

ES., WATER RUNOFF; MUNICIPAL SEWAGE

"HISTORICIZE"/"GATHERER"

~~CONVEY~~ CONVEY TO CITIZENS THE PARTS OF THE "MACHINE"
AND ASSESS ITS VALUE

BY IDEAS: BY PICTURE

TRANS, ENVIRN., LAND USE - KNOW BY TOPICS
AND ESTABLISH DIRECTION

OPPORTUNITY EXISTS TO DIRECTLY INTERACT
WITH COMMITTEES, OFFICIALS, APPOINTEES

NOTHING IS "SEARCHABLE" TECHNOLOGICALLY

WE HAVE "BANDWIDTH" TO DO MORE WITH LESS
WITH TECHNOLOGIES AND KNOWLEDGE BASE
AVAILABLE TO US

**2019-2020 Norwich Selectboard
Goal-Setting Workshop**

March 28, 2019

Priority (1=Highest)	BIG ASPIRATION (BHAG)	Support (People/Groups)	Other Comments
	Create 100 units of affordable, sustainable housing		
	Affordable Housing Assessment Strategy		
	Increase # of low to moderating housing units		
	Adopt Town Plan with clear targetes for Affordable housing, net zero emmissions, and full school enrollment.		
	Create sustainable growth via inclusive communication		
	Provide high speed broadband to all persons, and provide training.		
	Increase population to 4,000 and cut controllable tax rate by 15%		
	#1 Public Sector Employer of Choice in Vermont		
	Commuter rail service up and down Connecticut River Valley		
	Bury overhead wires on Main Street		

Priority (1=Highest)	"NON-STATUTORY" DUTIES YOU WOULD LIKE TO CONTINUE	Support (People/Groups)	Other Comments
	Community Engagement: Be where people are; "Be Present"		
	Further Community Understanding through enhanced communication		
	Encourage Communication, Participation, and Debate		
	Ongoing & Consistent engagement with peers in and out of town to find best practices		
	Feel empowered to disagree; feel welcome/allowed to disagree		
	Reading minutes, research, listen to constituents - being "grounded"		

Priority (1=Highest)	WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO	Support (People/Groups)	Other Comments
	Recognize/celebrate employees		

Goal-Setting Workshop

	Converse with others to introduce material, facilitation, conversation, other members take ownership of topics/agenda items		
	Hear from constituents that disagree without fear of retribution; all comments welcome.		
	Have space to unpack concepts. Minimize interruptions. Don't want to be interrupted. Duty is not to interrupt.		
	Communicate effectively with public. Coherent, concise communication to/from public, "norms" of communication, communication protocol(s)		
	Decisions of response: individual members vs. board as a whole		

Priority (1=Highest)	STATUTORY OBLIGATIONS THAT ARE VALUE-ADDED	Support (People/Groups)	Other Comments
	"Supervise" Personnel: statute language is unhealthy, need to be more clear on what "supervise" means to Norwich SB		
	Be Transparent: "Right to know" - easily knows		
	Oversight of Internal Controls: finances, capital assets, designated funds, policy oversight - all about value for the tax payer.		
	Compliance with Regulations, local and state laws/rules: Pay attention to state initiatives, proper alignment		
	Town Policy Development and review		

Priority (1=Highest)	STATUTORY OBLIGATIONS TO "MINIMIZE"/"GET RID OF"/MODIFY	Support (People/Groups)	Other Comments
	Line item review of budget development (take bigger picture position, values and needs of community)		
	Stop scattered meetings/have more thematic intent/minimize shifting from topic to topic		

Goal-Setting Workshop

	Get rid of check warrants		
	Set tight time guardrails around policy discussions		
	Remove outdated/trivial responsibilities - dog licenses, weigher of coal, etc.		

Priority (1=Highest)	AREAS NEED TO ATTEND TO (TACTICAL) - BOARD SPECIFIC	Support (People/Groups)	Other Comments
	Website Overhaul		
	All manner of communication across all levels - info sharing & to give/receive concern in multiple ways		
	Find history of a topic/situations (e.g. water runoff and municipal sewage, "historisize, gatherer"		
	Convey to citizens the condition of the "parts of the machine"... assess value		
	Big Ideas: big picture: Know big topics and establish direction		
	Opportunity exists to more consistently and directly interact with communities, officials, appointees.		
	Technology across the board for efficiency - "searchable"		
	Technology to allow us bandwidth to do more with less, with technologies and knowledge base available to us.		

2 b.v

QUITCLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS that THE TOWN OF NORWICH, a Vermont municipality, of Norwich, Vermont, Grantor, in consideration of One Dollar and other good and valuable consideration paid to its full satisfaction by FRANCIS X. HANLON and JOSIE F. HANLON, of Norwich, Vermont, Grantees, have REMISED, RELEASED AND FOREVER QUITCLAIMED unto the said Grantees, FRANCIS X. HANLON and JOSIE F. HANLON, a married couple, and their heirs and assigns forever, a certain piece of land in Norwich, in the County of Windsor, and State of Vermont, described as follows:

Being any and all interest in the so-called lease land impacting the ands and premises of the Grantees on Bradley Hill Road in Norwich, described as follows:

The deed into Heinz Valtin and Eleanor H. Valtin from Osborn at Book 56, Pages 429-432 of the Norwich Land Records notes that a portion of the 20.6 acres conveyed *may be* lease land and are conveyed subject to an annual lease rent of \$10 paid to the town treasury for the support of schools. Reference the Warranty Deed from John H. Root and Sarah S. Root to Samuel M. Root dated March 1, 1883 and recorded at Book 17, Page 369 of the Norwich Land Records; Thomas E. Emerson, Jr. and Curtis Emerson to Daniel Miner dated September 18, 1833 and recorded at Book 7, Page 321 of the Norwich Land Records.

The original leases regarding this school lease land were the following: (a) an Indenture between Elijah Burton, Joel Stimson and Calvin Sever (School District Committee), Jonas Boardman and Hezekah Goodrich (Selectmen of the Town of Norwich) and John Shafter for the term of 999 years dated September 25, 1797 and recorded at Book 1, Page 559 of the Norwich Land Records; (b) an Indenture between Elijah Burton, Joel Stimson and Calvin Seaver (School District Committee), John Shafter, Jonas Boardman and Hezekial Goodrich (Selectmen of the Town of Norwich) and Elijah Youmans, Jr. for the term of 999 years dated September 18, 1797 and recorded at Book 1, Page 560 of the Norwich Land Records.

Reference also the Indenture between Elijah Youmans, Jr. and Jeremiah Bizell dated January 19, 1802 and recorded at Book 2, Pages 161-162 of the Norwich Land Records.”

It is the express purpose of this Quitclaim Deed to release to the Grantees any and all interest of the Town of Norwich in and to the so-called lease land and that the interests of the Grantees in the so-called lease land be held in fee.

The authority for the execution of this deed was a duly warned meeting of the Selectboard at which a quorum was present and voting, and a majority cast votes for the execution of this deed and designated the Town Manager as the authorized person to sign the deed on behalf of the Town.

Reference should be made to the above-mentioned deeds and records and to the deeds and records referred to therein for a more complete and particular description of the lands and premises conveyed.

TO HAVE AND TO HOLD all its right and title in and to said quitclaimed premises, with the appurtenances thereof, to the said Grantees, FRANCIS X. HANLON and JOSIE F. HANLON, a married couple, and their heirs and assigns forever.

AND FURTHERMORE it, the said Grantor, TOWN OF NORWICH does for itself and its successors and assigns, covenants with the said Grantees, FRANCIS X. HANLON and JOSIE F. HANLON, and their heirs and assigns, that from and after the ensealing of these presents it will have and claim no right, in, or to the said quit-claimed premises.

IN WITNESS WHEREOF, It hereunto sets its hand and seal this _____ day of _____, 2019.

TOWN OF NORWICH

By: _____
Its duly authorized agent

STATE OF VERMONT
WINDSOR COUNTY, SS

At Norwich in said County this _____ day of _____, 2019 personally appeared Herb Durfee, Town Manager for the Town of Norwich and he acknowledged this instrument, by him sealed and subscribed, to be his free act and deed and the free act and deed of the Town of Norwich.

Before me, _____
Notary Public

My Commission Expires: January 31, 2021

(SEAL)

Town Manager Monthly Report January - March 2019

1. FYE 2020 Budget & Other Financials:
 - a. Continued to work with the Finance Director, department heads and other officials, and the Board to prepare relevant FYE 2020 draft budget information and figures. Prepared, distributed, and completed a matrix related to individual Board member's insight on the draft FYE 2020 budget concerning changes sought to the draft budget.
 - b. Worked with the Board such that the FYE 2020 proposed budget was completed for voter approval at the March Town Meeting.
 - c. Voters approved the FYE 2020 budget as proposed.
 - d. Already working with Department Heads on the FYE 2021 budget.
 - e. Replied to numerous questions/requests of individual Board members, Finance Committee, Treasurer, members of the public, the media, et al.
 - f. Worked with the Finance Director and the Auditor concerning the FYE 2018 audits (regular and Single Audit) and related management letter. Work included forwarding the final draft documents to the Selectboard. Also, arranged for the Auditor to present the FY 2018 audit information to the Selectboard and to answer Board member's questions. Effort resulted in the Board's receiving the financial documentation subject to one final inclusion (sentence related to some pension info) and final Town Manager signatures.
 - g. Satisfactorily complied with some VT Dept. of Public Safety audit concerns related to a FYE 2017 State Homeland Security Grant Program award. Compliance included some changes to the TM's Purchasing Procedure, the Selectboard's Conflict of Interest Policy, and clarification of Lead Contact and figure justification.
 - h. Distributed latest CLA/COD info to Board members.

2. Town Meeting Preparation:
 - a. Prepared the draft Town Meeting Warning for the Selectboard's review and approval.
 - b. Collaborated with the Town Clerk on the Warning and its content.
 - c. Prepared, printed, and helped distribute the Annual Report (i.e., submittals, content, budget info, audit info, collaboration with editor and "typesetter", liaison for school info, etc.)

3. FEMA:
 - a. July 1, 2017 Storm Event:
 - i. The Town continues to await final approval for those projects completed and submitted to FEMA (70-hour; 60-day; contract #1; and contract #2). To date, 3 of the 7 FEMA-designated projects are "obligated", awaiting further review by the state before reimbursement funds can be issued.

- ii. As any issues arise related to FEMA approval, staff and the Town's consulting engineer are addressing the issues.
 - iii. NOT related to FEMA, but the Town is being awarded a grant from VTrans to help with upsizing two culverts on Tigertown Rd that couldn't handle from volume of water from the July 1 storm.
- b. Tropical Storm Irene:
 - i. The Town continues to await close-out approval and final reimbursement.

4. Personnel:

- a. Based on the Recreation Director's announced retirement, initiated the process for hiring her replacement (updated job description, prepared job ads, initiated advertising, and received applications).
- b. Brie Swenson was hired for the position beginning April 1, 2019.
- c. Based on the Police Chief's announced retirement, initiated the process for replacing the Chief (discussion with the Sergeant and preparation of some personnel-related documents). NPD personnel and TM soon will be conducting interviews.
- d. Based on the Finance Director's announced retirement, initiated the process for her replacement. Amid conducting interviews.
- e. Prepared Union-related information for contract negotiation. Shared proposals. Several negotiation sessions are scheduled throughout April.
- f. Dealt with (and amid dealing with) several issues raised by the Union concerning: OT, call-outs/call backs vs. call-ins, DPW pay/timesheets, employee healthcare, NPD holiday pay, and NPD Sgt hiring process.
- g. Worked with the DPW Director on the solicitation, interviewing, background check, pre-employment drug test, and conditional offer of employment to Christopher Connor for the vacant Equipment Operator position in Highways.
- h. Collaborated with other staff on planning and holding annual staff holiday lunch in the multi-purpose room at Tracy Hall.
- i. Conducted typical duties (e.g., payroll change forms, oversaw and working with a supervisor related to a staff issue, replied to a couple of employees about contractual questions, and filed 1st report of injury concerning an employee's "trip & fall").
- j. TM evaluation.

5. Other:

- a. Discussed with David Hubbard, Woodshed Coordinator and the Board the TM's procedure. Based on discussion, the Board indicated that the procedure seems to be working well for its intended purpose.
- b. Continued to reply to questions raised by Board members (e.g., related to packet materials).
- c. Signed off on the Town's 2019 Certified Local Government (CLG) grant application related to the Historic Preservation Committee's on-going efforts.

- d. Returnables at the Transfer Station are being collected. In any fiscal year, the funds collected will be deposited in the Town's General Fund. The first \$500 collected will be for use by the Norwich Cadet Program. Additional amounts collected above the first \$500 will be for the Citizen Assistance Fund as determined by the Town Manager in consultation with the Town Service Officer.
- e. The generators and their repair at the Highway Garage and Tracy Hall continue to be items of concern. Repairs would be expensive. Different options are being examined (e.g., replacing both; repairing one and replacing the other; repairing both). Seeking possible grant funding. The result of this search will help determine which course of action will be taken.
- f. Worked with the Town Service Officer to assist two families in need.
- g. Awarded EV Charging Station equipment and installation grant for Huntley Meadow Park and Ride lot.
- h. Ice jam on Turnpike Rd – had to hire contractor to help with its breakup.
- i. Great River Hydro appeal – working with Town Counsel to stay on schedule.

Upcoming:

- FEMA Contract #3 start-up
- FEMA reimbursement process – ongoing
- VTrans TAP grant (culverts on Tigertown)
- EV Charging Station
- Finish Union contract
- Hire Finance Director
- Hire NPD Sgt
- Follow-up to VT Dept Public Safety concerns (post-audit); includes amending TM procedures
- VLCT-PACIF Equipment Grant application (NFD and DPW equipment)
- VTrans Structures Grant application (Elm St bridge)
- VTrans Class II Paving Grant application
- Safety & Wellness Committee
- Fossil Fuel analysis
- Tracy Hall Energy Audit follow-up
- Generator(s) decision
- Update LOEP to new format (LEMP)
- Program/scheduled RRFB installs
- Update Town Road & Bridge Standards (due to state updates)
- Other...

Public Works Department

Monthly Report for March 2019

Public Works Dept

The month required the Highway crew to perform winter maintenance duties on 7 days and address mud road conditions on 9 days in March. The crew also patched potholes (where possible) and spent two days organizing and preparing an inventory of Public Works Garage equipment and materials currently in the garage.

The roads were posted for spring conditions on March 12, 2019. The Director issued 23 permits to drive on the posted roads in March (when road conditions allowed).

The Public Works Dept received the new Freightliner dump truck as approved by the Town in the 2018 Town Meeting. The Director processed titles, warranties, manuals, registrations and the turnover of the trade-in truck to get the new truck into service. The new truck is a welcome change to the fleet.

Public Works Garage (PWG)/Tracy Hall

The Director continued with repairs/upgrades at the PWG and Tracy Hall. Tasks undertaken were as follows:

1. The Tracy Hall elevator received the annual inspection and the Director contracted with Bay State Elevator to address the action items noted in the inspection. The Tracy Hall boilers were serviced and ARC Mechanical checked all thermostats for proper operation. The Director has contracted with Firetech to repair a backflow preventer in the sprinkler system for Tracy Hall.
2. The Director obtained 4 additional FOBs to the PWG door security system for other Town Departments usage.
3. The Director and Mechanic Sonny Lewellyn continued with determining oil supply vendors for the Public Works Dept. fleet. The Director requested additional technical information from selected vendors particularly with regard to John Deere and Caterpillar equipment.
4. The Director pursued termination of the existing phone service and activation of the Comcast phone service at the Public Works Garage (which is included with the internet bundle at the same price).

Highway Department

The Director performed a review of the Elwyn Subdivision on Union Village Road.

The Director continued to prepare and coordinate the Town's Structures and Paving grant applications with Chris Bump of VTRANS. At this time, it appears applications will be submitted for the Chapel Hill Bridge, the Elm St. Bridge and paving of a segment of Beaver Meadow Road (starting at Main St.).

Transfer Station

Since March the Transfer Station has been collecting bottles and cans for redemption. The program has been mildly successful with redemption checks equaling approximately \$300/month.



From: Alexander Northern JD, MPA
Town of Norwich Fire Chief
Deputy Fire Warden
Deputy EMD

To: Town Manager/Town of Norwich Selectboard

Re: Summary of Departmental Activity-March 2019

Date: 4/2/19

As the long slog through March yields to signs of warmer prospects and Spring, here is a sampling of items that captured my attention during the third month of the year:

1. Completed Nat'l Reg. EMT re-certification requirements
2. Began gathering all forms/documents for the Planning "P" through contact with VEM
3. Completed IS- 909 certification
4. Began revision of 2019 LEMP
5. Registered for Passenger Train Emergency Response Training
6. Began planning the 2019 fire inspection schedule with the VT Fire Marshalls' office
7. Submitted revised run cards to UVComm-RIT now in place !
8. Managed the SAFER Grant application process
9. Hosted Thetford FD apparatus show-and-tell with Chief Whitcomb
10. Registered for a class at the National Fire Academy as part of the Three State Weekend in June
11. Site visit with Norwich Planning Director
12. Site visit with bridge engineer regarding building access across from Norwich Farms
13. Attended UVRESA Mutual Aid association meeting
14. Continued planning for the table-top exercise to be held on 5/24

Respectfully Submitted,

NFD Chief Alexander Northern

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NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

MARCH 2019 - MONTHLY RECREATION REPORT

Recreation Program Update: All of our Mud season programs are running successfully. The spring programs are set up and most are already open for on-line registration.

Volunteers keeping up Winter Facilities: Kristin Close did a wonderful job as the 'Head Hoser' for the rink this year as the skating season ended this month. Gered Dunne & Eric Picconi did an amazing doing the ski tracking at Huntley this season. Thanks to all these fabulous volunteers.

Annual March Changing of the Guard: A couple of Recreation Council Member terms generally end in March - always a little sad for me. A heartfelt thank-you goes out to Amy Tuller and Page Tompkins who ended their terms. We thank them for their service to the Town/Department for always being true stewards for youth recreation. I'd like to thank the Select Board for approving of, and welcoming those who agreed to extend their terms - Ryan Gardner, Kristin Fauci & Bill Tine. It's wonderful to know that these three will be providing continuity for Brie and the Recreation Department going forward.

I'd also like to welcome Brie Swenson and wish her all the best in this exciting position. I've enjoyed our time together this month.

Thank you for having me for the past 26 & 1/2 years!

Respectfully submitted by,

Jill Kearney Niles



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TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376

rrobinson@norwich.vt.us
802-649-1419 ext 105

April 4, 2019

TO: Herb Durfee

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for March

- Delinquent Tax collections through March were \$ 220,878. Delinquent taxes as of March 31, 2019 are \$249,240. On March 31, 2018 they were \$ 174,112. Interest collected was \$ 3,272 and penalty collected was \$ 17,670.
- An escrow company did not pay the taxes on several parcels (at least 8 so far) by the tax due date. These are getting paid slowly as homeowners receive delinquent tax bills and notify their mortgage company.
- Responded to landowner's requests for taxes paid in 2018 and copies of tax bills for use in their preparation of income taxes and homestead declarations.
- Reconciles 18-19 property taxes to the Grand List. Fifty eight revised bills were sent out during the year due to changes in amounts due. An additional ninety four were sent out reflecting state credits received after the initial billing. Because of problems with the Tax Department this year, the town received a payment from the state in the amount of \$ 1560.00 to compensate for our trouble.
- Gross payroll for March was \$ 82,616 and A/P was \$ 2,312,693.
- VLCT came and did a Worker's Compensation audit. Excluding the Fire Department (who is on another policy) it appears that the town will get a small refund from VLCT. Specific information per department will be received with the final audit results.

Memorandum

April 5, 2019

To: Norwich Selectboard
From: John Langhus, Member

Re: Draft Plastic Bag Ban Ordinance

Dear Fellow Selectboard Members,

In advance of our deliberation next Wednesday regarding the proposed plastic bag ban in Norwich, I offer the following as my personal views on various questions raised in public discussion over the last few weeks since the first reading of the proposed ordinance. I hope that it is helpful in our discussion. Because questions were largely not officially directed to the Board, I am not identifying questions with any particular people who may have raised them.

1. *Does the Selectboard have authority to ban plastic bags?*
The ordinance cites 24 VSA §2291(12) as the source of the authority for the ban. This statute concerns regulation of solid wastes by municipalities. In essence, this is a regulation about garbage.
2. *To whom does the ban apply? Are citizens still allowed to use plastic bags?*
The ban is limited to "Retail Establishments" in Norwich. It has no authority over any activity of private individuals.
3. *Is this ban well thought-out when considering the comparative resource costs of paper bags or more durable cotton bags?*
There has been a very interesting sub-discussion about the relative carbon and water resource costs of single-use plastic bags vs paper bags and durable bags such as cotton. Studies from the University of Oregon, the UK and Denmark were all cited in the discussion. The bottom line was a conclusion that that single use plastic bags use fewer resources and generate lower carbon emissions than do paper bags or even durable bags until the latter are reused over 1000 times.

This argument presupposes that either: 1) the ban is meant to address resource use or 2) it should be more concerned with resource use, if it is not. The bag ban is in fact a solid waste regulation intended to reduce the amount of plastic that Norwich is placing into the solid waste stream. It is not intended as a climate regulation or otherwise as a resource conservation measure. Even so, the MCS students did research this point in preparation for the detailed presentation they made to us. Many commentators have jumped in to question the conclusion offered in the the various studies, pointing out most importantly that people regularly use their durable shopping bags well over 1000 times and so there is a credible basis for concluding that using durable bags are both better for the waste stream and better

for emissions. In researching different materials, the consensus the MCS students arrived at in advance of their presentation to the Selectboard was the following:

#1 best materials for reusable bags: **jute and hemp.**

#2 best material: **cotton**

#3 best material: **paper**

#4 worst material: **plastic.**

Nevertheless, everyone seems to agree that reusing bags as many times as possible, no matter what they are made of, is the best way to minimize their environmental impact.

4. *Haven't our local businesses already agreed to voluntarily stop using plastic bags, in which case why do we need to legislate a formal ban?*

After being interviewed by local students who initiated this ban, many local businesses chose to voluntarily stop using plastic bags. That is not universally true, however, and some businesses have made clear that they will stop using them without complaint if they are banned, but not before. Moreover, by formalizing the ban, Norwich is making a public statement that will be noticed by state governments in both Vermont and New Hampshire which are right now weighing possible Statewide bans of single-use plastic bags. This ban will add our voices to that debate and provide leadership in our State.

5. *Isn't this really a personal decision? What gives the Selectboard the right to tell citizens how to act?*

This question suggests a perfectly legitimate theory of democratic government – that individual liberty should be maximized except in extremely limited circumstances. In any decision, both the Selectboard and the citizens must decide whether a regulation is a defensible exercise of power, both pragmatically and philosophically. For me, it comes down to the simple fact that industry is currently permitted to create highly toxic garbage, without having any responsibility for disposing of it or even paying for its disposal. As a society, we have utterly failed to come up with a workable mechanism to deal with this particular stream of waste. In 10 years, the mass of microplastics in the world's oceans will outweigh the mass of all animal life in the oceans. These plastics have no boundaries, so that they are now found in virtually all drinking water, in the air that we all breathe and in the microbiology of even unborn babies. I believe that bans such as these are the real defense of our freedom – freedom from pollution that we have no control over.

6. *What about plastic bags such as garbage bags or sandwich bags or the kind the coop wraps meat in?*

The ban specifically exempts all plastic bags that are sold as plastic bags – so you can still buy a box of Glad plastic bags or Ziploc plastic sandwich bags – as well as other bags used for packaging rather than carrying, such as dry cleaner bags, newspaper bags, bags used by the butcher or deli, etc.

7. *Can people be arrested for carrying a plastic bag in Norwich if the ban is adopted?*

The ban is a civil ordinance not a criminal ordinance. Any violation is punishable only by a small fine (\$10.00), and that could only be imposed on the business offering the bag, not the customer receiving it.

8. *It's great that the MCS fifth graders have researched this issue, but should we be basing policy on the recommendations of kids?*

The MCS students researched this issue from many angles over the course of about a month in their social studies classes, spending considerable additional time outside of class. They read multiple studies and articles on the topic. They interviewed every single business in Norwich, most of our elected officials and the Town Manager, as well as businesses and officials in other towns that have passed similar bans. They made an hour and half public presentation of their research to the Selectboard and answered every question put to them. This is *exactly* how policy should be made at any level of government – informed choices, based on solid data and analysis. None of these is my child, but I am as proud of each of them as though they were.

Thank you for your consideration of these matters and I look forward to discussing them with you on April 10.

Best regards,
John Langhus

cc: Herb Durfee, Town Manager

Town of Norwich, Vermont



CHARTERED 1761

CIVIL ORDINANCE REGULATING SINGLE-USE PLASTIC BAGS WITHIN THE TOWN OF NORWICH, VERMONT

ARTICLE I. AUTHORITY & PURPOSE

This Ordinance is adopted pursuant to 24 VSA §2291(12). A violation of this Ordinance shall be a civil matter enforced according to 24 VSA §2297a. The Norwich Selectboard may issue and enforce solid waste orders.

This Ordinance is intended to promote the general public health, safety, welfare, and the responsible use of resources and protection of people, animals and the environment. It seeks to reduce the number of plastic bags entering the waste stream from commercial activities within Norwich and to encourage the use of reusable bags in the Town.

ARTICLE II. DEFINITIONS

Definitions. As used in this Ordinance, the following terms shall be defined as follows:

ASTM D6400 standard specification means the standard specification for labeling of plastics designed to be aerobically composted in municipal or industrial facilities set by the American Society for Testing and Materials.

Plastic Bag means any bag made of plastic derived from either petroleum, ethylene derived from natural gas, polyethylene, polypropylene, or nylon.

Retail Establishment means all sales outlets, stores, shops, pharmacies, or other places of business located within the Town of Norwich which sell or convey merchandise directly to the ultimate consumer, including Retail Food Establishments and Retail Service Establishments.

Retail Food Establishment means all sales outlets, stores, shops, restaurants, markets, supermarkets, clubs or other places of business which sell, serve or convey foods directly to the ultimate consumer. This definition shall include but is not limited to any place where food is commercially prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, sold or offered to the public.

Retail Service Establishments means all places of business located within the

Town of Norwich where any retail service is offered to the public.

ARTICLE III. GENERAL PROHIBITION AND REGULATION

No Retail Establishment, Retail Food Establishment, or Retail Service Establishment shall sell or convey merchandise in Plastic Bags, and said establishments shall only use such bags that are either:

- (1) Bags of any nature provided by the consumer; or
- (2) Paper bags, if they are charged separately at a cost of no less than \$0.10 per bag, which charge may be kept by the Retail Establishment.

ARTICLE IV. EXEMPTIONS TO GENERAL PROHIBITION

Exemptions. Article III of this regulation shall not apply to the following items:

- (1) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise;
- (2) Any flexible transparent covering for covering uncooked raw meat, poultry, raw fish, hard cheese, cold cuts, fruit, and vegetable products, baked goods, or bread; and
- (3) Any Plastic Bags that are provided with a product when the product is purchased by the Retail Establishment.

ARTICLE V. PENALTIES AND ENFORCEMENT

- (1) If it is determined that a violation of any subsection of this section has occurred, the Selectboard may issue a notice of alleged violation. With any such notice, the Selectboard shall strictly adhere to the provisions of 24 VSA §2297a, including provisions for notice, preliminary hearing, proposed order and its content, hearing on proposed order, continuing violations, effect of imposition of penalty, payment to the Town, and enforcement.
- (2) If applicable, any proposed order could include a civil penalty of not more than \$10.00 for each violation and in the case of a continuing violation, not more than \$25.00 for each succeeding day.
- (3) The Selectboard may seek enforcement of a final order before the Environmental Division (VT Environmental Court). If a penalty is imposed and the respondent fails to pay the penalty within the time prescribed, the Selectboard may bring a collection action in the Superior Court.
- (4) A Retail Establishment receiving a notice of alleged violation has the opportunity of a pre-hearing provided the Town Clerk receives a written request for such pre-hearing no later than 10 days after the notice of alleged violation is received. Further, a Retail Establishment receiving a proposed order has the opportunity of a hearing provided the Town Clerk receives written request for such hearing no later than 15 days after the date of receipt of the proposed order.

~~Herb's Comments~~

Ordinance Prohibiting Single-Use Plastic Bags within the Town of Norwich, VT

ARTICLE VI. WAIVER

The Selectboard by simple majority of its total membership may waive the imposition of any fine outlined within this Ordinance for good and sufficient reason.

ARTICLE VII. EFFECTIVE DATE

AMTE

The Ordinance contained herein is duly adopted by the Norwich Selectboard on ~~March 27, 2019~~ and shall take effect 60 days from the date of its adoption.

BY:

John Pepper, Chair

John Langhus

Claudette Brochu, Vice-Chair

Mary Layton

Roger Arnold

3c

Herb Durfee

From: Jaci Allen <allenjaci@gmail.com>
Sent: Tuesday, April 02, 2019 7:32 AM
To: John Pepper; John Langhus; Mary Layton; rogerdavid.arnold@gmail.com; claudette broch
Cc: Herb Durfee; roderick Francis; Brian Loeb
Subject: AHSC Housing Fund Policy
Attachments: AHF POLICIES as approved x PC 2019 03_28.pdf; ATT00001.htm

I'm attaching a copy of the AHSC Housing Fund Policy, which was amended by the Affordable Housing Committee last month and approved by the Planning Commission on March 28th. Brian Loeb (AHSC, PC) has offered to present the policy as it now stands to the SB (depending on availability) when it comes up on the SB agenda. If Brian can't make the date, we'll find another AHSC/PC spokesperson. Thanks for your consideration.

Jaci

AFFORDABLE HOUSING FUND POLICIES AND CRITERIA

PREAMBLE: The question of whether to establish an Affordable Housing Revolving Fund in the amount of \$45,000 was put to voters of the Town of Norwich in an article included on the November 6th, 2018 ballot. The measure was supported by the voters. What follows is guidance for the management of the fund.

PURPOSE STATEMENT: The purpose of the Norwich Affordable Housing Revolving Fund (fund) is to facilitate the provision of housing in Norwich that remains affordable in perpetuity. The fund shall be managed in such a way as to attract additional support for affordable housing from other private, public and not-for-profit entities. In this manner, the impact of the fund will be quantifiably greater than the original \$45,000 commitment.

GOVERNANCE: The Selectboard may approve the disbursement of funds in support of an affordable housing project that aligns with the guidance contained herein. Such a project is to be led by a designated sponsor. The Planning Commission will review potential projects for compliance with the Town Plan and make recommendations to the Selectboard.

ELIGIBLE SPONSORS: Entities registered with the VT Secretary of State to conduct business in VT, 503 (c), and/or recognized affordable housing providers are eligible. A demonstrated track record in the development and/or management of affordable housing is required. Individuals and households are not eligible, and would need to partner with an eligible sponsor.

ELIGIBLE PROJECTS: A proposal that demonstrates a need for the town's funding that cannot be readily met through other sources in order to provide two or more affordable housing units in perpetuity located in Norwich. Projects that demonstrate a substantial leveraging of the town's funding with other private and/or public funding sources for the creation of affordable housing units are preferred.

PERFORMANCE PERIOD OF FUNDS: The Town expects there will be a direct relationship between the duration (term) of the loan of funds and the number of affordable dwelling units any proposed project provides. The smaller the number of affordable housing units created, the shorter the required repayment period.

REPAYMENT OF FUNDS: The obligation is on the sponsor to show how the project will benefit from the use of the funds and to propose a repayment schedule that is both workable from the project's standpoint and consistent with the affordable housing fund policies and criteria. Repayment holidays, deferred payment schedules and balloon payments are all devices sponsors can propose to advance project viability.

INTEREST OWED ON USE OF FUNDS: An interest rate of one point below the prime rate as published in the Wall Street Journal (WSJ prime) per annum will be set on all dispersed funds unless:

- a. The Selectboard (or their designees) in reviewing the project determines that the public good justifies foregoing any expected interest payments (principal is not forgiven)
- b. The sponsor demonstrates to the Selectboard's satisfaction that the levying of interest on the repayment of funds would jeopardize the viability of the project

TRACKING OF FUNDS: Where a sponsor proposes a lengthy installment plan (more than three years) for repayment, and/or multiple payments, the recovery of the administrative costs associated with tracking payments will be considered when settling on loan terms.

ELIGIBLE USE OF FUNDS: Funds may be used to cover reasonable "hard" and "soft" costs incurred in the acquisition, construction, or rehabilitation of an Eligible Project except as provided for herein. These funds are not available for: markets studies, property appraisals, site assessments, engineering, permitting or design, legal review or any soft costs associated with the acquisition of real property or project management. These funds cannot be used for the payment of Norwich property taxes, education taxes, VT taxes or US taxes. Sponsors are encouraged to use these funds as a match for other funding sources. A project may include dwelling units that do not meet the definition of 'affordable' (below), so long as the project delivers the minimum number of affordable units required for eligibility under this fund.

DEFINITIONS:

Affordable: This program will use the definition of affordable housing adapted from 24 VSA § 4303 (1).

(1) "Affordable housing" means either of the following:

(A) Owner-occupied housing for which the total annual cost of ownership, including principal, interest, taxes, insurance, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 80 percent of the highest of the following:

- (i) the county median income, as defined by the U.S. Department of Housing and Urban Development;
- (ii) the standard metropolitan statistical area median income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development; or
- (iii) the statewide median income, as defined by the U.S. Department of Housing and Urban Development.

(B) Rental housing for which the total annual cost of renting, including rent, utilities, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 80 percent of the highest of the following:

- (i) the county median income, as defined by the U.S. Department of Housing and Urban Development;
- (ii) the standard metropolitan statistical area median income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development; or
- (iii) the statewide median income, as defined by the U.S. Department of Housing and Urban Development.

Perpetuity: means the longest possible time period permitted under state law, which will be enforced through legal instruments attached to the property title or other binding legal documents. The following specific provisions shall apply to rental and owner-occupied affordable housing:

- Affordable rental housing must be occupied, in perpetuity, by households with incomes at or below 80 percent of the highest of the three income standards specified in the definition of affordable housing. Housing that serves households with lower incomes is to be preferred where practicable.

- Owner-occupied affordable housing shall use a resale formula designed to share equity between the purchaser and the program to facilitate the accumulation of assets by the homeowners while maintaining long-term affordability. Unless good cause is shown to use a different resale formula, the resale formula shall be one of those commonly in use in Vermont. The initial occupant of owner-occupied affordable housing must have an income at or below 80 percent of the highest of the three income standards specified in the definition of affordable housing. Subsequent purchasers must have an income at or below the higher of: (a) 80 percent of the highest of the three income standards specified in the definition of affordable housing or (b) the income level needed to afford the price specified by the resale formula.

**2019-2020 Norwich Selectboard
Goal-Setting Workshop**

March 28, 2019

3d

Priority (1=Highest)	BIG ASPIRATION (BHAG)	Support (People/Groups)	Other Comments
	Create 100 units of affordable, sustainable housing		
	Affordable Housing Assessment Strategy		
	Increase # of low to moderating housing units		
	Adopt Town Plan with clear targetes for Affordable housing, net zero emmissions, and full school enrollment.		
	Create sustainable growith via inclusive communication		
	Provide high speed broadband to all persons, and provide training.		
	Increase population to 4,000 and cut controllable tax rate by 15%		
	#1 Public Sector Employer of Choice in Vermont		
	Commuter rail service up and down Connecticut River Valley		
	Bury overhead wires on Main Street		

Priority (1=Highest)	"NON-STATUTORY" DUTIES YOU WOULD LIKE TO CONTINUE	Support (People/Groups)	Other Comments
	Community Engagement: Be where people are; "Be Present"		
	Further Community Understanding through enhanced communication		
	Encourage Communication, Participation, and Debate		
	Ongoing & Consistent engagement with peers in and out of town to find best practices		
	Feel empowered to disagree; feel welcome/allowed to disagree		
	Reading minutes, research, listen to constituents - being "grounded"		

Priority (1=Highest)	WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO	Support (People/Groups)	Other Comments
	Recognize/celebrate employees		

**2019-2020 Norwich Selectboard
Goal-Setting Workshop**

March 28, 2019

	Converse with others to introduce material, facilitation, conversation, other members take ownership of topics/agenda items		
	Hear from constituents that disagree without fear of retribution; all comments welcome.		
	Have space to unpack concepts. Minimize interruptions. Don't want to be interrupted. Duty is not to interrupt.		
	Communicate effectively with public. Coherent, concise communication to/from public, "norms" of communication, communication protocol(s)		
	Decisions of response: individual members vs. board as a whole		

Priority (1=Highest)	STATUTORY OBLIGATIONS THAT ARE VALUE-ADDED	Support (People/Groups)	Other Comments
	"Supervise" Personnel: statute language is unhealthy, need to be more clear on what "supervise" means to Norwich SB		
	Be Transparent: "Right to know" - easily knows		
	Oversight of Internal Controls: finances, capital assets, designated funds, policy oversight - all about value for the tax payer.		
	Compliance with Regulations, local and state laws/rules: Pay attention to state initiatives, proper alignment		
	Town Policy Development and review		

Priority (1=Highest)	STATUTORY OBLIGATIONS TO "MINIMIZE"/"GET RID OF"/MODIFY	Support (People/Groups)	Other Comments
	Line item review of budget development (take bigger picture position, values and needs of community)		
	Stop scattered meetings/have more thematic intent/minimize shifting from topic to topic		

Goal-Setting Workshop

	Get rid of check warrants		
	Set tight time guardrails around policy discussions		
	Remove outdated/trivial responsibilities - dog licenses, weigher of coal, etc.		

Priority (1=Highest)	AREAS NEED TO ATTEND TO (TACTICAL) - BOARD SPECIFIC	Support (People/Groups)	Other Comments
	Website Overhaul		
	All manner of communication across all levels - info sharing & to give/receive concern in multiple ways		
	Find history of a topic/situations (e.g. water runoff and municipal sewage, "historisize, gatherer"		
	Convey to citizens the condition of the "parts of the machine"... assess value		
	Big Ideas: big picture: Know big topics and establish direction		
	Opportunity exists to more consistently and directly interact with communities, officials, appointees.		
	Technology across the board for efficiency - "searchable"		
	Technology to allow us bandwidth to do more with less, with technologies and knowledge base available to us.		

Goal-Setting Workshop

3d

Priority (1=Highest)	BIG ASPIRATION (BHAG)	Support (People/Groups)	Other Comments
7	Create 100 units of affordable, sustainable housing	PC	Over three years?
8	Affordable Housing Assessment Strategy	PC	Being addressed
1	Increase # of low to moderating housing units	PC	Needs thought and action
5	Adopt Town Plan with clear targetes for Affordable housing, net zero emmissions, and full school enrollment.	PC	Clarity, purpose, political will are needed
4	Create sustainable growth via inclusive communication	SB/research	voter level support needed for all important issues
2	Provide high speed broadband to all persons, and provide training.	State level, research	
6	Increase population to 4,000 and cut controllable tax rate by 15%		Two distinct goals
9	#1 Public Sector Employer of Choice in Vermont		How to rank?
3	Commuter rail service up and down Connecticut River Valley	regional/ state effort	Worthy BHAG
10	Bury overhead wires on Main Street	research feasibility	How to finance?

Priority (1=Highest)	"NON-STATUTORY" DUTIES YOU WOULD LIKE TO CONTINUE	Support (People/Groups)	Other Comments
5	Community Engagement: Be where people are; "Be Present"		good idea, sometimes possible for me
1	Further Community Understanding through enhanced communication	Town Eating Day?	Open Meeting Law explanation
2	Encourage Communication, Participation, and Debate		When and where given constraints of OML and meeting time.
3	Ongoing & Consistent engagement with peers in and out of town to find best practices		Would like to. How?
4	Feel empowered to disagree; feel welcome/allowed to disagree		Ok with constructive disagreement.
6	Reading minutes, research, listen to constituents - being "grounded"		Important to me.

Goal-Setting Workshop

Priority (1=Highest)	WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO	Support (People/Groups)	Other Comments
5	Recognize/celebrate employees		Nice idea. What venue?
2	Converse with others to introduce material, facilitation, conversation, other members take ownership of topics/agenda items		In pairs? How to communicate what the pairs have discussed? Summaries?
3	Hear from constituents that disagree without fear of retribution; all comments welcome.		Also how to bring those comments into the conversation.
1	Have space to unpack concepts. Minimize interruptions. Don't want to be interrupted. Duty is not to interrupt.		Thematic meetings would help. Calming down would help.
4	Communicate effectively with public. Coherent, concise communication to/from public, "norms" of communication, communication protocol(s)		More "group" SB messages on the list serve, The Norwich Times
6	Decisions of response: individual members vs. board as a whole		Would like to discuss protocol.

Priority (1=Highest)	STATUTORY OBLIGATIONS THAT ARE VALUE-ADDED	Support (People/Groups)	Other Comments
5	"Supervise" Personnel: statute language is unhealthy, need to be more clear on what "supervise" means to Norwich SB	Select Board agenda item.	Clarify "unhealthy" and "supervise"
4	Be Transparent: "Right to know" - easily knows		Except for some topics.
1	Oversight of Internal Controls: finances, capital assets, designated funds, policy oversight - all about value for the tax payer.		Very interested in this.
3	Compliance with Regulations, local and state laws/rules: Pay attention to state initiatives, proper alignment		Always good.
2	Town Policy Development and review		Would like to get policies up to date and then move on.

Priority (1=Highest)	STATUTORY OBLIGATIONS TO "MINIMIZE"/"GET RID OF"/MODIFY	Support (People/Groups)	Other Comments
3	Line item review of budget development (take bigger picture position, values and needs of community)		
1	Stop scattered meetings/have more thematic intent/minimize shifting from topic to topic		important for coherent decisions
4	Get rid of check warrants		oversight still important
2	Set tight time guardrails around policy discussions		
5	Remove outdated/trivial responsibilities - dog licenses, weigher of coal, etc.		How to remove?

Priority (1=Highest)	AREAS NEED TO ATTEND TO (TACTICAL) - BOARD SPECIFIC	Support (People/Groups)	Other Comments
1	Website Overhaul		
6	All manner of communication across all levels - info sharing & to give/receive concern in multiple ways		
3	Find history of a topic/situations (e.g. water runoff and municipal sewage, "historisize, gatherer"		Know history to not "reinvent the wheel"
2	Convey to citizens the condition of the "parts of the machine"... assess value		
4	Big Ideas: big picture: Know big topics and establish direction		Hope to do this.
7	Opportunity exists to more consistently and directly interact with communities, officials, appointees.		
5	Technology across the board for efficiency - "searchable"		
8	Technology to allow us bandwidth to do more with less, with technologies and knowledge base available to us.		

3d
PS

Priority (1=Highest)	BIG ASPIRATION (BHAG)	Support (People/Groups)	Other Comments
	Create 100 units of affordable, sustainable housing	10	question if this is too much housing?
	Affordable Housing Assessment Strategy	3	
	Increase # of low to moderating housing units	2	
	Adopt Town Plan with clear targetes for Affordable housing, net zero emmissions, and full school enrollment.	1	
	Create sustainable growth via inclusive communication	4	
	Provide high speed broadband to all persons, and provide training.	5	
	Increase population to 4,000 and cut controllable tax rate by 15%	8	
	#1 Public Sector Employer of Choice in Vermont	9	
	Commuter rail service up and down Connecticut River Valley	6	
	Bury overhead wires on Main Street	7	

Priority (1=Highest)	"NON-STATUTORY" DUTIES YOU WOULD LIKE TO CONTINUE	Support (People/Groups)	Other Comments
	Community Engagement: Be where people are; "Be Present"	2	these goals are all so intertwined. Hopefully by doing one, we will accomplish most.1
	Further Community Understanding through enhanced communication	1	
	Encourage Communication, Participation, and Debate	5	
	Ongoing & Consistent engagement with peers in and out of town to find best practices	6	
	Feel empowered to disagree; feel welcome/allowed to disagree	3	
	Reading minutes, research, listen to constituents - being "grounded"	4	

Goal-Setting Workshop

Priority (1=Highest)	WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO	Support (People/Groups)	Other Comments
	Recognize/celebrate employees	5	
	Converse with others to introduce material, facilitation, conversation, other members take ownership of topics/agenda items	1	does this need to be face-to-face?
	Hear from constituents that disagree without fear of retribution; all comments welcome.	3	
	Have space to unpack concepts. Minimize interruptions. Don't want to be interrupted. Duty is not to interrupt.	2	
	Communicate effectively with public. Coherent, concise communication to/from public, "norms" of communication, communication protocol(s)	4	
	Decisions of response: individual members vs. board as a whole	6	not quite sure what this means? I can't remember this discussion

Priority (1=Highest)	STATUTORY OBLIGATIONS THAT ARE VALUE-ADDED	Support (People/Groups)	Other Comments
	"Supervise" Personnel: statute language is unhealthy, need to be more clear on what "supervise" means to Norwich SB	5	
	Be Transparent: "Right to know" - easily knows	1	
	Oversight of Internal Controls: finances, capital assets, designated funds, policy oversight - all about value for the tax payer.	2	
	Compliance with Regulations, local and state laws/rules: Pay attention to state initiatives, proper alignment	4	
	Town Policy Development and review	3	

Priority (1=Highest)	STATUTORY OBLIGATIONS TO "MINIMIZE"/"GET RID OF"/MODIFY	Support (People/Groups)	Other Comments
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Goal-Setting Workshop

	Line item review of budget development (take bigger picture position, values and needs of community)	5	would be ideal but I don't think we can get there until the Financial Controls and financial reporting has been perfected
	Stop scattered meetings/have more thematic intent/minimize shifting from topic to topic	1	
	Get rid of check warrants	4	
	Set tight time guardrails around policy discussions	2	
	Remove outdated/trivial responsibilities - dog licenses, weigher of coal, etc.	3	

Priority (1=Highest)	AREAS NEED TO ATTEND TO (TACTICAL) - BOARD SPECIFIC	Support (People/Groups)	Other Comments
	Website Overhaul	1	
	All manner of communication across all levels - info sharing & to give/receive concern in multiple ways	2	
	Find history of a topic/situations (e.g. water runoff and municipal sewage, "historisize, gatherer")	7	history is good but we can't get bogged down in past
	Convey to citizens the condition of the "parts of the machine"... assess value	4	
	Big Ideas: big picture: Know big topics and establish direction	3	
	Opportunity exists to more consistently and directly interact with communities, officials, appointees.		
	Technology across the board for efficiency - "searchable"	5	
	Technology to allow us bandwidth to do more with less, with technologies and knowledge base available to us.	6	

3d

Priority (1=Highest)	BIG ASPIRATION (BHAG)	Support (People/Groups)	Other Comments
n/a	Create 100 units of affordable, sustainable housing	Affordable Housing Subcommittee; Vital Communities; Vermont Housing and Finance Agency; Vermont Department of Housing and	I need context when naming numbers.
1	Affordable Housing Assessment Strategy	Community Development; Thriving Communities campaign of Fair Housing Project; Windham-Windsor Housing Trust; Two Rivers Regional Commission	<p>What are the local needs and market conditions for housing in Norwich? What authorities or combination of authorities are best for a housing assessment? Norwich shouldn't have a strategy without an assessment. Do we want to create more affordable rental units? Do we want to make it more possible for people of middle-class backgrounds to purchase their own homes? Do we want to make sure the rental properties we have are in good and safe condition? I would like to have answers to these questions before talking about community block grants, the donation of town-owned land to a non-profit developer, the leveraging of tax-raised dollars for state or federal matching funds, etc. Let's get talking and/or talking again, and learn what is in our power as a town to do.</p>

Goal-Setting Workshop

	3 Increase # of low to moderating housing units		
	1 Adopt Town Plan with clear targets for Affordable housing, net zero emmissions, and full school enrollment.		

Goal-Setting Workshop

n/a	Create sustainable growth via inclusive communication	Vermont Council on Rural Development	I would like to sort out what is statutory and what is aspirational when we talk about "sustainable growth" or the possibly similar "smart growth." These terms may or may not have different meanings depending on what kind of document they appear in or the professional background of the person using them.
4	Provide high speed broadband to all persons, and provide training.	ECFiber	I would like to know more about current cost challenges, agree that this could be a goal.
	Increase population to 4,000 and cut		
	#1 Public Sector Employer of Choice in	VLCT	
5	Commuter rail service up and down Connecticut River Valley	Vital Communities; Advance Transit; Stagecoach	
	Bury overhead wires on Main Street		

Goal-Setting Workshop

Priority (1=Highest)	"NON-STATUTORY" DUTIES YOU WOULD LIKE TO CONTINUE	Support (People/Groups)	Other Comments
4	Community Engagement: Be where	There are so many folks trained in intercultural communication, workshop facilitation, and community goal setting in the Upper Valley. And VLCT and UVM have good resources and names, too.	We should consider strategies used by community organizers for soliciting and incorporating public feedback. Community engagement may or may not be a future budget line item.
3	Further Community Understanding through enhanced communication		
1	Encourage Communication,		
6	Ongoing & Consistent engagement with peers in and out of town to find best		
2	Feel empowered to disagree; feel		
5	Reading minutes, research, listen to constituents - being "grounded"		

Priority (1=Highest)	WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO	Support (People/Groups)	Other Comments
5	Recognize/celebrate employees		
2	Converse with others to introduce material, facilitation, conversation, other members take ownership of		
3	Hear from constituents that disagree without fear of retribution; all comments		I would also like to hear from all voices.
1	Have space to unpack concepts. Minimize interruptions. Don't want to be		
4	Communicate effectively with public. Coherent, concise communication to/from public, "norms" of		
n/a	Decisions of response: individual		

Priority (1=Highest)	STATUTORY OBLIGATIONS THAT ARE VALUE-ADDED	Support (People/Groups)	Other Comments
5	"Supervise" Personnel: statute language is unhealthy, need to be more clear on		
4	Be Transparent: "Right to know" - easily knows		We should of course be transparent in our communication, but we should also be effective, which to me means being mindful of communicating a wider context or long-term significance of a discussion or decision, particularly in policy issues around land use and housing.
1	Oversight of Internal Controls: finances, capital assets, designated funds, policy		
2	Compliance with Regulations, local and state laws/rules: Pay attention to state		
2	Town Policy Development and review		

Goal-Setting Workshop

Priority (1=Highest)	STATUTORY OBLIGATIONS TO "MINIMIZE"/"GET RID	Support (People/Groups)	Other Comments
1	Line item review of budget development (take bigger picture position, values and needs of community)		I would like to create a meaningful strategy for budget preparation. To the extent possible, I would like us to be in deeper conversation with our Town Manager on creating revenue sources, maximizing grant funding opportunities, ensuring certain efficiencies on expenditures, and brainstorming cost-sharing initiatives with other neighboring towns. Budgeting should match our town's vision and strategy as informed by our community. While recognizing the statutory mandates, can we ask "how does this budget advance not only next year, but the next ten years?"

	1 Stop scattered meetings/have more thematic intent/minimize shifting from topic to topic		Agree with this! Agenda planning with an eye looking one or two meetings ahead could help with this. We may wish to convene certain committees when an agenda item is applicable to their work or consider warned joint meetings.
	4 Get rid of check warrants		
	3 Set tight time guardrails around policy discussions		I support defining the scope and "guardrails" on all long-term issues we take up.
	5 Remove outdated/trivial responsibilities - dog licenses, weigher of coal, etc.		

Priority (1=Highest)	AREAS NEED TO ATTEND TO (TACTICAL) - BOARD SPECIFIC	Support (People/Groups)	Other Comments
5	Website Overhaul	I suspect there are several folks in Norwich and the Upper Valley who could help with this.	We need to understand what is at stake in maintaining a more advanced website and if our town has the staff resources / abilities to maintain it.

Goal-Setting Workshop

1	All manner of communication across all levels - info sharing & to give/receive concern in multiple ways		We may wish to update / create a Public Records policy that takes into account information sharing internally and externally. We need strong record keeping and I would like to see the documents dicussed at a Cmte meeting be archived, but there may or may not be training involved in this and other kinds of costs
2	Find history of a topic/situations (e.g. water runoff and municipal sewage), "historisize, gatherer"		What have been the most successful initaitves of a given committee and where are the documents to support that initiative stored? It's not about drudging up the past but rather understanding how to build on the work that has been completed (or not).
n/a	Convey to citizens the condition of the "parts of the machine"... assess value		

Goal-Setting Workshop

2	Big Ideas: big picture: Know big topics and establish direction		Agree. I am interested in helping each other understand how issues intersect and how to work through ideas that come into natural conflict
4	Opportunity exists to more consistently and directly interact with communities,		
5	Technology across the board for		
5	Technology to allow us bandwidth to do more with less, with technologies and knowledge base available to us.		I would be interested in hearing from Town Manager and department heads more about their silos to see if budgeting for tools or systems would make an impact to their workflow or improve communication and collaboration. I wonder do that calls for technology are really calls for digital thinking, which I am supportive of but takes more consensus building within organizations.

March 19, 2019

Norwich Planning Commission
Norwich Selectboard

Dear members of the Norwich Selectboard and Planning Commission,

Norwich Solar Technologies proposes the permitting and installation of a net metered community solar array integrated with the Norwich Farmer's Market to be located off US Route 5 in Norwich, approximate latitude and longitude of 43.697831, -72.317162. Norwich Solar Technologies, Inc., Norwich Farmers Market, and Coop Food Stores are currently in the early permitting phase of the installation. The focus of the permitting is an application for a Certificate of Public Good (CPG) from the Vermont Public Utilities Commission (PUC). The CPG establishes the process and requirements for meeting environmental, historic, public safety and interconnection requirements. Part of the application requires the designation of the site as "preferred." As summarized in the attached "Guidance on Preferred Siting Designation," one of the preferred categories is locations that a Town and a Regional Planning Commission have so designated. To facilitate the most efficient and quickest review of the CPG by the PUC, Norwich Solar Technologies is seeking a letter for preferred site designation from the Town and Regional Planning Commission.

An example of such a letter is attached for convenience and to facilitate your review. If appropriate, we would like to attend a meeting in the near future at your convenience to present information on the site and the project, to answer any questions and, to hopefully, confirm your agreement and memorialize your support for the preferred site designation.

I look forward to discussions on the project and your process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Troy McBride".

Troy McBride
Norwich Solar Technologies
Cell: (802) 738-8059
Email: mcbride@norwichsolar.com

[LETTERHEAD]

BY MAIL

[DATE]

Public Service Board of Vermont
112 State Street
Montpelier, VT 05620-2701
Ms. Judith Whitney, Clerk

Re: Preferred Siting Designation under Rule 5.100

Dear Ms. Whitney,

We refer to the application for a Certificate of Public Good (the "Application") to be filed by Norwich Solar Technologies, in respect of the 150 kW-AC solar electricity generation project (the "Project") proposed to be sited at the parcel that hosts the Norwich Farmers Market and is owned by Coop Food Stores and is located off US Route 5 in Norwich, approximate latitude and longitude of 43.697831, -72.317162 (the "Location"). Having made our review, we wish to support the Project and declare our desire to have the Location designated as a "Preferred Site" under Section 5.103 of your Rule 5.100.

We note that we take no position on the Project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the Project under Section 5.103.

Sincerely,

Town of Norwich
Planning Commission

Town of Norwich
Selectboard

Two Rivers-Ottauquechee
Regional Commission

Name:

Title:

Signature:

OVERVIEW OF PREFERRED SITING in VERMONT for SOLAR PROJECTS

CURRENT RULES

Starting in 2017, for proposed solar net metering sites in Vermont between 150 kW-AC and 500 kW-AC, the sites must be deemed “preferred” in order to participate in solar net metering. The 2017 Public Utilities Commission rules for net-meter projects are in part a response to public concerns about projects sited in opposition to town planning, so they include requirements for “preferred siting” to encourage projects that towns support, as well as solar projects on existing rooftops, parking lots, brownfields, gravel pits, and sites where 50% of the power is used onsite.

Please note that sites under 15 kW-AC (residential sized projects), the site does not need to be deemed preferred. For projects between 15 kW-AC and 150 kW-AC, projects may proceed without a preferred designation, but there is a steep financial dis-incentive (negative \$0.04/kWh). As such, any solar net metering projects between 15 kW-AC and 500 kW-AC, the site will need to be deemed “preferred” in order to participate in solar net metering.

500 kW-AC generates approximately enough energy to offset the electric bills of ~100 homes.

TOWN ROLE IN PREFERRED SITES

One category of preferred site is "A specific location designated in a duly adopted municipal plan... or identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions."

Well-sited solar projects in towns like Norwich, help the town achieve its goals for clean energy and contribute its proportionate share to statewide energy goals.

When willing landowners are ready to host such projects, with sites that work well on key factors, the Town will typically support the development.

Public Utilities Commission Rules on Preferred Sites for Net-Metered Solar Arrays

[http://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-](http://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-2017_0.pdf)

[2017_0.pdf](http://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-2017_0.pdf)http://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-2017_0.pdf

Rule 5.100 = Public Utilities Commission rule pertaining to construction and operation of net-metering systems

Section 5.103 = Definitions section of Rule 5.100

“Preferred Site” means one of the following:

- (1) A new or existing structure whose primary use is not the generation of electricity or providing support for the placement of equipment that generates electricity;
- (2) A parking lot canopy over a paved parking lot, provided that the location remains in use as a parking lot;
- (3) A tract previously developed for a use other than siting a plant on which a structure or impervious surface was lawfully in existence and use prior to July 1 of the year preceding the year in which an application for a certificate of public good under this Rule is filed. To qualify under this subdivision (3), the limits of disturbance of a proposed net-metering system must include either the existing structure or impervious surface and may not include any headwaters, streams, shorelines, floodways, rare and irreplaceable natural areas, necessary wildlife habitat, wetlands, endangered species, productive forestlands, or primary agricultural soils, all of which are as defined in 10 V.S.A. chapter 151;
- (4) Land certified by the Secretary of Natural Resources to be a brownfield site as defined under 10 V.S.A. § 6642;
- (5) A sanitary landfill as defined in 10 V.S.A. § 6602, provided that the Secretary of Natural Resources certifies that the land constitutes such a landfill and is suitable for the development of the plant;
- (6) The disturbed portion of a gravel pit, quarry, or similar site for the extraction of a mineral resource that was in lawful operation on January 1, 2017, provided that all activities pertaining to site reclamation required by applicable law or permit condition are completed prior to the installation of the plant;
- (7) A specific location designated in a duly adopted municipal plan under 24 V.S.A. FINAL PROPOSED RULE Vermont Rule 5.100 16P-062 Public Service Board Page 10 of 58 January 20, 2017 chapter 117 for the siting of a renewable energy plant or specific type or size of renewable energy plant, provided that the plant meets the siting criteria recommended in the plan for the location; or a specific location that is identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions in the community where the net-metering system will be located.
- (8) A site listed on the National Priorities List (NPL) established under the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. chapter 103, if the U.S. Environmental Protection Agency or the Agency of Natural Resources confirms each of the following that the site is listed on the NPL;
- (9) On the same parcel as, or directly adjacent to, a customer that has been allocated more than 50 percent of the net-metering system’s electrical output. The allocation to the host customer may not be less than 50 percent during each of the first 10 years of the net-metering system’s operation.

Attachment A Norwich Farmer's Market Solar

301 U.S. Route 5
Norwich, Vermont



Legend

- Point of Interconnection
- Existing GMP Overhead Line, VCGI
- Solar Array Carports
- Solar Array Canopies
- VHD Streams, VCGI
- VHD Water Bodies, VCGI
- VSWI Class II Wetlands, VCGI
- Deer Wintering Areas, VCGI
- RTE Species, VCGI
- Prime Agricultural Soils, VCGI
- 2 ft Elevation Contours, VCGI
- Property Boundaries, VCGI
- 40 ft Highway Setback
- 25 ft Property Setback

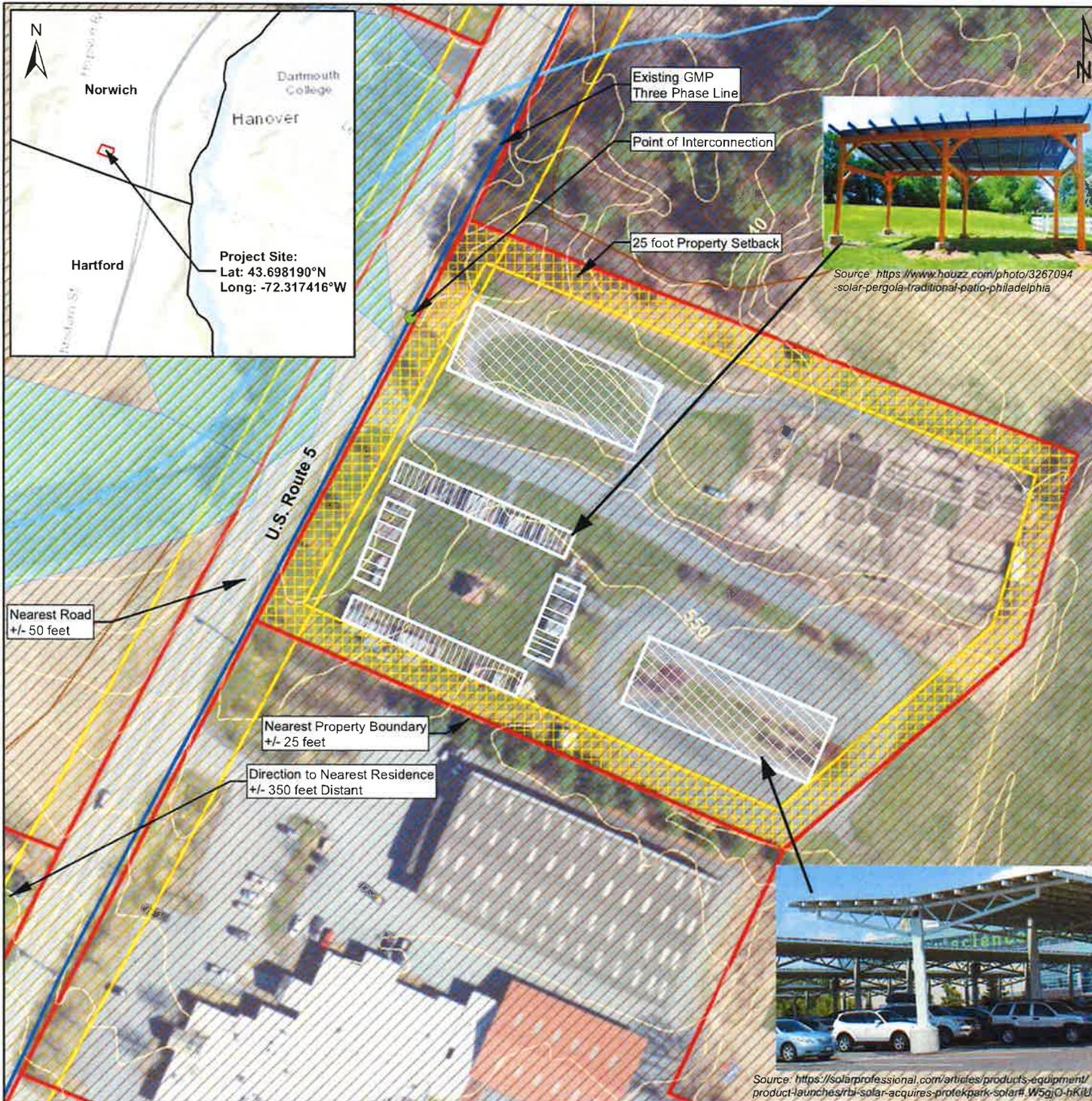
Notes:

1. Canopy sizing for up-to 150 kW.
2. Aspects of this plan are approximate and from aerial imagery.
3. Publicly accessible data are provided by the Vermont Center for Geographic Information (VCGI).
4. The design shown is for the purposes of permitting.



1 inch = 100 feet

Prepared on: 9/11/18 RD



**NORWICH PLANNING COMMISSION
PRELIMINARY DRAFT
Meeting Minutes**

Thursday, March 28, 2019, Tracy Hall

This set of minutes has not been reviewed or approved by the Planning Commission

Members Present: Jaci Allen (Chair), Melissa Horwitz (Clerk), Leah Romano, Ernie Ciccotelli (after 6:40pm), Brian Loeb, Steve Thoms, Jeff Lubell

Members Not Present, Susan Brink, Jeff Goodrich

Public: Linda Cook, Linda Gray, Lynnwood Andrews, Robert Gere, Jack Cushman, Troy McBride

Staff: Rod Francis

Jaci Allen, Chair, called the meeting to order at 6:33 PM.

1. Approve Agenda
Horwitz moved and Thoms seconded to approve. Motion carries 6-1
2. Meeting Objectives:
 - a. Review Norwich Technologies/Farmers Market Solar Project
 - b. Approve updated Affordable Housing Fund Criteria recommendation
 - c. Review draft of Energy Plan (already reviewed by EEWG)
 - d. Review Town Plan chapter outlines
 - e. Approve Quarterly Report to Selectboard
3. Comments from the Public – none
4. Approve updated Affordable Housing Fund Criteria recommendation
 - a. Loeb presented Updated AH Sub-Committee updates on the Affordable Housing fund criteria
 - i. Updated criteria for the option to seek partners for Affordable Housing (AH) projects
 - ii. Changed language to speak of sponsors instead of applicants
 - iii. This allows individual and household applicants to partner with non-profit developer or developer that has experience with affordable housing
 - b. Lubell presented the technical changes to the Affordable Housing Fund Criteria
 - i. Updated to describe the criteria for what funds **can be used for** before saying what they **cannot be used for**
 - ii. Spells out that individuals and households are not eligible to apply, but they can if they partner with an eligible sponsor (see 4.a.iii, above)
 - c. Lubell moved and Thoms seconded to approve the updated Affordable Housing Policy and Criteria as presented today and transmit the document to the Selectboard for their consideration. Motion carries 7 — 0
 - d. Loeb is designated to present the policy to the Selectboard. If unable to attend, he will let the Commission know and someone else will attend on his behalf
5. Norwich Technologies/Farmers Market Solar Project (see enclosure)
 - a) Allen recuses herself from the discussion because her daughter is the chair of the Norwich Farmer's Market

- b) Troy McBride for Norwich Technologies presents:
 - i. The proposal is for solar panels mounted over stalls and on awnings over parking
 - ii. Seeking PC recognition of the proposed project occurring on a preferred site is the first step in a lengthy permitting process with the Public Utilities Commission (PUC).
 - iii. Assuming the PC does find that the site meets our definition of 'preferred' then the prepared letter (see packet) can be signed, and then approval from the SB and TRORC can be sought
 - c) Rod Francis explained that we do not currently have explicit language for preferred sites in the 2018 Town Plan. The draft of the energy chapter of the new town plan includes this suggested project site
 - i. In the meantime, it meets the setback requirements in our zoning requirements.
 - d) Linda Gray informs the meeting that the Energy committee supports the PC signing this letter
 - e) Lynwood Andrews also says that the Conservation Commission supports PC signing this letter
 - f) MOTION: Thoms moved and Ciccotelli seconded that: The planning commission has heard the application for the solar project at the Famers market site and is in agreement that the location should be designated as a preferred site in compliance with PUC Rule 5.100 under Section 5.103. The Planning Commission will forward this letter to the Selectboard and urge that it approves the site as preferred also. Motion carries—6 —0 —1 (Allen abstains)
6. Review Draft v1.0 Energy Plan (aka Energy Chapter) (see mailed packet)
- a. Francis: We Already have feedback from Enhanced Energy working group—not included in this draft
 - b. Ciccotelli — interested in seeing solar orientation of structures included
 - c. Romano — chart to aid reader accessibility could be helpful
 - d. Lubell — include more context to aid general reader
 - e. Horwitz — likes it
 - f. Loeb — potential for overlap in policies between this chapter and other chapters — might have to move things around, further clarification and coherence may help
 - g. Thoms — wants to make sure that the statistics get cleaned up
 - h. Gray —Objectives, policies and action — will likely include more density for residential development adjacent to existing village area
7. Review Town Plan Chapter Outlines
8. Approve Q1 Quarterly Report to Selectboard (see enclosure)
- a. Morwitz moved and Ciccotelli-seconded: to approve the report and transmit to Selectboard. Motion Carries 7-0
9. Review and approve Minutes 2-14-19 and 2-28-19
- a. Loeb moved and Lubell seconded approval of the 2-14-19 minutes. Motion carries 7 — 0
 - b. Horwitz moved and Ciccotelli seconded approval of the 2-29-19 minutes. Motion carries 7 — 0
10. Announcements, Reports, Updates & Correspondence
- a. Email from S Richards/NAHI
 - b. Announcements
 - c. Updates: Draft Hartford Town Plan. The plan presents no conflicts or challenges to the Norwich Town Plan. Rod will convey thanks to the Hartford Planning Department.
11. Other Business - None

12. Future Meeting Schedule & Agendas

- a. Feedback from Selectboard on policy
- b. Revised energy plan
- c. Feedback on our chapters
- d. Refresher on statutory requirements for public meetings

Meeting Adjourned at 8:50 PM.

Respectfully submitted,

Rod Francis

Future Meetings:

Thursday, April 25, 7pm Regular Meeting

Planning Commission Agendas & Minutes available at: <http://norwich.vt.us/planning-commission/>