

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

1. Approval of Agenda (Action)

Administrative Matters

2. Public Comments for items not on the Agenda (Discussion)
3. Consent Agenda (Action)
 - a. *Correspondence
 1. Peter Gregory, TRORC Exec. Dir. – Regional Plan Proposal Comments
 2. Anna Tyrowicz – Crosswalk RRFs
 3. Cheryl Lindberg – Internal Financial Controls Checklist
 4. George Clark, Trails Committee – Gile Mtn. Parking Discussion
 5. Maryann Woods, VTrans – AOT Grant Monitoring
 6. Planning Commission – Quarterly Report
 7. Rita Seto, TRORC – Road Erosion
 8. Draft Fee Schedule (handout at 6/26 SB mtg.)
 9. Purchase Order re: Huntley Meadows Pavilion (handout at 6/26 SB mtg.)
 10. Purchase Order re: Tennis Courts (handout at 6/26 SB mtg.)
 11. Roger Arnold & Claudette Brochu – Policy Updates (handout at 6/26 SB mtg.)
 - b. *Minutes – 6/26/2019
4. TRORC Regional Plan Draft – Finalize Joint Selectboard/PC Comments (Discussion/Action)
5. Set FY 2019-20 Tax Rate (Discussion/Action)
6. TM Report:
 - a. Authorize TM to Expend \$755.25 from the Designated Fund – Computer Equipment – to Replace Assist. Clerk’s Computer (Discussion/Action)
 - b. Fee Schedule Update (Cont’d) (Discussion/Possible Action)
 - c. Town Road & Bridge Standards – Revise & Adopt – State Requirement (Discussion/Action)
7. Board Summer Schedule – Alter, as Needed (currently no meeting on July 24 or Aug 14) (Discussion/Possible Action)

Policy Matters

8. Undesignated Fund Balance Policy – Discussion According to the Policy Related to the Balance and the Upcoming Budget FY 2020-21 Process (Discussion)
9. Selectboard Policies Status
 - a. *Master Financial Policy (Discussion/Action)
 - b. *Banner Policy; Sexual Harassment Policy (Discussion)
10. Future Meeting Agenda Items (Discussion)
11. End of Meeting Debrief (Discussion)
12. Adjournment (Action)

* Indicates agenda items with related documents in meeting packet

Next Regular Meeting – August 28, 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.

3a.1

Herb Durfee

From: Peter G. Gregory <pgregory@trorc.org>
Sent: Tuesday, June 25, 2019 1:58 PM
To: Rod Francis
Cc: Herb Durfee; Pete Fellows; Kevin Geiger; Jeff Lubell
Subject: Comments on draft Regional Plan proposal

Rod;

As I mentioned yesterday, I wanted to give you some feedback that may be helpful prior to your presentation tomorrow to the Selectboard. Sorry that you cannot attend the TRORC Annual Meeting.

As you know, we are still in the run up to our first, formal public hearings and are looking forward to any comments you may have, but we are already considering preliminary comments you have provided regarding the effect of changing the regional land use designations by the Norwich I-89 exit from Interchange to Rural and Mixed Use. Mixed Use is a new draft regional future land use area meant to better address a certain land use pattern while still constraining principal retail. Constraining principal retail is a tool that we use to meet our statutory requirements related to the compact settlement goal in 24 VSA, section 4302. The draft regional plan also has more narrowly defined the term "principal retail" to exclude some uses that are retail, but that use up land and are not optimal uses of core areas (land intensive uses such as car sales, for example).

In anticipation of your discussion we wanted to let you know that based on your comments, the staff is considering a proposal to the TRORC Board that alters the definition of secondary retail (versus principal retail) to include some retail within a structure. Of particular concern to you was that our policies would preclude some retail that might be included in a future residential structure in the Lewiston area. You noted that the retail portion might be needed to make the overall building financially feasible.

To that end, we are considering whether it would be beneficial or detrimental, given the multiple policy goals in the regional plan, to add some limited amount of retail as secondary retail in structures that are primarily some other use. This would enable such limited retail to be built in Rural areas. We welcome your input on this point.

We have also clarified in the introduction to the draft plan that much of the policy language is permissive, versus prescriptive. For example, the current Regional Plan says that, "Appropriate uses (in the Interchange Areas) include highway-oriented lodging and service facilities, trucking terminals, truck-dependent manufacturing, and park-and-ride commuter lots." The Plan does not say that residential is *not appropriate*. So it is permissive of the listed uses but not prescriptive *against* residential. Where the regional plan is prescriptive, it is clearly so.

Outside of the specifics of the draft Regional Plan, we do want to note that we do not agree with your statement that, "Under statute towns may have more restrictive development controls (i.e. a narrower set of permitted and conditional uses) than regional future land use areas but cannot be more permissive." In reality, Towns may adopt both plans and bylaws that do not conform to the regional plan. In such instances the town plan might not end up being a regionally approved plan, but it still would be valid. And in no case does your zoning undergo any sort of regional test. In regards to projects under Act 250, we do agree that, "the (regional) future land use policies, map and definitions prevail over local plans" when there is a substantial regional impact and the two plans are in conflict. However, the Regional Plan never prevails over your local zoning. Act 250 and local zoning are distinct processes and a project can receive a local zoning permit that is inconsistent with an Act 250 decision and the TRORC regional plan.

I hope this is helpful to you and the Selectboard. We appreciate the time you take to convey your thoughts. We also appreciate your understanding of and respect for the statutorily grounded role of regional plans and RPCs' duty in their development.

Take care.

Peter

Peter G. Gregory, AICP

Executive Director



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road | Woodstock, Vermont 05091

(802) 457-3188 | (802) 457-4728 - fax | (802) 558-9064 - cell

pgregory@trorc.org | trorc.org | [TRORC facebook](#)

From: Anna Tyrowicz <anna.tyrowicz@gmail.com>
Sent: Tuesday, June 25, 2019 4:58 PM
To: Miranda Bergmeier
Subject: Flashing lights at crosswalks

I'm writing to you directly versus adding to the endless Listserv posts. I am very much in favor of adding some warning lights to some of the crosswalks. As a pedestrian, I've had numerous experiences of people zooming through the crosswalks even when I've been half way across. And as a driver, I will be far more likely to notice pedestrians if lights are flashing when someone wants to cross or is crossing. Given these lights flash only when someone presses a button, they are hardly going to be flashing all the time. And given the number of speeding and/or distracted drivers, I think we're very lucky that nobody has been injured yet. I've seen MANY people on their phones as they get into town and pick up a signal. And I'm sure some are texting, which is even worse.

I hope you go ahead with these plans (since it sounds as though the lights were already budgeted) and at least see how they work out.

Thank you!

Anna Tyrowicz

Internal Financial Controls Checklist for Municipalities – Cities and Towns
 Document referenced in 24 V.S.A. § 1571(d)

3a.3

Handout at
 6/26/19 SB

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	X			Finance Director
Do you reconcile bank and ledger balances monthly?	X			" "
Are checks always written to specified payees and not to cash?	X			Except for Petty Cash
Does the same individual open the mail and deposit checks?	X			Finance Director
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			
Do you always provide a numbered receipt for any cash payment made to the town?			X	Not to my knowledge
Have select board members attended financial trainings?			X	
Are bank statements reconciled on a regular basis?	X			
Does someone other than the treasurer review bank reconciliations?			X	
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			
Have there been any changes in authorized signatures during the fiscal year?		X		
Has a signature stamp ever been used for any town account?	X			Assistant Treasurer
Has there ever been a theft, or unauthorized use of town funds or equipment?			X	
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?			X	
Does each town official have copies of these policies and procedures?				
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?	X			Certain ones - I believe
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?		X		
Do elected town auditors attend financial trainings?				No elected auditors
Are bank accounts and fund balances reconciled on a monthly basis?	X			Finance Director
Does the town loan money to town employees?		X		Not to my knowledge
As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: <u>Norwich</u> , Vermont.				
Preparer: (signature) <u>Cheryl A. Lindberg</u> (printed name): <u>Cheryl A. Lindberg</u> Title: <u>Treasurer</u> 6/25/19				
Received by Select Board (signature): _____ on (date): _____				

3a.4

Herb Durfee

From: George Clark <goodlark876@gmail.com>
Sent: Thursday, June 27, 2019 5:13 PM
To: Gered Dunne; Jim Faughnan; Bob Fiskin; Stephen Flanders; Peter Griggs; Douglas Hardy; Byron Haynes; David Hubbard; Nick Krembs; Gerry Plummer; Cathie Redpath; Brian Riordan; Elisabeth Russell; Brie Berry Swenson; Herb Durfee
Subject: Corrected notes from June 24 meetings on Gile Mountain parking lot

The following notes were compiled by Steve Flanders and George Clark and merged by George Clark.

On June 24, 2019, starting at 6:30 PM, a meeting was held at parking lot of the Gile Mountain Trail. Those attending were Ed Childs, Joyce Childs, George Clark, William Clauson, Herb Durfee, Steve Flanders, Peter Griggs, Susan Jorgensen. Nick Krembs, Mary Layton, Liz Russell, Bill Scavone, Sydney Smith, and Stanley Teeter.

Nick Krembs introduced the meeting as a time for public comments, handed out fliers, and outlined plans for the proposed enlargement of the parking lot to make room for 5 to 6 more vehicles. The area proposed for the expansion had been marked with tape. Participants had an opportunity to walk into the area of the proposed expansion. Some moderately large trees would need to be removed. The surface material on the expanded lot would be the same as for the present lot.

Bill Scavone distributed a photograph showing out-of-state vehicles parked in the lot and not making efficient use of the available space. He suggested that pressure-treated curbs and signs be provided to assure the most space-efficient arrangement of vehicles to be parked in the lot and distributed an illustration for potential curbs.

Nick Krembs reported that two rough estimates of the cost of the expansion ranged from \$9000 to \$12000.

Bill Scavone noted the increased use of the trail in recent years and said that when the leaves are down, vehicles in the lot can be seen and heard from his property. The proposed lengthening of the lot would increase that effect. He suggested reconfiguring the lot to make it deeper but not longer and distributed a flier showing his proposal for enlargement of the lot.

It was pointed out that enlarging the lot would still not solve the problem of large crowds.

Susan Jorgensen said that any enlargement of the lot would create more noise from more people regardless of the direction of expansion of the lot.

Nick Krembs pointed out the new sign for the lot. The lot and the trail can be either opened or closed for public use. Various kinds of possible gates for the lot have been considered, including a chain, a rope or more elaborate gate. Presence of a latch with a sign might assist enforcement.

Joyce Childs considered mud season closure signs not to have been very effective. It was suggested that a sign by the intersection of Bramble and Turnpike might be more effective.

Bill Scavone noted that the trail and road are different with respect to their status in mud season. He suggested closing the road to all but local traffic in mud season, a situation like the closure now in effect on Needham Road where a culvert is being replaced.

Steve Flanders pointed out that there might be legal issues concerning road closures.

Potential fire calls in mud season are a concern.

Herb Durfee attributed the lack of no parking signs along the road to a lack of an ordinance and to the cost of signs. Signs are needed to facilitate ticketing of vehicles illegally parked along the road. A fence at the entry to the parking lot would not be useful as it would likely be left open by non-compliant users of the lot. It is better to have cars in the lot rather than on the road.

Bill Scavone said that the leash sign helps. He also pointed out that problems with noise have occurred. He suggested efforts be made to direct hikers to other trails in town.

Herb Durfee voiced concerns about the safety of the fire tower and suggested a reconfiguration of the tower might help with respect to safety. He also pointed out that signs help with police enforcement, partly by reducing court challenges. A lot expansion is not a panacea for the issues of crowding at Gile Mountain. Expansion does not deal with the autumn crowds. He reported that notices have been sent to neighboring school districts advising that the Gile Mountain parking lot is not good for school buses. A new arrangement for expansion of the lot should not favor school buses.

Bill Scavone reported that a timber harvest on his property has been greatly delayed by road traffic to the Gile Mountain Trail, and this delay has been expensive for him.

Herb Durfee reported that Chipper Ashley had written a letter generally favorable for lot expansion.

The next public session to discuss the proposed expansion of the Gile Mtn Trail was held at 8 pm in Tracy Hall. Those attending were George Clark, Linda Cook, Herb Durfee, Steve Flanders, and Nick Krembs.

Linda Cook asked whether lot enlargement would reduce parking on the road.

Herb Durfee said that enlarging the lot will not alleviate peak jams of vehicles. Signs and enforcement of parking will, as the word spreads, help to reduce parking along the road.

Linda Cook asked about the availability of pull offs along Turnpike Road, which is quite narrow in places. There are some pull offs and driveways, but the road is not wide enough to have continually high volumes of traffic.

Linda Cook asked whether roadside ditches could serve their drainage functions if they were filled with large stones.

The next trails committee meeting is to include a summary of these meetings on the proposed lot expansion.

Linda Cook asked whether there was a sign prohibiting fires.

Nick Krembs said that consideration had been given to the possibility of demolishing the shelter below the tower.

Linda Cook expressed concern about unauthorized fires on Gile Mountain and pointed out the difficulties in enforcement.

State of Vermont
Contract and Grants
One National Life Drive
Montpelier, VT 05633-5001
Maryann.woods@vermont.gov

Agency of Transportation
Contracts & Grants Unit
[phone] 802-828-0225
[fax] 802-828-5989

June 28, 2019

Town of Norwich
PO Box 376
Norwich, VT 05055

Attention: Roberta Robinson, Finance Director

RE: AOT Grant Monitoring – GR1176, BC1820, GR1032, BR0240, CA0526, CA0574, CA0579, CA0212

Dear Roberta:

A monitoring visit was conducted by the Contract and Grants Unit staff on May 15, 2019 at your office.

The purpose of the monitoring visit was to determine if the **Town of Norwich** complied with all relevant laws, regulations and procedures under the Grant Agreement(s) listed above. It also provided the opportunity for the Contract and Grants staff to determine how we can assist you better in Grants management. I wish to acknowledge that not only were your Grant files readily available, but they were organized, documents were labeled, and all Grant requirements were met and in each individual folder.

As we discussed, I have included the links for future references where you can find more information to ensure continued compliance with all state, federal and OMB regulations.

Secretary of State Document: The Secretary of State document verifies that a vendor has the ability to legally do business in the state of Vermont. For each one of your vendors you should print out this document and include it in the vendor's file or include a copy of the vendor's W-9 or business license in their file. The Secretary of State document can be obtained by typing the vendors name into the search bar at the following link: <https://www.sec.state.vt.us/corporationsbusiness-services.aspx>.

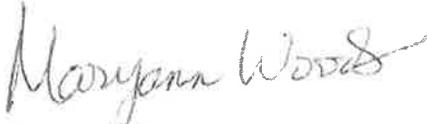
Federal and State Debarment List: You should have an up to date copy in your records as further proof that your organization has not hired any illegal businesses. The state debarment list can be found at the following link: <http://bgs.vermont.gov/purchasing-contracting/debarment> The federal debarment list can be found at the following link: <https://www.gsa.gov/about-us/organization/office-of-governmentwide-policy/office-of-acquisition-policy/gsa-acq-policy-integrity-workforce/suspension-debarment-division/suspension-debarment/frequently-asked-questions-suspension-debarment>

Davis-Bacon Wages: This link is for future reference to ensure that you are aware of the Davis-Bacon wage rules. To obtain the wage rates for your town, simply scroll down and click on your corresponding county and time period at <http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/davis-bacon#2018>

The areas monitored were Grants Management, Contracts and Procurement, Labor Standards, Civil Rights/Equal Opportunity and an overall assessment of the Agency of Transportation Grants files. There were no findings or concerns in these program areas.

We appreciate you, your staff and the dedication to ensuring the success of the Grant programs. Should you have any questions about this or other Grant-related subjects, please feel free to contact me.

Sincerely,



Maryann Woods
Grants Specialist

3a.6

Planning Commission Q2 2019 Report to the Selectboard

7-1-19

Commissioners: Jaci Allen (Chair), Melissa Horwitz (Vice Chair), Jeff Lubell, Steve Thoms, Susan Brink, Jeff Goodrich, 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)

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

- Beginning in April, Commission members have been meeting with a series of stakeholders and subject matter experts to gather input on key issues related to draft of Town Plan chapters and Action Items.
- A draft of the Energy Chapter was submitted to TRORC and initial feedback has been received. Another round of edits, graphs, and charts are in progress.
- Town Plan chapter work groups are scheduling a series of public forums and workshops on key topics. The first public forum was held on Childcare on June 13th. In addition to commission members, Tom Candon from MCS School Board, Sarah Kobylenski from the Couch Foundation, Beth Reynolds from the Norwich Public Library, and Brie Swenson from the Norwich Rec department were also present to hear parents' concerns and recommendations regarding childcare availability and affordability for Norwich families.
- A current roster of past Town Plan input meetings is attached to this report. Future meetings on the calendar thus far are also included. These public input sessions will be publicized through a variety of methods.
- A postcard survey for Town Plan input will be included in the mid-July tax bills.
- The PC has developed a reading list with background information on Town Plan chapters. Thanks to Roger Arnold, these titles will be available at the Norwich Public Library. The Norwich Bookstore has also identified relevant titles they have onsite. These lists will be available on the town website.
- A web page is being set up on the Town website for information on the Town Plan Rewrite. It will include an overview of the process, calendar of events, draft chapters, and background reading list. <http://norwich.vt.us/town-plan-2019/>

Affordable Housing

- Based on input provided during 2018 Affordable Housing Listening Sessions, the Affordable Housing Sub-committee has prepared an affordable housing strategy draft that is now being considered for approval. Additional public meetings for comment will be scheduled.

Regional Plan

- A draft of the TRORC regional plan has been received for comment. PC members attended the June 26th Selectboard meeting to discuss recommendations in preparation for a joint letter to the regional planning commission.
- The Planning Commission is reviewing drafts of the TRORC letter and will provide to the Selectboard for the July 5th packet.
- As agreed, the comment letter will be finalized at the July 10th Selectboard meeting and submitted by the July 11th deadline.

Community Rating System (CRS)

- CRS recognizes communities that are doing more than the minimum National Flood Insurance Program (NFIP) requirements to help their citizens prevent or reduce flood losses.
- 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)

Future Projects:

- Provide comments to TRORC on revisions to the Regional Plan.
- Conduct public events and workshops to gather input on key questions related to the Town Plan. July-August-September
- Gather public input on draft of the Affordable Housing Strategy. August-September
- Work with TRORC on the CRS qualification process.

Support Needed from the Selectboard:

- Ongoing communication and collaboration on key matters

Date	Name(s)	Organization(s)	Town plan chapter(s)	PC members
4/11	Nancy LaRowe	Vital Communities	Economic Development	Allen
4/12	Joe Lavin, plus 5 others	Norwich Business Council	Economic Development	Allen
4/17	Allison Colburn and Sara Kobylenski	Child Care Center in Norwich	Utilities, Facilities and Services	Loeb, Thoms
4/18	Bob Haynes	Development Corp	Transportation	Lubell
4/18	Andrew Winler	Twin Pines Housing Trust	Housing	Loeb
4/23	Herb Durfee	Town Manager	Utilities, Facilities and Services	Loeb, Thoms, Lubell
4/23	Beth Hunstome	Consultant	Land Use	Brink, Ciccotelli
4/25	Michael Goodrich	Fire Distnct	Utilities, Facilities and Services	Loeb, Thoms
4/25	Douglas Kennedy	Consultant	Land Use	Brink, Ciccotelli
4/26	Troy McBride	Energy Business	Energy	Horowitz, Brink
4/29	Tom Candon and Lauren Rhim	Norwich School Board	Utilities, Facilities and Services	Loeb, Allen
5/1	Joan Goldstein and Josh Hanford	VT Dept. of Econ. Dev.	Housing	Loeb
5/7	Berna Rexford	Realty	Housing	Loeb, Romano
5/7	Van Chestnut	Advance Transit	Transportation	Lubell
5/8	Brie Swenson	Recreation Director	Utilities, Facilities and Services	Loeb, Thoms
5/10	Bill Hammond	MCS	Utilities, Facilities and Services	Loeb, Thoms
5/15	Tom Goins	DHMC	Housing	Loeb
5/20	Brenda Torpy	Champlain Housing Trust	Housing	Loeb
5/21	Conservation Commission/Layne	Commission	Land Use	Brink, Ciccotelli, Allen
5/23	Peter Brink + NHPC	Commission	Land Use	Allen, Ciccotelli
5/23	John Kish	Kish Consulting	Housing	Loeb
5/30	Buff McLaughry	Realty	Housing	Loeb, Romano
5/31	Nancy Bloomfield	The Family Place	Utilities, Facilities and Services	Loeb
6/4	Mike Kiess and Tom Roberts	Vital Communities	Housing	Loeb
6/13	Childcare Forum	Public	Utilities, Facilities and Services	Thoms, Loeb, Romano, Allen
6/14	John Langhus	Norwich Solar Technologies	Energy	Brink, Allen
6/18	Rob Adams	CEO Solaflect	Energy	Brink, Allen
6/26	Lynne LaBombard	Group	Housing	Loeb, Romano
7/2	Jennifer Fontaine	Haven	Housing	Loeb, Romano
7/10	Economic Dev Roundtable	Public	Economic Development	Allen, Lubell
7/11	Workshop 6:15-7:45pm	Public	Land Use, Energy, and Transportation	Allen, Horwitz, Brink, Thoms, Ciccotelli
7/15	Conference Call 12-1pm	Public	Land Use, Energy, and Transportation	Allen, Francis
8/1	Facilitated Workshop 6:15pm	Public	Land Use, Energy, and Transportation	Allen, Brink, Ciccotelli
8/8	Conference Call 12-1pm	Public	Land Use, Energy, and Transportation	Allen, Francis
9/19/19	Workshop	Public	Housing	Lubell

handout at 6/26
SB mtg.

3a.7

Herb Durfee

From: Rita Seto <rseto@trorc.org>
Sent: Wednesday, June 26, 2019 2:06 PM
To: Herb Durfee; Claudette Brochu; John Langhus; John Pepper; Mary Layton; Roger Arnold (rogerarnold@gmail.com)
Cc: Miranda Bergmeier; Larry Wiggins; Peter G. Gregory
Subject: RE: DEC grant proposal
Attachments: Norwich REI High Priority Sites sm.pdf

If I may of assistance, TRORC recently completed the road erosion inventory on these hydro-connected segments for the Town and we have identified high priority sites that may help guide what project site to select next for the Year 3 Grants in Aid program. Year 2 was focused on Upper Turnpike, Tilden Hill and Town Farm Road.

I've attached an excerpt from the report for your consideration.

Thanks!
Rita

Rita Seto, AICP | Senior Planner



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

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Wednesday, June 26, 2019 12:30 PM
To: Claudette Brochu <cbrochu30@gmail.com>; John Langhus <johnlanghus@gmail.com>; John Pepper <johnpepper91@gmail.com>; Mary Layton <marydlayton@gmail.com>; Roger Arnold (rogerarnold@gmail.com) <rogerarnold@gmail.com>
Cc: Town Admin Norwich <mbergmeier@norwich.vt.us>; Larry Wiggins <lwiggins@norwich.vt.us>; Rita Seto <rseto@trorc.org>
Subject: RE: DEC grant proposal

Claudette,

See attached. I'll have hardcopies for you tonight.

P.S. "Purple" = Grants In Aid eligible areas to conduct BMP projects/practices.

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

Norwich, VT 05055
802-649-1419 ext. 102
802-698-3000 (cell)
802-649-0123 (fax)

From: claudette brochu [<mailto:cbrochu30@gmail.com>]

Sent: Tuesday, June 25, 2019 8:51 PM

To: Herb Durfee

Subject: DEC grant proposal

Hi Herb,
Wondering if you could have some info available for 6/26 mtg re: grant proposal.

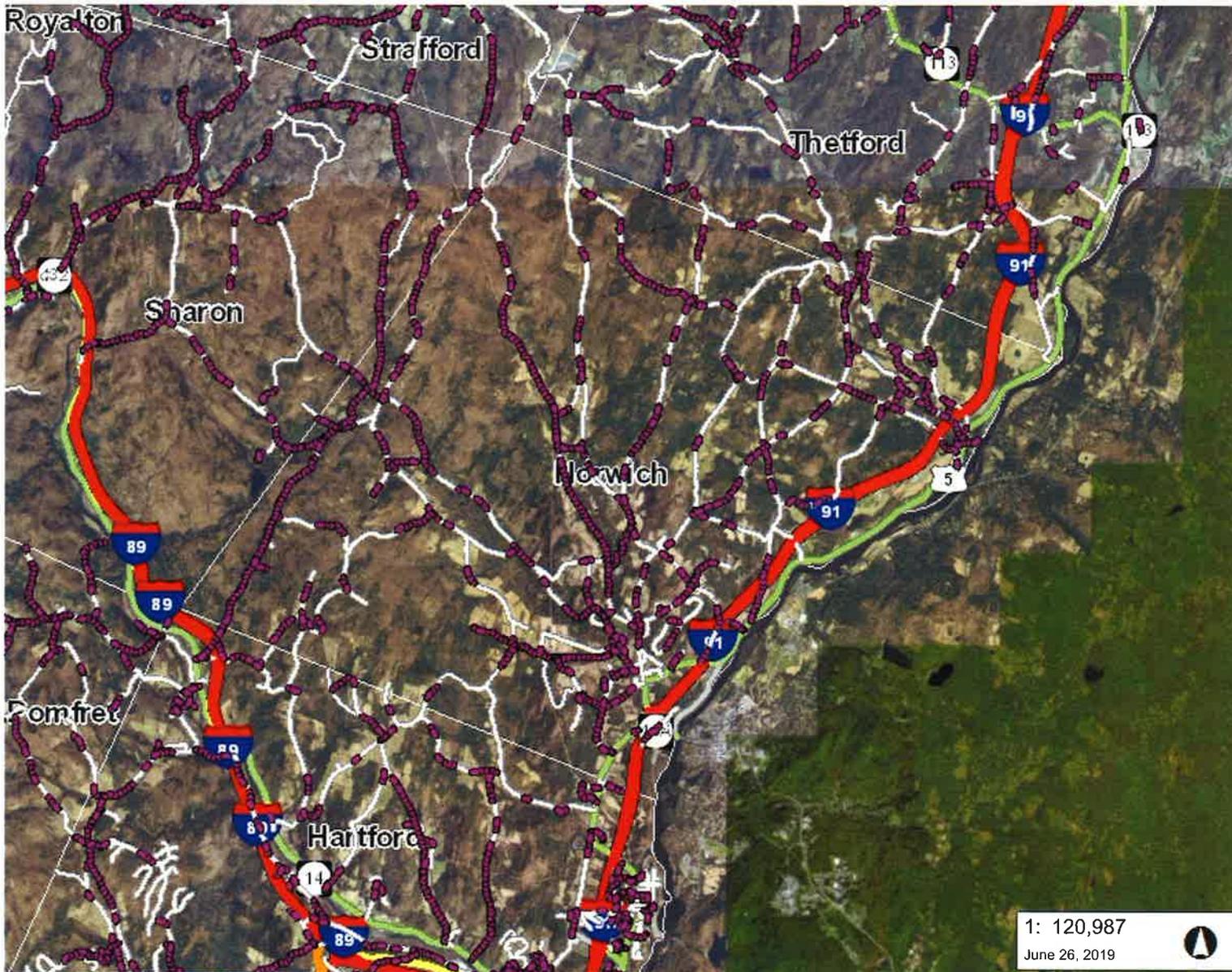
I am wondering:

Do you or Larry have the list of roads that are hydrologically connected? Can you provide maps of such?

Do you and Larry have a list of roads/projects that you would be covered under this grant? If yes, please provide the list.

What would be the out of pocket for the town and where would the funds come from?

Thanks,
C



LEGEND

Hydrologically Connected Road (MRGP)

- Yes
- No

Parcels (standardized)

Roads

- Interstate
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Not part of function Classification S

Town Boundary

1: 120,987

June 26, 2019



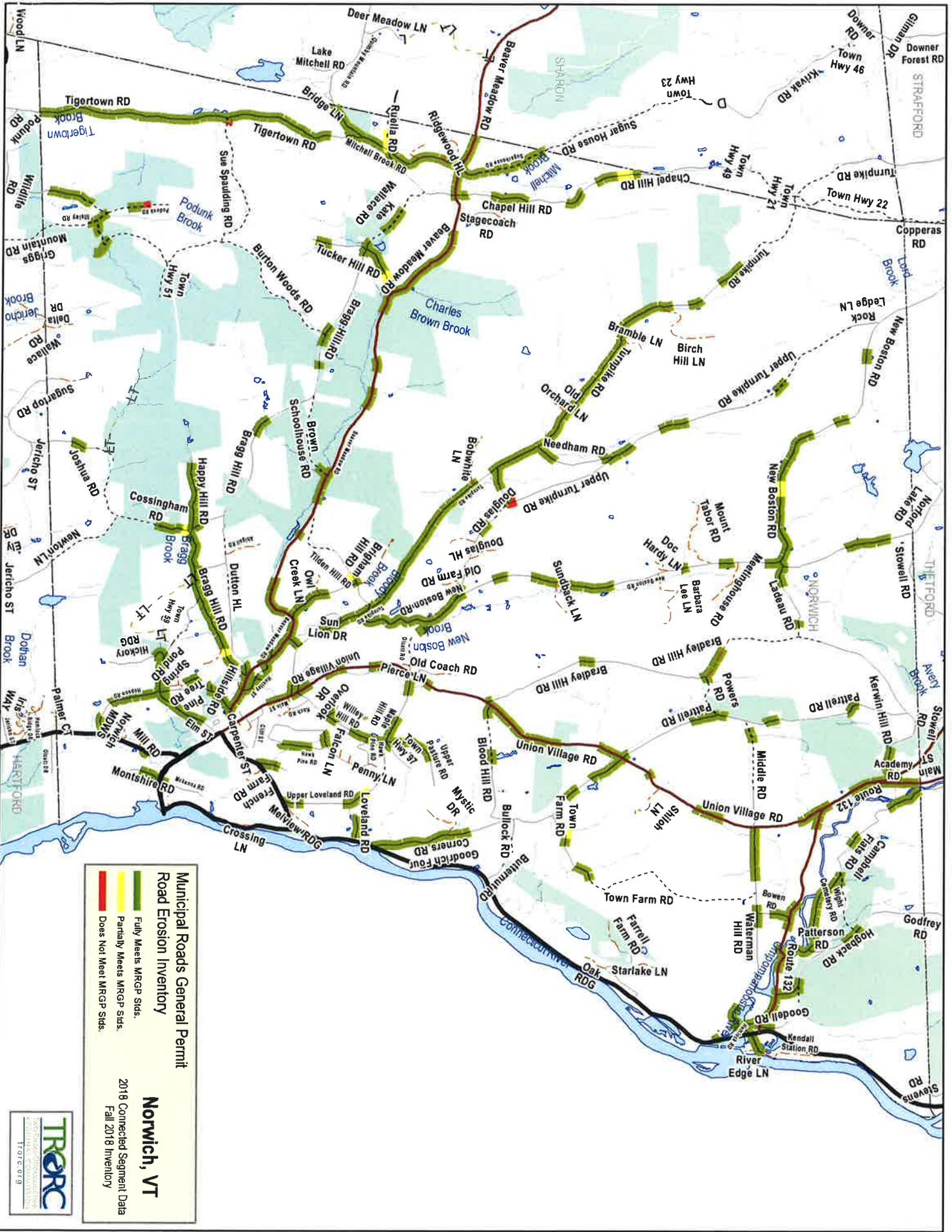
6,146.0 0 3,073.00 6,146.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 10082 Ft. 1cm = 1210 Meters
© Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

NOTES

Map created using ANR's Natural Resources Atlas



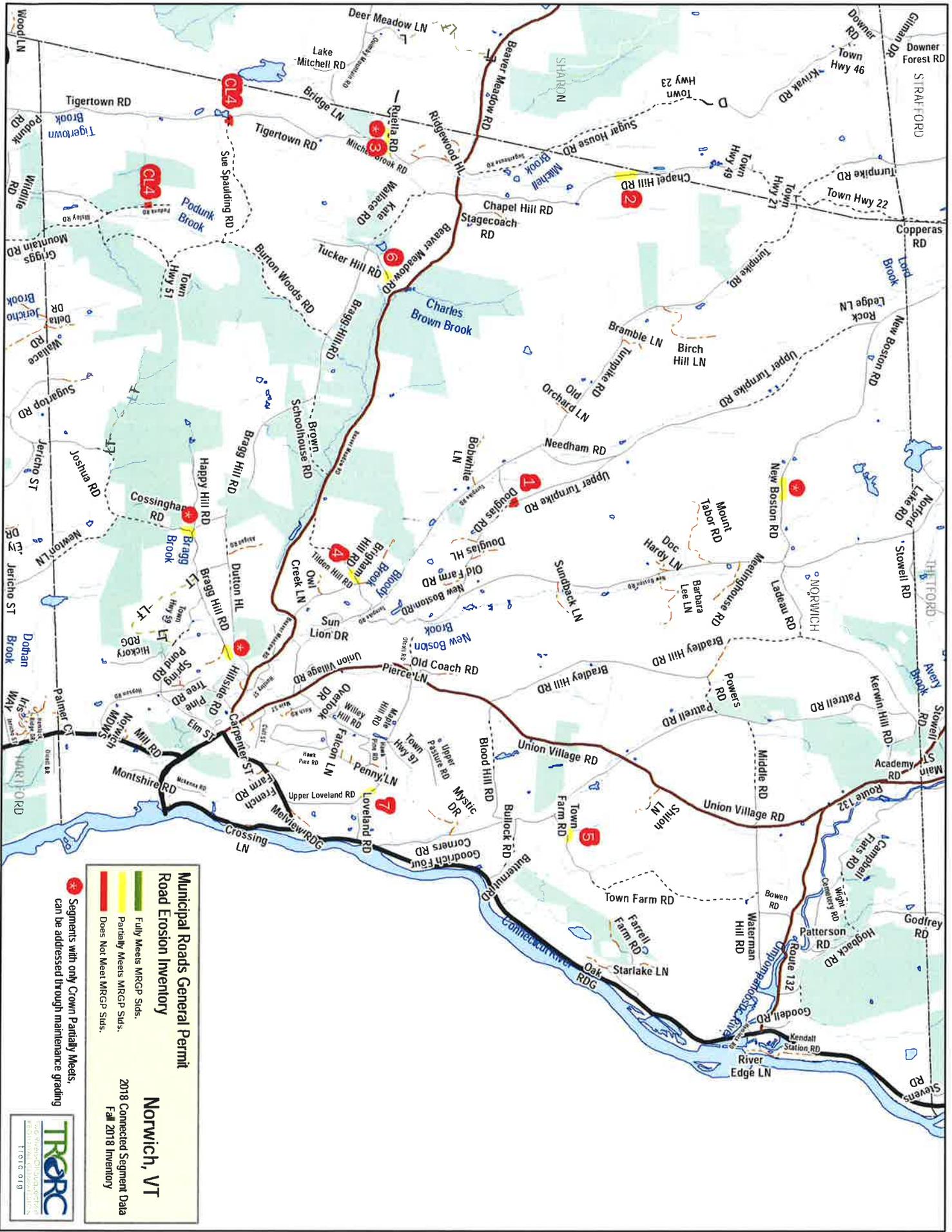
Municipal Roads General Permit Road Erosion Inventory

2018 Connected Segment Data
Fall 2018 Inventory

Norwich, VT

- █ Does Not Meet MRGP Sids.
- █ Partially Meets MRGP Sids.
- █ Fully Meets MRGP Sids.
- █ Does Not Meet MRGP Sids.





Municipal Roads General Permit Road Erosion Inventory

Norwich, VT

2018 Connected Segment Data
Fall 2018 Inventory

- * Segments with only Crown Partially Meets can be addressed through maintenance grading
- Fully Meets MRGP Sids.
- Partially Meets MRGP Sids.
- Does Not Meet MRGP Sids.



Appendix C

Road Inventory and Evaluation Form for High Priority Project Sites

Project 1 Upper Turnpike Road	Site 1
Project 2 Chapel Hill Road.....	Site 2-3
Project 3 Ruella Road.....	Site 4
Project 4 Tilden Hill Road.....	Site 5
Project 5 Town Farm Road.....	Site 6
Project 6 Tucker Hill Road.....	Site 7
Project 7 Upper Loveland Road.....	Site 8

Project 2: Chapel Hill Road – Site 2

Road Inventory and Evaluation Form

Road Segment Name & Segment ID Number:	ANR Atlas Slope:	Field Determined Slope:	Road Type:
Chapel Hill Road, 20673	7	7	Gravel

Overall Segment Score: Partially Meets

1. ROADWAY CROWN/TRAVEL LANE:	3. ROAD DRAINAGE:
Fully Meets	Partially Meets
2. GRADER BERM/WINDROW:	4. CONVEYANCE AREA/TURNOUT:
Fully Meets	Fully Meets

5. CULVERT:	Location & Erosion Type Present:
N/A	N/A

Notes:

- Stone lined ditch on right side



Project 2: Chapel Hill Road – Site 3

Road Inventory and Evaluation Form

Road Segment Name & Segment ID Number:	ANR Atlas Slope:	Field Determined Slope:	Road Type:
Chapel Hill Road, 20674	5.250	5.250	Gravel

Overall Segment Score: Partially Meets

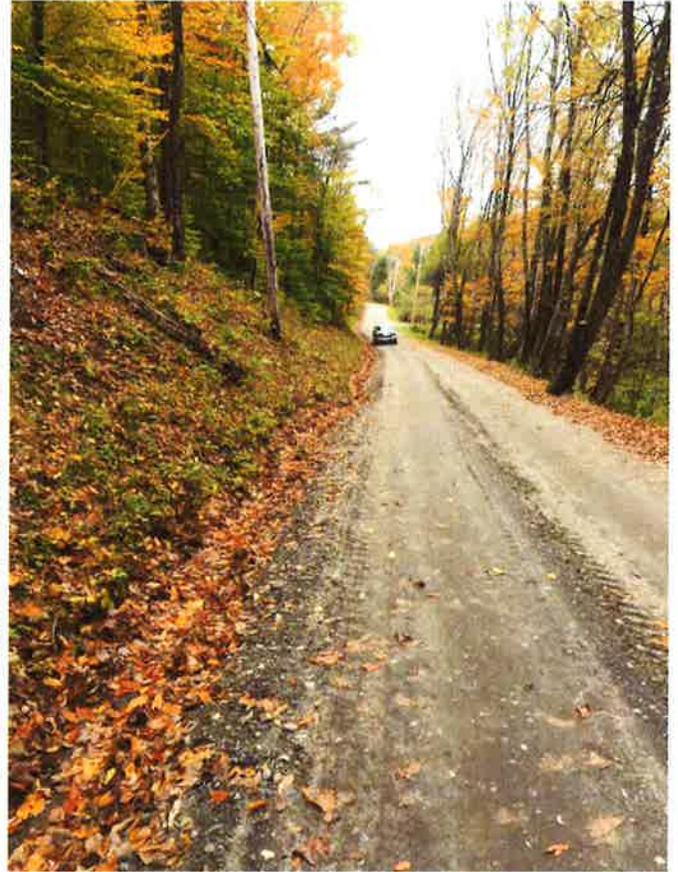
1. ROADWAY CROWN/TRAVEL LANE:	3. ROAD DRAINAGE:
Fully Meets	Partially Meets
2. GRADER BERM/WINDROW:	4. CONVEYANCE AREA/TURNOUT:
Fully Meets	Fully Meets

5. CULVERT:	Location & Erosion Type Present:
N/A	N/A

Notes:

- Stone lined ditch on right side





Project 3: Ruella Road – Site 4

Road Inventory and Evaluation Form

Road Segment Name & Segment ID Number:	ANR Atlas Slope:	Field Determined Slope:	Road Type:
Ruella Road, 161247	10	10	Gravel

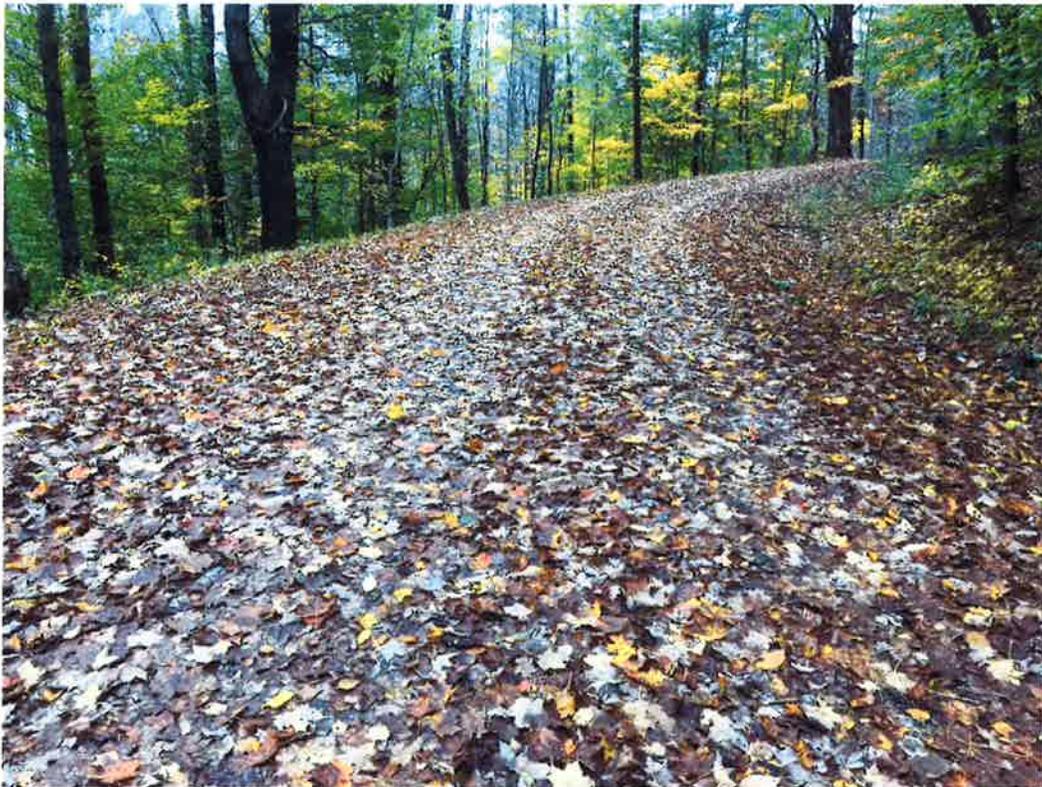
Overall Segment Score: Partially Meets

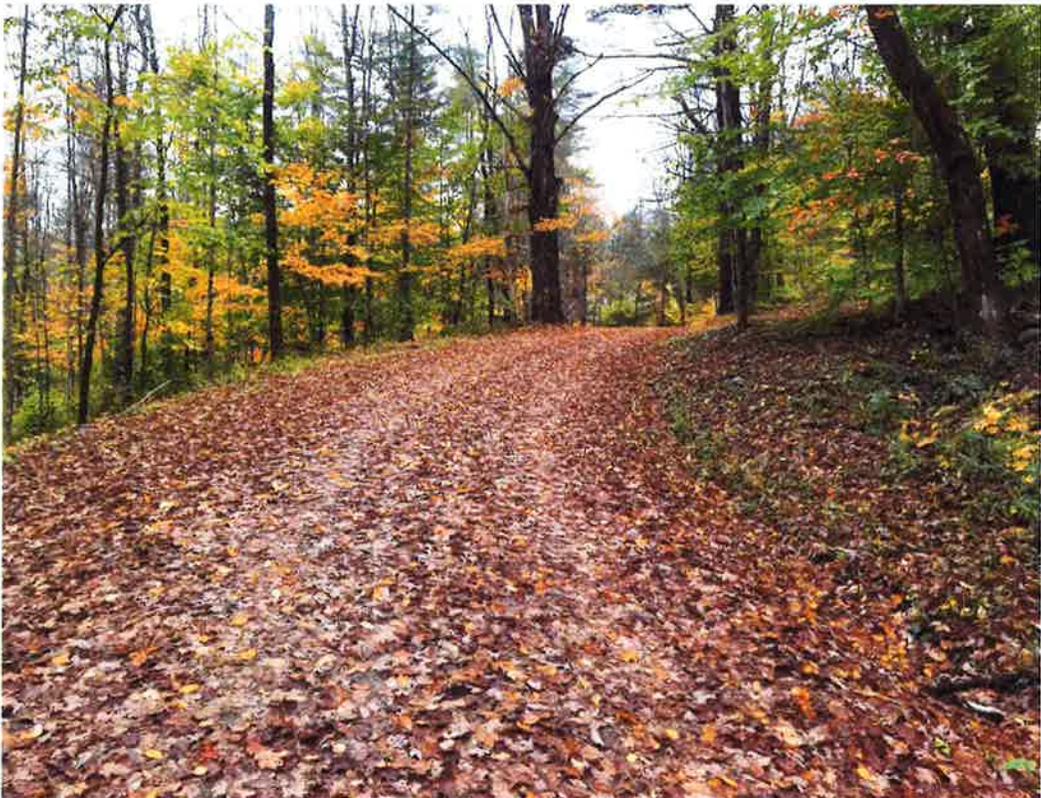
1. ROADWAY CROWN/TRAVEL LANE:	3. ROAD DRAINAGE:
Partially Meets	Partially Meets
2. GRADER BERM/WINDROW:	4. CONVEYANCE AREA/TURNOUT:
Fully Meets	Fully Meets

5. CULVERT:	Location & Erosion Type Present:
Driveway Culvert	Fully Meets
Drainage Culvert	Fully Meets

Notes:

- Needs to be graded and sloped to allow water to runoff into ditches
- Needs stone lined ditch on right side





Project 6: Tucker Hill Road – Site 7

Road Inventory and Evaluation Form

Road Segment Name & Segment ID Number:	ANR Atlas Slope:	Field Determined Slope:	Road Type:
Tucker Hill Road, 188312	11	11	Gravel

Overall Segment Score: Partially Meets

1. ROADWAY CROWN/TRAVEL LANE:	3. ROAD DRAINAGE:
Fully Meets	Partially Meets
2. GRADER BERM/WINDROW:	4. CONVEYANCE AREA/TURNOUT:
Fully Meets	Fully Meets

5. CULVERT:	Location & Erosion Type Present:
Driveway Culvert	Fully Meets

Notes:

- Drainage ditch has been preventing runoff into a green space
- Conveyance area are full of silt and washing gravel into green areas
- Needs to be stone lined ditch and conveyance all on the north side of the road







Project 7: Upper Loveland Road – Site 8

Road Inventory and Evaluation Form

Road Segment Name & Segment ID Number:	ANR Atlas Slope:	Field Determined Slope:	Road Type:
Upper Loveland Road, 190026	10.3	10.3	Gravel

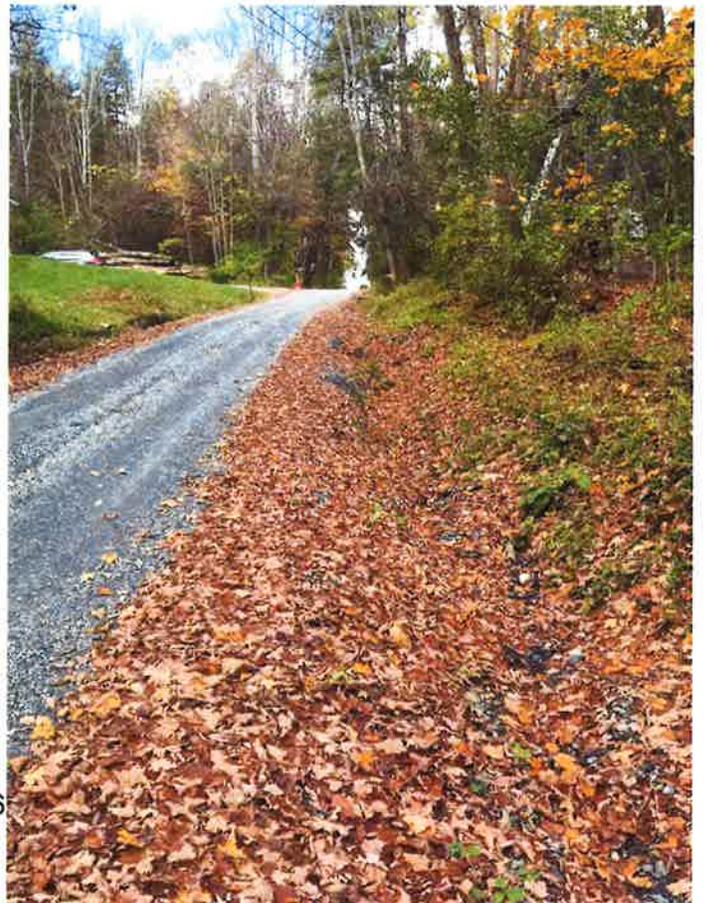
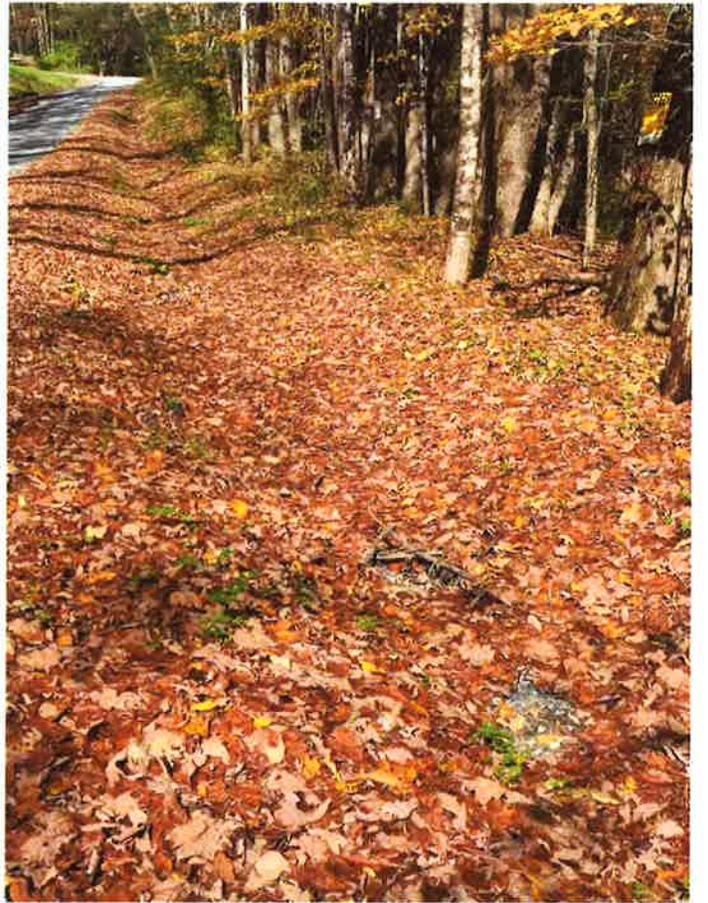
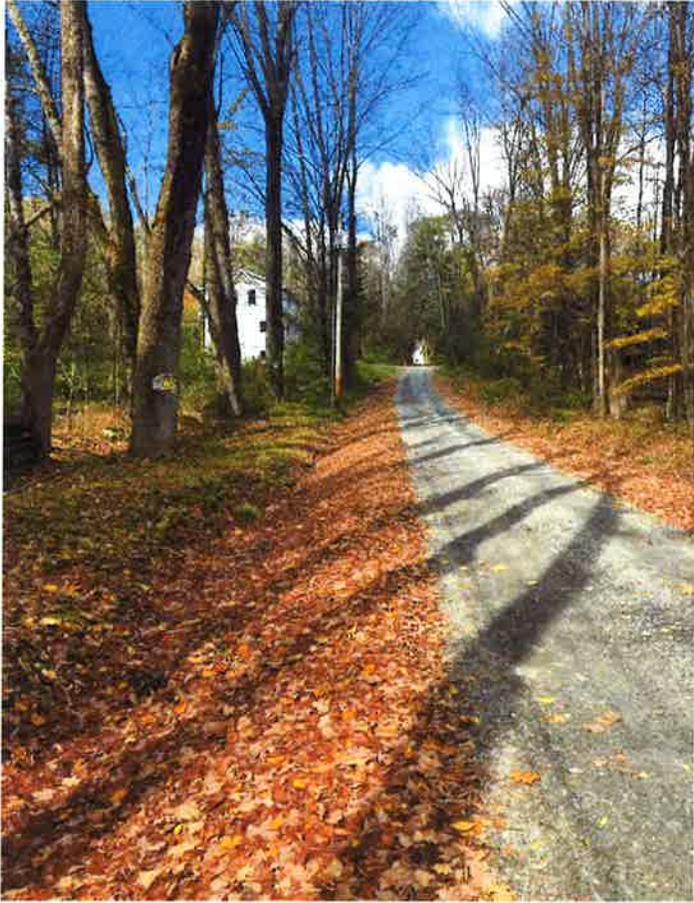
Overall Segment Score: Partially Meets

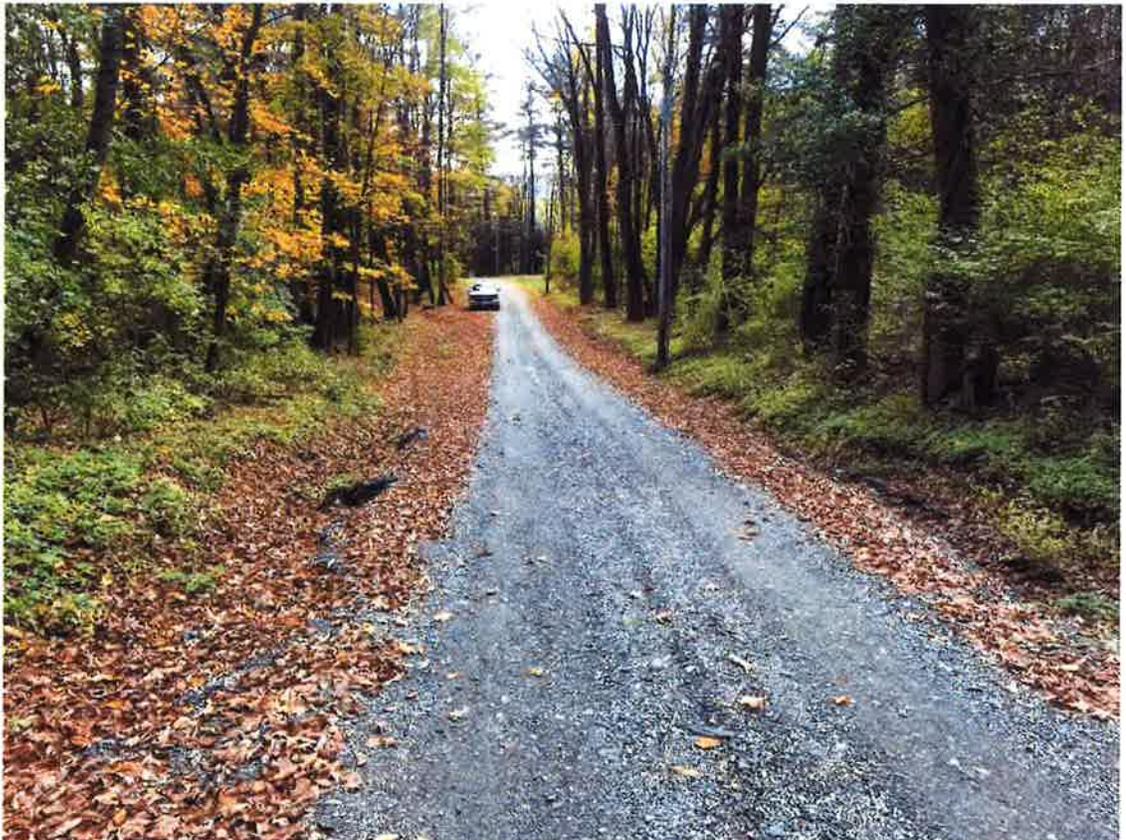
1. ROADWAY CROWN/TRAVEL LANE:	3. ROAD DRAINAGE:
Fully Meets	Partially Meets
2. GRADER BERM/WINDROW:	4. CONVEYANCE AREA/TURNOUT:
Fully Meets	Fully Meets

5. CULVERT:	Location & Erosion Type Present:
N/A	N/A

Notes:

- Stone lined ditches on both sides- full length
- Conveyance- stone lined





3a.8

DRAFT

handout @ 6/26/19
SB mtg.

Norwich, VT - Fee Schedule

26-Jun-19				Existing			Proposed		
Fee/Fine/Revenue Source:	FYE 18 Actual:	Department:	How Set:	Fee/Fine/Base Amount:	Add't Fee:	Notes/Additional Fee:	Fee/Fine/Base Amount:	Add't Fee:	Notes/Additional Fee
Liquor License	\$ 670.00	Town Clerk	State	Range \$20-\$145, depending on license type	-----	-----	Range \$20-\$145, depending on lic. type	-----	-----
Dog License	\$ 2,738.00	Town Clerk	State	\$9 spayed/neutered; \$13 non-spay./neutered	-----	-----		-----	-----
Hunting & Fishing License	\$ 221.00	Town Clerk	State	Varies; Town Retains \$1.50/license	-----	-----	Varies; Town Retains \$1.50/license	-----	-----
Peddler License	\$ 50.00	Police	Selectboard w/TM Recommend	\$25.00	-----	-----		-----	-----
Building/Development Permits:	\$ 8,525.00								
Administrative:									
Residential		Planning/Zoning	Selectboard w/TM Recommend	45.00	\$	0.12	50.00	\$	0.10
Small Addition		Planning/Zoning	Selectboard w/TM Recommend	15.00	\$	0.10	Same as Residential		
Accessory		Planning/Zoning	Selectboard w/TM Recommend	25.00	\$	0.07	25.00	\$	0.10
Small Accessory (<250sqft)		Planning/Zoning	Selectboard w/TM Recommend	10.00	\$	0.05	Same as Accessory		
Non-Residential (up to 5K sqft)		Planning/Zoning	Selectboard w/TM Recommend	65.00	\$	0.17	50.00	\$	0.10
Additional area (>5k sqft)		Planning/Zoning	Selectboard w/TM Recommend	-----	\$	0.07	Same as Non-Residential		
Permitted Uses, Ponds, Home Biz		Planning/Zoning	Selectboard w/TM Recommend	55.00	-----	-----	75.00	-----	-----
Dev Envelope Review		Planning/Zoning	Selectboard w/TM Recommend	55.00	-----	-----	75.00	-----	-----
Boundary Line Adj.		Planning/Zoning	Selectboard w/TM Recommend	45.00	-----	plus \$10.00 over two lots	100.00	-----	-----
Other Permits (Fences, Signs, Demo)		Planning/Zoning	Selectboard w/TM Recommend	30.00	-----	-----	50.00	-----	-----
DRB Hearings:									
Site Plan Review		Planning/Zoning	Selectboard w/TM Recommend	250.00	\$	0.03	250.00	\$	0.10
Dev Envelope Review		Planning/Zoning	Selectboard w/TM Recommend	200.00	-----	-----	200.00	-----	-----
Conditional Uses, Appeals, Variances		Planning/Zoning	Selectboard w/TM Recommend	250.00	-----	-----	250.00	-----	-----
Subdivision, Preliminary Plan Review		Planning/Zoning	Selectboard w/TM Recommend	650.00	-----	plus \$30.00 each new lot	650.00	-----	plus \$50.00 each new lot
Additional Warned Hearings		Planning/Zoning	Selectboard w/TM Recommend	100.00	-----	(Intermediate or Final Plan Rev.)	100.00	-----	(Intermediate or Final Plan Rev.)
PUD		Planning/Zoning	Selectboard w/TM Recommend	275.00	-----	plus \$30.00 each unit	650.00	-----	plus \$50.00 each unit
Telecom Tower, new		Planning/Zoning	Selectboard w/TM Recommend	550.00	-----	(for new tower)	Same as Site Plan Review		
Telecom Tower, existing		Planning/Zoning	Selectboard w/TM Recommend	250.00	-----	(for existing tower)	Same as Site Plan Review		
Other:									
Amendments & Extensions to admin permits		Planning/Zoning	Selectboard w/TM Recommend	50% of original fee	-----	-----	50% of original fee	-----	-----
Permits for development before permit issued		Planning/Zoning	Selectboard w/TM Recommend	200% of original fee	-----	-----	200% of original fee	-----	-----
Highway Access		Planning/Zoning	Selectboard w/TM Recommend	75.00	-----	-----	75.00	-----	-----
Land Posting Permit	\$ 260.00	Town Clerk	State	5.00	-----	-----	5.00	-----	-----
Recording Fee (documents)	\$ 21,630.00	Town Clerk	State	\$10/page	-----	-----	\$15/page	-----	-----
Recording Fee (survey plats)		Town Clerk	State	\$15/sheet	-----	-----	\$25/sheet	-----	-----
Document Copy Fee (certified copies)	\$ 2,264.00	Town Clerk	State	\$10/page	-----	-----	\$10/page	-----	-----
Use of Records Fee (vault time)	\$ 214.00	Town Clerk	State	\$2/hour	-----	-----	\$4/hour	-----	-----
Vital Statistics Fee	\$ 1,060.00	Town Clerk	State	60.00	-----	-----	60.00	-----	-----
Motor Vehicle Renewal Fee	\$ 87.00	Town Clerk	State	3.00	-----	-----	3.00	-----	-----
Photocopying (and related) Fee:	\$ 7.00								
Staff Time to Duplicate a record		Town Clerk	State	\$0.33/minute after the first 30 minutes	-----	-----	\$0.33/minute after the first 30 minutes	-----	As established by the VT Sec of State
Senior-Level Staff/IT Specialist's Time Extract. Data./Make Public Record		Town Clerk	State	\$0.57/minute	-----	-----	\$0.57/minute	-----	As established by the VT Sec of State
Other Staff Time (that can be charged/collected under 1 VSA §316(d))		Town Clerk	State	\$0.45/minute	-----	-----	\$0.45/minute	-----	As established by the VT Sec of State
Photocopy, B&W, single-sided, up to 8.5 x 14"		Town Clerk	State	\$0.05/copy	-----	-----	\$0.05/copy	-----	As established by the VT Sec of State
Photocopy, B&W, double-sided, up to 8.5 x 14"		Town Clerk	State	\$0.09/copy	-----	-----	\$0.09/copy	-----	As established by the VT Sec of State
Photocopy, Color, single-sided		Town Clerk	State	\$1.00/copy	-----	-----	\$1.00/copy	-----	As established by the VT Sec of State
Paper Copy, computer-generated, up to 8.5 x 14"		Town Clerk	State	\$0.02/copy	-----	-----	\$0.02/copy	-----	As established by the VT Sec of State
Compact Disc/Memory Stick, "write" once (public provides CD/Stick)		Town Clerk	State	\$0.86/each "write"	-----	-----	\$0.86/each "write"	-----	As established by the VT Sec of State
DVD, "write" once (public provides DVD)		Town Clerk	State	\$2.00/each "write"	-----	-----	\$2.00/each "write"	-----	As established by the VT Sec of State
EV Charging Fees	\$ 563.00	Town Manager	Contract (?)						
Rental Fee:	\$ 6,772.00								
Tracy Hall & Bandstand:									
Gym		Town Manager	Selectboard w/TM Recommend	1 hr \$50.00; 1/2 day \$150.00; full day \$250.00		Flooring \$100; Chairs: \$60 (full); \$30 (< full)	fee waived Town-based non-profit; 1/2 fee if non-profit	TBD	TBD
Multi-Purpose Room		Town Manager	Selectboard w/TM Recommend	1 hr \$40.00; 1/2 day \$75.00; full day \$125.00			fee waived Town-based non-profit; 1/2 fee if non-profit	TBD	TBD
Small Conference Room		Town Manager	Selectboard w/TM Recommend	1 hr \$20.00; 1/2 day \$30.00; full day \$50.00			fee waived Town-based non-profit; 1/2 fee if non-profit	TBD	TBD
Bandstand		Town Manager	Selectboard w/TM Recommend	1 hr \$100.00; 1/2 day \$150.00; full day \$200.00			fee waived Town-based non-profit; 1/2 fee if non-profit	TBD	TBD
Public Safety Building (Training Room or Library)		Police	Selectboard w/TM Recommend	-----			TBD (?)	-----	-----
Police Report Fee	\$ 498.00	Police	Selectboard w/TM Recommend						
Police Alarm Response Fees:	\$ -	Police	Selectboard w/TM Recommend						
False Alarm				1st offense \$-0-; 2nd offense \$250.00	-----	(1st waiver of 2nd \$150.00; 2nd waiver of 2nd \$200)			
Audible Alarm				1st offense \$200.00; 2nd offense \$300.00	-----	(1st offense waiver \$100.00; 2nd offense waiver \$150.00)			
Special Police Duty Fees:	\$ 280.00								
Special Event (beyond day-to-day)		Police	Selectboard w/TM Recommend						
House Checks		Police	Selectboard w/TM Recommend						
Recreation Program Fees	\$ 140,605.00	Recreation	Selectboard w/TM Recommend	Varies (Resident & Non-Residents Rates)	-----	-----	Varied, Set by the TM, with Rec Director Recommend		
Transfer Station Stickers:	\$ 28,707.00								
Resident - 1st Vehicle (Annual)		DPW/Town Clerk	Selectboard w/TM Recommend	\$25.00 (covers July 1 - June 30)		Reduced to \$12.00 if purchased after Jan 1			
Resident - 2nd Vehicle (Annual)		DPW/Town Clerk	Selectboard w/TM Recommend	\$7.00 (covers July 1 - June 30)		Reduced to \$4.00 if purchased after Jan 1			
Non-Resident (for Resident, Non-Profit, Local Business ≤5 Employees)		DPW/Town Clerk	Selectboard w/TM Recommend	\$50.00 (2 stickers)					
Recycling Solid Waste Fees:	\$ 2,655.00								
General Disposal Fees (each unless otherwise specified):									
Batteries (alkaline, power tool, rechargeable household, lithium)		DPW	Selectboard w/TM Recommend	Free	-----	-----	Free	-----	-----
Light bulbs (fluorescent, halogen, UV, hi intensity, incandescent)		DPW	Selectboard w/TM Recommend	Free	-----	-----	Free	-----	-----
Ballasts - non PCB		DPW	Selectboard w/TM Recommend	3.00	-----	-----	TBD	-----	-----
Ballasts - with PCB		DPW	Selectboard w/TM Recommend	5.00	-----	-----	TBD	-----	-----
Capacitors - Non PCB		DPW	Selectboard w/TM Recommend	4.00	-----	-----	TBD	-----	-----
Capacitors - with PCB		DPW	Selectboard w/TM Recommend	10.00	-----	-----	TBD	-----	-----
Appliances, household (except as listed below)		DPW	Selectboard w/TM Recommend	4.00	-----	-----	TBD	-----	-----
Appliances - with CFC (refrig., dehumid., AC's, freezers, H2O cool.)		DPW	Selectboard w/TM Recommend	20.00	-----	-----	TBD	-----	-----
Appliances, toasters and toaster ovens		DPW	Selectboard w/TM Recommend	4.00	-----	-----	TBD	-----	-----

handout @ 6/26
SB mtg.

TOWN OF NORWICH
P.O. Box 376
Norwich, VT 05055

3a.9

PURCHASE ORDER

DATE: 6/25/2019 PO #: 06-0625
VENDOR: BETHEL MILLS

Finance Department Use Only

ITEMS OR SERVICES PURCHASED:
CEDAR SHAKES AND ROOFING MATERIALS
FOR REPLACEMENT OF HUNTLEY MEADOWS
PAVILION ROOF

CHARGE ACCOUNT: 05-5-425580

AMOUNT: \$4769.97

Department Head: Bill Swenson
Town Manager: [Signature]

TOTAL: \$4769.97
Date: 6/25/2019
6/26/19



The Real Builder Supply since 1781.

PO Box 61,
40 Marsh Meadow Road
Bethel, VT 05032
1-802-234-9951
www.BethelMills.com

Follow us on facebook at:
http://www.facebook.com/bethelmills

ACCOUNT _____
AMOUNT _____
APPROVAL _____
DATE _____

Customer No.	Job No.	Purchase Order No.	Reference	Terms	Clerk	Date	Time
*5			NORWICH REC	CASH/CHECK/BANKCARD	JLT	6/19/19	9:13

Sold To
**** CASH ****

Ship To
TOWN OF NORWICH
REC DEPARTMENT
300 TRACY HALL
NORWICH VT 05055

DEL. DATE: 6/17/19 TERM#556
SLSPR: 63 ANDREW DURFEE
TAX : 002 NON TAXABLE

DOC# 746433/1

* ORDER *

ORDR 746433

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/PER	EXTENSION
	55	BD	MHS	MEDIUM HAND-SPLIT SHAKES 24"	LY	55	77.00 /BD	4,235.00 N
	1	RL	TF30	TRIFLEX XT 48" WIDTH 1000SF/RL	SS	1	137.99 /RL	137.99 N
	100	LF	16CSTK	1X6 S1S2E STK CEDAR MFG part# 59200 12' OR LONGER PLEASE	3UW16	100	1.83 /LF	183.00 N
	10	EA	1316S	1X3X16' STRAPPING(8OR10 PC/BD)	TS4	10	4.199/EA	42.00 N
	1	BX	50C0083	5D BOSTITCH SS RS 3.6M N63-65CP MFG part# C5R90BDSS	LW6A2	1	132.99 /BX	132.99 N
	1	RL	30F	#30 FELT PAPER 216SF HD ASTMD226 MFG part# #30 ASTM-D226	SS	1	33.99 /RL	33.99 N
	1	EA	D	STOP OVER 2X DELIVERED BY MIKE R 6/17/19 DROP @ 111 TURNPIKE RD NORWICH MONDAY AFTERNOON PLEASE	SERV C	1	5.00 /EA	5.00 *N

** ORDER ** ORDEF ** ORDER ** ORDER ** ORDER ** ORDER *
** DEPOSIT AMOUNT ** 0.00
** BALANCE DUE ** 4,769.97

** PAYMENT RECEIVED ** 0.00

TAXABLE 0.00
NON-TAXABLE 4769.97
SUBTOTAL 4769.97

TAX AMOUNT 0.00
TOTAL AMOUNT 4769.97

TOT WT: 32.00

ACCOUNT 05-5-425580
AMOUNT \$4769.97
APPROVAL [Signature]
DATE 6/25/2019

X _____
Received By

3a.10

TOWN OF NORWICH
P.O. Box 376
Norwich, VT 05055

PURCHASE ORDER

Finance Department Use Only

DATE: 6/25/2019 PO #: _____
VENDOR: ADVANTAGE TENNIS

ITEMS OR SERVICES PURCHASED:
REPAIRS TO COURT OUTSIDE OF
WARRANTY

CHARGE ACCOUNT: 17-5-425315

AMOUNT: \$ 810.00

Department Head: _____
Town Manager: _____

Bruce Freeman
[Signature]

TOTAL: \$ 810.00

Date: 6/25/2019
6/26/19

handout at 6/26
SB mtg.

ADVANTAGE

Invoice

Date	Invoice No.
06/04/19	333

Bill To
Norwich Recreation
Brie Swenson
P.O. Box 376
Norwich, VT 05055

P.O. Box 73
Passumpsic, VT 05861
802-748-2005

P.O. Number	Terms	Due Date	Project	Phone
425-519		06/04/19		802-649-3040

Description	Quantity	Rate	Amount
Tennis repairs	1	810.00	810.00
Sales Tax		0.00%	0.00

17-5-425345
ACCOUNT ~~802-649-3040~~
AMOUNT \$ 810.⁰⁰
APPROVAL Brie Swenson
DATE 6/12/2019

ENTERED

Total \$810.00

handout at 6/26
SB mtg.

3a.11

Memorandum:

To: Norwich Selectboard

From: Roger Arnold and Claudette Brochu

Re: Policy Updates

We have been tasked by the Board to determine the format of Town Policies, determine what the focus of a review should include, and designate reviewers. We have agreed to the following set of guidelines:

- For the template, to the extent possible, we propose policies be formatted or rewritten to accommodate the following section headings. An example of a policy with these section headings is below.
 - Effective Date
 - Purpose
 - Authority
 - Procedure
 - Adopted Date (and revision dates, if applicable)
- For review purposes, we ask the reviewers to:
 - To the extent possible, format the policy using the template. Review for relevancy, both broadly and specifically. Is the policy still needed? Are parts of the policy relevant but need to be amended or updated?
 - Update to reflect current practice or current changes in the law/statutes (i.e. "authority")
 - If the policy includes a procedure, include the procedure. For ex: the Banner policy should include the procedure on how to apply for permission to hang your banner.

We also determined which policies should have an initial review by Selectboard members. We include the following list for your consideration (listed by number and brief title) followed by initial reviewer:

- #45-Social Media policy (incorporates existing email/computer policies, etc .into over-arching policy on social media). **Roger and Claudette**
- #41- tax collection-**Roger and Herb**
- #38 –Open mtg law- **Pepper and Roger**
- #35- Conservation Funds- **Conservation Commission and Roger**
- #32- Banner policy-**Roger and Claudette**
- #28- Sexual Harassment- **Claudette and Roger**

Policy Example with Section Headings:

Town of Norwich

A Policy on Sexual Harassment

Effective: Upon Adoption

Purpose: The Town of Norwich actively seeks to provide and maintain a productive workplace free of sexual harassment of any employee, elected official or citizen.

Authority: This policy is adopted in accordance with 21 V.S.A. § 495h with support from the model policy by the Vermont Department of Labor.

Policy: Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace.

Procedures:

1. Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. submission to that conduct is made either explicitly or implicitly a term or condition of employment
 - b. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual;
 - c. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexual harassment include, but are not limited to the following, when such acts or behavior fall under one of the above definitions:

(3d)

DRAFT Minutes of the Selectboard Meeting of
Wednesday, June 26, 2019 at 6:30 pm

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

There were about 18 people in the audience.

Also participating: Cheryl Lindberg, Linda Cook, Demo Sofronas, Claudette Brochu, Charlotte Metcalf, Ed Piper, Rod Francis, Jaci Allen, Stuart Richards, Kris Clement, and Ernie Ciccotelli.

1. Approval of Agenda. Selectboard (SB) members agreed to amend the agenda to discuss the payment of two bills. Langhus **moved** (2nd Layton) to amend the agenda by adding an action item under agenda item #7, Town Manager Report, to authorize payment of two bills using Recreation Facilities and John Girard Fund designated funds. **Motion approved unanimously.**
2. Public Comment. Cheryl Lindberg said that she sent a copy of the completed checklist to the Selectboard, which will be included in correspondence for the next SB meeting. Linda Cook said that the annual 5-Church Rummage Sale will be held at Tracy Hall on July 12, 13, and 14; call Linda at 603-208-7847 if you need help donating items. Demo Sofronas said that the annual Town Fair will be held on the Norwich Green on July 18, 19, and 20. Claudette Brochu announced that the bag bank is overflowing, so please take a bag if you need one. Charlotte Metcalf thanked the SB for passing the bag ordinance.
3. Appointments to Open Positions. Demo Sofronas explained that he has served on the Advance Transit (AT) Board of Directors for some time. AT has increased ridership in Norwich for the last 7 years. Sofronas is seeking another 3-year term on the board. Langhus asked what AT is doing about reducing fossil fuel use. Sofronas said that AT is looking into electric buses. Sofronas said that the board meets once a month, plus any committee meetings. Sofronas said that he very rarely misses meetings. Ed Piper said that he also applied for appointment to the AT board, and spoke with Sofronas before the SB meeting. Piper said that he is happy to have Sofronas continue on the board until he is ready to step aside. Pieper said he is a big fan of AT. Piper worked in mental health for years, and saw how people benefit from AT's services. Piper asked the SB to hang onto his application for the future and keep Sofronas as rep for this next term. Piper is very interested in participating in the future. Arnold asked if there is an alternate rep position; Sofronas said he will ask AT if that is a possibility. Layton **moved** (2nd Langhus) to appoint Demo Sofronas to the Advance Transit Board for a three-year term ending in June 2022 and to explore the possibility of having an alternate representative. **Motion approved unanimously.**
6. Consent Agenda. Brochu and Layton said that they would like to pull John Farrell's correspondence out of the consent agenda in order to discuss the Norwich Farms signage change, as addressed in Farrell's letter. SB members asked the Town Manager (TM) and Planning Director if the change in the sign – from Norwich Farms to Norwich Farms Creamery – was in violation of any town rules or regulations. Durfee and Rod Francis (Planning Director) said that the sign change is not in violation. Langhus **moved** (2nd Layton) to accept John Farrell's letter regarding Norwich Farms Creamery sign change into correspondence. **Motion approved unanimously.**
8. 2019 TRORC Proposed Regional Plan – Joint Discussion with Planning Commission (PC). Rod Francis explained that the Regional Planning Commission (RPC) develops a plan for the region

– Two Rivers-Ottauquechee Regional Commission (TRORC) – of which Norwich is part. TRORC has thus far maintained an interchange policy designed to discourage sprawl in rural areas. Francis discussed the memo he provided for the SB meeting packet. Francis also said that the PC has asked TRORC for clarification on their stance toward mixed use development in the Lewiston area, for example, in order to find out how the proposed regional plan would function. Francis emphasized that there are currently no plans for any such development. Francis presented the SB's options regarding the proposed regional plan, per his memo to the SB. Francis suggested the SB include memo option #4 in their response to TRORC. Arnold asked about the zoning maps in the proposed regional plan. Layton said she would like to use comments 2 through 5 from Francis's memo in the SB response to the proposed plan. Langhus said he has been looking at the regional plan sections that are not related to land use, and liked the attention the plan pays to climate issues, but would like to see more input from TRORC regarding siting renewable energy infrastructure. Jaci Allen said she agrees that the SB should incorporate #2 through 5 in their response. Allen said she sees positive aspects in the proposed plan. Brochu asked how receptive TRORC will be to input. Francis said they have been open to take on comments he has made thus far. Brochu asked about the process for approving the regional plan. Linda Cook asked for a copy of the correspondence with Peter Gregory. Durfee said that it will be part of the next SB packet. Stuart Richards said he asked Peter Gregory if Norwich could break with TRORC. Richards said he is very concerned about the possibility for development on Route 5 South. He doesn't want dense multi-family development in Norwich. Richards wants to maintain a strong center of town, as it has been. Richards would like to see the SB protect the interchange. Kris Clement asked what happens if the town's zoning regulations are in conflict with the regional plan. Francis said that if the proposed project triggers Act 250, then TRORC will govern. Ernie Ciccotelli said he thinks this is a very short time frame for public comments and the SB should ask for more time to provide comment. Langhus agreed that this is an overly compressed time frame, which precludes meaningful public input. Brochu asked for other SB members to offer input on the SB written response. SB members reached consensus to ask Francis to draft written comments to TRORC incorporating point 2 through 5, as included in Francis's memo.

These are:

2. Limited comment in support of removing the interchange area in Norwich
 3. Suggest more clarity about scale of residential development in rural areas
 4. Suggest more flexibility around retail uses in the mixed use district when combined with residential development
 5. Suggest more attention to neighborhood amenity (including retail) in mixed use development
4. Vermont DEC Stormwater Grants-In-Aid. Durfee said that the state has invited certain towns to participate in a program to help towns with best practices around stormwater management. Norwich is one such town. Norwich can identify priority project regarding stormwater. Durfee is seeking SB approval to participate in this program and receive help from the state. This program is focused on water quality, but can also result in improved infrastructure resiliency. Langhus **moved** (2nd Layton) to authorize the Town Manager to participate in the Vermont Department of Conservation Stormwater Grants In Aid Program. **Motion approved unanimously.**
5. 2019 Paving Program. Durfee said that the town has gone out to bid on paving. Blaktop is the apparent low bidder, and Durfee seeks SB approval to spend from the paving designated fund to pay for the portion of cost not covered by the state grant. Langhus **moved** (2nd Layton) to authorize the expenditure of up to \$45,040 from the Paving Designated Fund to pay for the town's cost share to pave a section of Union Village Road. **Motion approved unanimously.**
7. Town Manager Report. The tennis court suffered damage this spring. Almost all the repair costs are covered by warranty. Langhus **moved** (2nd Layton) to authorize the expenditure of \$810 from the Tennis Courts Designated Fund to pay for repairs to the tennis courts. **Motion approved**

unanimously. SB members thanks Peter French and all volunteers who replaced the Huntley pavilion roof; it looks beautiful. Layton **moved** (2nd Langhus) to authorize the expenditure of \$4,769.97 from the John Girard Designated Fund to pay for the purchase of cedar shakes and roofing materials to replace the Huntley Meadows pavilion roof. **Motion approved unanimously.** Durfee presented to the SB a proposed revised fee schedule, which will be included in the July 10 SB packet. Brochu asked how Durfee determined how to raise the fees. Durfee said he has been balancing fees with actual costs. Brochu asked if we should suspend C&D collection. Durfee said that we should keep taking C&D waste for now, until we see what Lebanon and Hartford landfills do. SB members agreed to formally thank Roberta Robinson for her many years of service, and express their deep appreciation for her work.

9. Selectboard Goals Discussion – Affordable Housing. Layton said that she and Arnold attended a recent Affordable Housing Subcommittee meeting (AHS). Layton came away feeling that AHS is doing good work, and affordable housing in Norwich will be a daunting proposition. Arnold said that AHS talked about strategies for raising funds for affordable housing. Langhus asked if the town can adjust taxes on accessory dwellings in order to encourage affordable housing that way. Durfee said there is the possibility of tax stabilization for those buildings. Stuart Richards said he thinks affordable housing is doable in Norwich if someone puts in the time and effort. Richards said that land is available in Norwich. He suggested that the SB make the affordable housing fund easily enough accessed to move quickly. Arnold asked about affordable housing strategy document the AHS working on.

10. Selectboard Policies Status. SB members agreed to postpone this agenda item to their July 10 meeting.

11. Verizon 60-day Advance Notice re: Cellular Attachment... Brochu said that she is very opposed to the new utility pole. Langhus said that the SB has the opportunity, but is not required, to comment. Layton said that she disagrees with Brochu. Francis said it's very unlikely the SB could affect this project. SB members decided not to take any action on this matter.

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

- Master Financial Policy
- Set Tax Rate
- Affordable Housing
- TRORC Regional Plan Discussion
- Road and Bridge Standards
- July/August Meeting Schedule

At 10:09 pm, Layton **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:09 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2019

John Pepper
Selectboard Chair

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

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

TO: Herb Durfee, Town Manager
FROM: Rod Francis, Planning Director
RE: Joint Planning Commission, Selectboard Comments on 2019 DRAFT TRORC Regional Plan
DATE: 7/03/2019

Please find attached a DRAFT of a proposed joint Planning Commission/ Selectboard comments letter on the 2019 DRAFT TRORC Regional Plan, as requested by the Selectboard at their meeting of June 26, 2019.

The comments include:

1. Support for removing the interchange area in Norwich
2. Requesting more clarity about the scale of residential development in rural areas
3. Suggesting more flexibility around retail uses in the mixed use area
4. Suggesting more attention to community design in the mixed use area
5. Noting that the compressed public outreach period limited our participation in the Plan

This set of comments is consistent with the topics identified by the Selectboard on June 26, 2019. The final version of the letter needs to be agreed to at the July 10 meeting if we are to meet the deadline for public comment, which is July 11, 2019.

I will be available to discuss the letter at the July 10, 2019 Selectboard meeting.

Peter Gregory
Executive Director
Two Rivers Ottauquechee
Regional Commission
128 King Farm Rd
Woodstock, VT 05091

July 11, 2019

Dear Peter,

Comments on the DRAFT 2019 TRORC Regional Plan

Thank you for the opportunity to comment on the draft 2019 TRORC Regional Plan. Please accept the comments below as the written submission of the Norwich Selectboard and Planning Commission. Our comments focus on proposed changes contained in Chapter 3 Land Use *Interchange Areas* (see p36), including *Mixed Use Areas* (see p35), *Rural Areas* (see p42), and related maps and definitions. The Selectboard and Planning Commission discussed the Draft 2019 Regional Plan (TRORC Plan) at the Selectboard meetings of June 26 and July 10, 2019, and the Planning Commission meetings of June 27 and July 2, 2019.

Norwich supports the decision to eliminate the Interchange Area designation for Norwich and, in general, considers the draft TRORC Plan a step in the right direction. However, we continue to have a number of questions as they relate to the following elements of the TRORC Plan:

1. How are Rural and Mixed Use areas mapped?
2. What density of housing development does the Rural area allow?
3. Does excluding principal retail in Mixed Use areas impact community design?
4. How is community design best facilitated?
5. Why was the public outreach process so limited?

1. How are Rural and Mixed Use areas mapped?

We understand that in the TRORC Plan under consideration a new Mixed Use area is suggested, running south from Route 10A along Route 5. The Lewiston neighborhood is re-assigned to the Rural area, as is the land on the western side of Route 5 South from approximately King Arthur Flour to just south of Hopson Road. The Foggs lumberyard is included in the Hartford "Town Center".

In the written notice of June 7, 2019 notifying Norwich of the proposal to eliminate the Interchange Area and replace it with two other areas (Rural, Mixed Use) there was no explanation as to how the boundaries of the replacement areas were established. The area boundaries do not follow property boundaries or other readily apparent physical features. The scale and organizational scheme of the future land use map included in the TRORC plan (as printed) does not allow the public to review the suggested changes in detail. More explanation of the factors informing the mapping process undertaken by TRORC is needed for Norwich to fully weigh the implications of the proposed changes.

As you can see from the following questions, the density and type of housing development permitted in Rural areas is of great interest to Norwich. One solution may be to map the entire former interchange area as Mixed Use. Another may be to include the Lewiston neighborhood as part of Village Center (which would be more consistent with local zoning). We recognize that the Future Land Use Area categories included in the TRORC Plan must serve the regional vision and be applicable across the thirty member towns, so any elaboration on the methods used for mapping and the assignment of land use areas would be helpful.

2. What density of housing development does the Rural area allow?

Along with more background information on the method for redrawing the future land use map, Norwich seeks a more detailed definition of Rural to be included in the text of the TRORC Plan. Some of the existing Lewiston neighborhood has a standard suburban cul-de-sac form and typical densities — can this built form and density meet the definition of Rural provided in the TRORC Plan? Meanwhile, lands facing River Road are different in character, having been developed as railroad-side service areas and now including a blend of residential and light industry. Many have observed the potential for more intense multi-story residential development in this area (a logical extension of the built pattern existing immediately across the river in Hanover). For Norwich to contemplate amendments to our zoning regulations facilitating this form of development in the future, we would need assurance that such development would also conform to the regional plan.

To provide an adequate framework and guidance, a more detailed discussion of Rural (including scale/density) is needed. Specifically, how does the existing built form or potential future development conform to the following Goals and Policies for Rural Areas of the TRORC Plan (see p44):

Goal 3: Development is at a scale and type that conforms to historical patterns and does not detract from Regional Growth Areas

Policy 3: New individual multi-unit residential units containing five units or less are appropriate along Class 3 or better roads, but larger ones are not...

As we understand it, new affordable housing projects generally need to be larger than five units to achieve viability. As written, the definition above does not make clear whether the five-unit limit is meant to apply to individual structures or to a parcel, which may have more than one structure. As currently written, we understand the TRORC Plan to limit housing development in Rural areas to five-unit developments. This may undermine Norwich's ability to facilitate affordable housing and to meet the following TRORC Plan Housing Policy (p176)

- 7 Towns should plan so that most new residential development is near employment, transportation lines, and/or service centers.

3. Does excluding principal retail in Mixed Use areas impact community design?

The Mixed Use district contemplates a range of uses similar to the existing Interchange area policies with the addition of multi-family housing and more variety in light industry and comparable uses. Principal Retail as a use will continue to not be permitted. Norwich acknowledges the statutory *encouragement* of land use regulations that reinforce the economic vitality of existing Village Centers and Growth Centers. But we also see potential for mixed use **buildings** (not just subdivisions with a variety of single use structures) combining commercial/office space with residential uses and retail. Compact (footprint under 6,000sqft) mixed use structures are a common smart growth design response. When combined with robust

site plan standards this form of development can provide universal access, open-plan small-scale commercial space with housing that achieves a price point many smaller households can better afford. This scale of development could still utilize on-site waste-water management, an important feature for this area.

Under the current plan and in the TRORC Plan principal retail is not defined with reference to floor area, sales volume or other quantitative measures. We ask that the definition be based on a clear quantitative measure. We also ask that structures under a reasonable limit, such as a footprint of 6,000sqft (which is smaller than typical box stores) be exempted from the principal retail exclusion, where a residential use is included in the same structure. We note that the area currently has development that meets the TRORC definition of 'principal retail'. Impacts requiring mitigation from these existing uses such as access management, traffic volumes, noise and visual impact are well within the design limits of US Route 5 and existing Norwich Land Use Regulations.

4. How is Community Design best facilitated?

We are concerned that the land use areas proposed for Norwich in the TRORC Plan would jeopardize the ability of developers to produce multi-family housing in Norwich. The optimal locations for future housing development in Norwich would be close to the existing civic, service and employment centers in Norwich village, Hanover to the east, and Wilder to the south along the highways that are already served by public transit. Some parts of Norwich that best fit this description are Route 5 South from the Hartford town line north to 10A, on both sides of Route 5, and River Road north from Route 10A to Route 5. The TRORC Plan captures portions of these lands in a mixed use area, but much of it is designated as rural and, as discussed above, these designations (as written) appear to exclude the possibility of multi-family housing with more than five units.

Further, for the kind of mixed use area that the TRORC Plan envisages to succeed, more consideration of community design is needed. We encourage more thought be given to the actual *mix* of uses and designs standards that address any possible conflicts. In our view, rethinking the Mixed Use area from the perspective of community design reinforces the argument for allowing some level of retail use where it is focused on the neighborhood and passing traffic. The TRORC Plan rightly identifies energy and housing availability as two major concerns and devotes a chapter to healthy communities which explicitly draws links between the built environment, land use and public health. It would be regrettable if the broad exclusion of principal retail prevents the emergence of residential neighborhoods with thoughtful community design. Currently, multi-unit housing developments further south on Route 5 in Hartford are car dependent regarding access to retail services or social spaces such as cafes. Norwich encourages TRORC to visualize small mixed-use neighborhoods where residents could walk or bike to retail establishments and employment opportunities, consistent with your policies contained in *Chapter 2: Healthy Communities*. For this to be possible a more nuanced treatment of principal retail is needed.

5. Why was the public outreach process so limited?

Norwich appreciates that TRORC is comprised of thirty member communities and the significant cost and complexity of undertaking the necessary public outreach. We are heartened by the effort to draft this plan mindful of the impact of climate change and the need to plan for a shift away from fossil fuel dependence. There is a great deal to admire in this work. Nevertheless, we are disappointed by the compressed review and approval schedule that has been imposed,

which has precluded face-to-face meetings between Norwich Selectboard, Planning Commission and TRORC representatives. We are also disappointed that only the statutory minimum for warning the draft and holding of public hearings has been met. We recommend in the future that a more robust opportunity for public and member community input be provided that exceeds the statutory minimum and provides ample opportunity to discuss the best way to achieve shared goals.

Jaci Allen,
Chair, Norwich Planning Commission

John Pepper,
Chair, Norwich Selectboard

FY 2019 Proposed Tax Rate Calculation 07/10/2019

Grand List				
4/1/2019 Town Grand List	\$	748,563,300	Comcast	\$ 1,045,696
1%	\$	7,485,633	Town Exemptions	\$ 1,086,700

School (Rates Set by State)			
Homestead Tax Rate			
HGL Education Grand List	\$	4,331,306	\$ 1,8068
State Education Taxes			\$ 7,825,803
Non Residential Tax Rate			
NRGL Education Grand List	\$	3,174,951	1.6250
State Education Taxes			\$ 5,159,296
Total State Education Taxes		\$ 12,985,099	

Town Exemptions	
Beaver Meadow Chapel	\$ 133,900
Community Grange	\$ 388,500
Norwich Fire District	\$ 40,000
Root District Game Club	\$ 208,700
	\$ 208,700

non-residential

Subtotal	\$ 771,100	\$12,530.38
Homestead		
Veterans	\$ 280,000	Homestead
Energy	\$ 35,600	
Subtotal	\$ 315,600	\$ 5,702.26

Total

Total	\$ 1,086,700	18,232.64
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		FY20	FY19		
Total Town Budget w/o Articles	\$	4,271,793	\$ 0.4538	\$ 0.4489	1.09%
Voted Monetary Articles					
Advance Transit		13,514	0.0018		
CATV		3,000	0.0004		
Cemetery Commission		20,000	0.0027		
The Family Place		6,000	0.0008		
Good Beginnings		3,000	0.0004		
Green Mountain Economic Development		1,677	0.0002		
Headrest		2,500	0.0003		
Norwich American Legion		1,500	0.0002		
Norwich Child Care Scholarship		4,348	0.0006		
Norwich Historical Society		8,000	0.0011		
Norwich Lion's Fireworks		3,000	0.0004		
Norwich Public Library Operating & Capital		333,000	0.0445		
Public Health Council of the Upper Valley		337	0.0000		
Senior Solutions		1,200	0.0002		
SEVCA		3,750	0.0005		
Special Needs Support Center		2,000	0.0003		
Upper Valley Trails Alliance		2,000	0.0003		
VT/NH Visiting Nurse		15,600	0.0021		
White River Council on Aging		5,300	0.0007		
Windsor County Partners		1,000	0.0001		
WISE		2,500	0.0003		
Youth-in-Action		3,000	0.0004		
Total Monetary Articles	\$	436,226	\$ 0.0583	\$ 0.0491	
Total Town Expenditures	\$	4,708,019			
Offsetting Revenues					
Property Tax Fees and Interest		42,000			
Current Use Payment		180,196			
Permit and License Fees		12,090			
Intergovernmental Revenues		209,000			
Service Fees		362,765			
Public Safety Revenues		10,450			
Other Town Revenues w/o Interest from Banks		34,000			
Interest Earned from Banks		20,000			
Miscellaneous Revenues		4,000			
Total Offsetting Revenues	\$	874,501			
Amount to raise from Property Taxes w/o Local Agreement	\$	3,833,518	\$ 0.5121	\$ 0.4980	2.83%
Town Tax Rate					
Local Agreement Taxes	\$	18,233	\$ 0.0024	\$ 0.0055	
Total Town Tax Rate	\$	0.5146	\$ 0.5035		2.20%
Grand Total to be raised in Property Taxes					
	\$	3,851,751			

	FY20	FY19	% Change
School Homestead Tax Rate	1.8068	1.8487	-2.27%
School Non Residential Tax Rate	1.625	1.6075	1.09%
Town Tax Rate (With Local Agreement Rate)	\$ 0.5146	0.5035	2.20%
Windsor County Rate (\$56,329 amount due)	0.0075	0.0076	-0.99%
Total Homestead Tax Rate	2.3289	2.3598	-1.31%
Total Non Residential Tax Rate	2.1471	2.1186	1.34%

5

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
Residential I R1	817	350,918,300	233,402,186	117,516,114	350,918,300
Residential II R2	492	338,112,800	201,866,967	136,245,833	338,112,800
Mobile Homes-U MHU	2	5,700	0	5,700	5,700
Mobile Homes-L MHL	12	1,970,000	545,400	1,424,600	1,970,000
Seasonal I S1	4	427,100	0	427,100	427,100
Seasonal II S2	12	3,210,100	0	3,210,100	3,210,100
Commercial C	44	32,304,900	0	32,304,900	32,304,900
Commercial Apts CA	7	7,041,800	0	7,041,800	7,041,800
Industrial I	0	0	0	0	0
Utilities-E UE	3	9,734,300	0	9,734,300	9,734,300
Utilities-O UO	0	0	0	0	0
Farm F	10	9,229,000	7,284,998	1,944,002	9,229,000
Other O	27	7,520,600	3,589,300	3,931,300	7,520,600
Woodland W	0	0	0	0	0
Miscellaneous M	135	25,773,300	0	25,773,300	25,773,300
TOTAL LISTED REAL	1,565	786,247,900	446,688,851	339,559,049	786,247,900
P.P. Cable	1	1,045,696		1,045,696	1,045,696
P.P. Equipment	0	0			
P.P. Inventory	0	0			
TOTAL LISTED P.P.	1	1,045,696		1,045,696	1,045,696
TOTAL LISTED VALUE		787,293,596	446,688,851	340,604,745	787,293,596
EXEMPTIONS					
Veterans 10K	7/7	70,000	60,000	10,000	70,000
Veterans >10K		210,000			
Total Veterans		280,000	60,000	10,000	70,000
P.P. Contracts	1	1,045,696			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	0/0	0	0	0	0
Non-Apprv (voted)	8/8	806,700			
Owner Pays Ed Tax	0/0	0			
Total Contracts	9/8	1,852,396	0	0	0
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv (voted)	0/0	0			
Owner Pays Ed Tax	0/0	0			
Total FarmStabContr	0/0	0	0	0	0
Current Use	152/152	36,597,900	13,498,300	23,099,600	36,597,900
Special Exemptions	0		0	0	0
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		38,730,296	13,558,300	23,109,600	36,667,900
Total Exemptions		38,730,296	13,558,300	23,109,600	36,667,900
TOTAL MUNICIPAL GRAND LIST		7,485,633.00			
TOTAL EDUCATION GRAND LIST			4,331,305.51	3,174,951.45	7,506,256.96
NON-TAX			56 NON-TAX PARCELS ARE NOT INCLUDED ON THE 411		

899 Homesteads Filed

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
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Status on Personal Property	
1) Has inventory been exempted by vote of town/city?	Yes <u>XX</u> No <u> </u>
2) Has machinery and equipment been exempted by vote of your town/city?	Yes <u>XX</u> No <u> </u>
3) If yes for #2, what portion is now exempt? (include percentage)	<u> </u> 100.00 <u> </u>
4) If no for #2, please indicate below how your town/city is assessing business personal property (Place "X" by option used)	
a) at fair market value <u> </u>	b) at depreciated value <u> </u>

Summary of Adjustments to Taxable Values (Local Agreements Etc.)	
Approved (VEPC) Contracts/Exemptions	0
Grandfathered Contracts/Exemptions	0
Non-Approved (Voted) Contracts/Exemptions	806,700
Homestead Non-Approved (Voted) Contracts/Exemptions	30,500
Non-Resi Non-Approved (Voted) Contracts/Exemptions	776,200
Municipal Contracts (Owner Pays Ed Tax)	0
Special Exemptions	0
Current Use (Use Value Appraisal Program)	36,597,900
Veteran Exemptions	70,000
Homestead Veteran Exemptions beyond 10K	180,000
Non-Resi Veteran Exemptions beyond 10K	30,000
Partial Statutory Exemptions	0

Town of Norwich Grand List
CONTRACTS - (Town code: 450)
Main District: Listed By Type and Date Voted

DATE VOTED	PARCEL ID	NAME	CAT. CODE	BEGINNING DATE	ENDING DATE	STATUTE TITLE	CODE VALUE BEFORE EXEMPTION	CONTRACT AMOUNT	ASSMT LESS CONTRACT
/ /	70-008.000 450-142-13166	COMCAST, PROPERTY TAX DEP	PC	/ /	/ /	5401	1,045,696 Non-residential	1,045,696 0	0 1,045,696
03/06/07	05-095.000 450-142-12510	METCALF CHARLOTTE S	F	04/01/07	/ /	3831	1,753,000 Homestead Non-residential	10,700 10,700 0	1,742,300 1,436,300 306,000
03/06/07	05-095.400 450-142-13213	LAKE NORAH S	F	04/01/07	/ /	3831	274,600 Non-residential	5,100 5,100	269,500 269,500
03/06/07	16-116.410 450-142-13188	BROWNELL TIMOTHY	R1	04/01/07	/ /	3832 (1)	344,800 Homestead Non-residential	19,800 19,800 0	325,000 325,000 0
03/01/16	03-052.000 450-142-11804	BEAVER MEADOW SCHOOLHOUSE	C	04/01/16	04/01/21	3840	133,900 Non-residential	133,900 ✓ 133,900	0 0
03/01/16	09-029.100 450-142-13327	NORWICH FIRE DISTRICT	M	04/01/16	04/01/21	2741	10,000 Non-residential	10,000 ✓ 10,000	0 0
03/01/16	09-036.100 450-142-13328	NORWICH FIRE DISTRICT	M	04/01/16	04/01/21	2741	30,000 Non-residential	30,000 ✓ 30,000	0 0
03/01/16	11-058.010 450-142-13043	ROOT DISTRICT GAME CLUB	C	04/01/16	04/01/21	3840	208,700 Non-residential	208,700 ✓ 208,700	0 0
03/07/16	20-211.000 450-142-12414	UPPER VALLEY COMM GRANGE	C	04/01/16	04/01/21	3840	388,500 Non-residential	388,500 ✓ 388,500	0 0
								-----,-----	1852,396 ✓
Non-Approved (Voted) Contracts/Exemptions									

STATUTE

The real property parcels listed below are exempt from the property tax under Vermont law. These parcels are included in the grand list book in accord with 32 VSA section 41.52 and subject to parcel payments under 32 VSA section 4041a. Payment can only be issues if complete and accurate information is provided. Do not include parcels subject to local agreements.

OWNER NAME	PARCEL ID	CATEGORY	PROPERTY DESCRIPTION	LOCATION	VALUE ESTIMATE
AMERICAN LEGION POST 8	20-081.000	C	1 ACRE & LODGE HOUSE	228 BEAVER MEADOW RD	271,200
	3) 32 VSA \$ 3802(2)				
BEAVER MEADOW CHAPEL ASSOC	03-031.000	C	0.11 ACRE & CHAPEL	1672 BEAVER MEADOW RD	157,300
	9) 32 VSA \$ 3802(4);3832(2)				
CHILD CARE CENTER INC	15-081.000	C	4.4 ACRES & COMM BLDG	75 MONTSHIRE RD	573,500
	7) 32 VSA \$ 3802(4);3832(2)				
CONGREGATIONAL CHURCH	20-230.200	C	.75 ACRE & CHURCH	15 CHURCH ST	1,488,300
	9) 32 VSA \$ 3802(4);3832(2)				
DRESDEN SCHOOL DISTRICT	15-072.000	C	70.78 AC; SCHOOL FIELDS &	223 US ROUTE 5 SOUTH	1,542,600
	10) 32 VSA \$ 3802(4); 22 \$ 109				
FAMILY PLACE THE	15-078.000	C	1 ACRE & 2 BLDGS	319 US ROUTE 5 SOUTH	813,900
	7) 32 VSA \$ 3802(4);3832(2)				
METHODIST CHURCH	05-058.000	C	.66 ACRES CHURCH & COMM	91 ACADEMY RD	620,900
	9) 32 VSA \$ 3802(4);3832(2)				
MONTSHIRE MUSEUM OF SCIENCE	16-090.000	C	109.5 ACRES & MUSEUM BLDG	35 MONTSHIRE RD	6,883,500
	10) 32 VSA \$ 3802(4); 22 \$ 109				
NORWICH TOWN OF	10-021.000	C	6 ACRES	335 BEAVER MEADOW RD	334,700
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH FIRE DISTRICT	09-029.000	M	79.37 ACRES (TOWN OWNS DE	0 TUCKER HILL RD	350,200
	30) 24 VSA \$ 3352				
NORWICH FIRE DISTRICT	09-036.000	M	836.3 ACRES TOWN OWNS DEV	1266 BEAVER MEADOW RD	1,038,500
	30) 24 VSA \$ 3352				
NORWICH FIRE DISTRICT	10-024.000	C	.91 ACRE & CHLORINATION S	417 BEAVER MEADOW RD	117,200
	30) 24 VSA \$ 3352				
NORWICH HISTORICAL SOCIETY	20-247.000	C	.92 ACRE & DWL	277 MAIN ST	770,500
	6) 32 VSA \$ 3802(4)				
NORWICH NURSERY SCHOOL INC	20-229.100	C	EMERSON COURT UNITS EC3 &	312 MAIN ST	272,500
	10) 32 VSA \$ 3802(4); 22 \$ 109				
NORWICH PUBLIC LIBRARY ASSOC	20-192.000	C	.6 ACRE & LIBRARY	368 MAIN ST	1,618,600
	10) 32 VSA \$ 3802(4); 22 \$ 109				
NORWICH SCHOOL DISTRICT	20-238.000	C	7.03 ACRES & SCHOOL	22 CHURCH ST	7,348,400
	10) 32 VSA \$ 3802(4); 22 \$ 109				
NORWICH TOWN OF	03-030.000	M	0.88 ACRE & BEAVER MEADOW	0 BEAVER MEADOW RD	77,600
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	04-010.000	M	52 ACRES (STONE LOT)	0 TURNPIKE RD	223,000
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	04-014.000	M	7.3 ACRES	0 TURNPIKE RD	118,300
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	04-015.000	M	45 ACRES SIGNAL HILL LOT	1711 TURNPIKE RD	117,500
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	04-031.010	M	.01 ACRE & TURNPIKE CEMET	0 TURNPIKE RD	7,800
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	05-019.000	M	.77 ACRE & NEW BOSTON CEM	0 NEW BOSTON RD	77,400
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	05-057.000	M	3.28 ACRES & UNION VILLAG	0 ACADEMY RD	104,800
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	05-065.000	M	.46 ACRES	0 VT ROUTE 132	10,600
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	06-029.010	M	0.1 ACRE & POMPY CEMETERY	0 WRIGHT CEMETARY RD	17,800
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	09-000.001	M	.03 ACRES & PARKHURST CEM	0 BURTON WOODS RD	1,200
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	10-190.100	C	24.48 AC & DPW & TRANS ST	24 NEW BOSTON RD	776,600
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	11-011.000	M	1.2 ACRES & CEMETERY	0 OLCOTT RD	118,800
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	12-008.000	M	.94 ACRE & POMPANOOSUC CE	0 HEMLOCK RD	86,700
	14) 32 VSA \$ 3802(7); 18 \$ 5317; 5376				
NORWICH TOWN OF	12-026.000	M	2.15 ACRES	0 KENDALL STATION RD	195,500
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	12-033.000	M	.07 ACRE RIVER ACCESS	0 KENDALL STATION RD	700
	8) 32 VSA \$ 3802(4);5401(10)(F)				
NORWICH TOWN OF	15-045.000	M	.21 ACRES	0 HOPSON RD	4,700
	8) 32 VSA \$ 3802(4);5401(10)(F)				

Town of Norwich Grand List
NON-TAXABLE PARCELS ABSTRACT
Main District: Listed in Parcel Order

OWNER NAME	PARCEL ID STATUTE	CATEGORY	PROPERTY DESCRIPTION	LOCATION	VALUE ESTIMATE
NORWICH TOWN OF	16-005.000 8) 32 VSA § 3802(4);5401(10)(F)	M	22.5 ACRES (SCHMIDT BOG)	0 UPPER LOVELAND RD	69,800
NORWICH TOWN OF	16-059.020 8) 32 VSA § 3802(4);5401(10)(F)	M	6.7 ACRES	0 RIVER RD	113,000
NORWICH TOWN OF	16-067.000 8) 32 VSA § 3802(4);5401(10)(F)	M	.66 ACRES (SCOTT LAND)	0 MCKENNA RD	9,300
NORWICH TOWN OF	16-101.100 8) 32 VSA § 3802(4);5401(10)(F)	M	.14 ACRES BOAT LANDING	138 RIVER RD	87,400
NORWICH TOWN OF	20-033.000 14) 32 VSA § 3802(7); 18 § 5317; 5376	M	10.9 ACRES & HILLSIDE CEM	0 HILLSIDE RD	214,900
NORWICH TOWN OF	20-051.000 8) 32 VSA § 3802(4);5401(10)(F)	M	1.5 ACRES & BARRETT PLAYG	7 BRAGG HILL RD	249,500
NORWICH TOWN OF	20-068.200 8) 32 VSA § 3802(4);5401(10)(F)	M	41.79 ACRES	0 DUTTON HILL	235,600
NORWICH TOWN OF	20-117.000 14) 32 VSA § 3802(7); 18 § 5317; 5376	M	1.5 ACRES & FAIRVIEW CEME	0 BEAVER MEADOW RD	137,300
NORWICH TOWN OF	20-148.000 8) 32 VSA § 3802(4);5401(10)(F)	M	27 ACRES HUNTLEY MEADOW	111 TURNPIKE RD	737,900
NORWICH TOWN OF	20-209.000 8) 32 VSA § 3802(4);5401(10)(F)	C	.1 ACRE & FIREHOUSE	11 FIREHOUSE LN	551,300
NORWICH TOWN OF	20-209.100 8) 32 VSA § 3802(4);5401(10)(F)	C	1.2 ACRES & POLICE STATIO	10 HAZEN ST	584,900
NORWICH TOWN OF	20-231.000 8) 32 VSA § 3802(4);5401(10)(F)	C	.31 ACRE & TRACY HALL	300 MAIN ST	1,488,700
NORWICH TOWN OF	20-242.000 8) 32 VSA § 3802(4);5401(10)(F)	M	37.09 ACRES & ADDL LOT (N	0 MAIN ST	252,500
ST FRANCIS OF ASSISI	20-116.000 9) 32 VSA § 3802(4);3832(2)	C	8.07 ACRES & CHURCH	70 BEAVER MEADOW RD	556,000
ST. BARNABAS CHURCH	20-239.000 9) 32 VSA § 3802(4);3832(2)	C	4.69 ACRES CHURCH & PARSO	262 MAIN ST	903,600
UNITARIAN UNIVERSALIST CHURCH	15-039.000 9) 32 VSA § 3802(4);3832(2)	C	7.07 ACRES & CHURCH	320 US ROUTE 5 SOUTH	752,900
UNITED STATES OF AMERICA	10-034.000 1) 32 VSA § 3802(1)	C	1.69 ACRES	642 BEAVER MEADOW RD	129,700
UNITED STATES OF AMERICA	20-010.000 1) 32 VSA § 3802(1)	M	APPALACHIAN TRAIL- 697.37	0 TOWNWIDE	1,891,900
VERMONT STATE COLLEGES	10-076.100 2) 32 VSA § 3802(1)	C	6.23 ACRES & DWL & FARM &	701 TURNPIKE RD	1,668,400
WILLING HANDS ENTERPRISES	16-017.000 7) 32 VSA § 3802(4);3832(2)	C	10.1 ACRES & BLDGS & TANK	198 CHURCH ST	488,800

TOTAL NUMBER OF EXEMPT PARCELS: 52

We certify that the foregoing is a true abstract of the grand list of _____ for the year _____.
Given under our hands at _____ on this _____ day of _____ in the year _____.

LISTERS

I hereby certify that I have examined the grand list for the year _____ now on file and hereby certify this abstract in
accord with 32 V.S.A. 4183.

Attest _____ TOWN CLERK

Date: _____

Section 5404(b) of Title 32 of the V.S.A. requires the following.

The clerk of a municipality, or the supervisor of an unorganized town or gore, annually
by August 15 shall transmit to the director, in electronic format prescribed by the
director, education and munici grand list data, including exemption information and grand
list abstracts.

If changes or additions to the grand list are made by the listers or other officials
authorized to do so after the transmission of the electronic grand list and abstract of
the grand list, such clerks shall forthwith certify the same to the director by
transmitting an updated electronic grand list book and electronic abstract of the grand
list.



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

To: Town Manager/Town of Norwich Selectboard

Re: Summary of Departmental Activity-June 2019

Date: 7/1/19

Here is a recap of items that captured my attention during the month of June:

1. Coordinated the observation and use of Hanover FD's manifold hose testing appliance
2. Attended the National Fire Academy (MD) –Incident Safety Officer-certification program
3. Continued the Emergency Management Director Certificate Program
4. Contacted a Norwich Senior Housing rep. to begin collaboration on Emergency response, notification and evac. during a natural/man-made disaster
5. Contacted a Bayada rep. to begin collaboration on emergency response, notification and evac. procedures during a natural/man-made disaster
6. Contacted a local HAM Radio operator organization to a begin collaboration on emergency comm's. during a natural/man-made disaster
7. Contacted an individual from Vermont 2-1-1 (a program of The United Way of Vermont) to begin collaboration on emergency notification and evac. procedures during a natural/man-made disaster
8. The Hanover Fire Department, along with our partners at Norwich Fire and Lyme FAST have received a Silver award with the American Heart Association 2019 Mission: Lifeline EMS. This award recognizes our high quality prehospital STEMI care.
9. Attended LEPC 12 Mtg
10. Met with a United Way rep. to discuss the CARE form and its' use
11. Met with Town of Thetfords' EMD to discuss collaboration/mutual aid during a localized emergency scenario
12. Began planning the G-191 G-191 (ICS/EOC Interface) in-service class

TOWN OF NORWICH
P.O. Box 376
Norwich, VT 05055

6a

PURCHASE ORDER

Finance Department Use Only

DATE: 6/28/19 PO #: 01-2019
VENDOR: Datamann
Po Box 1930

ITEMS OR SERVICES PURCHASED:
Computer

CHARGE ACCOUNT: 01-5-275630 AMOUNT: 755.25
TOTAL: _____

Department Head: Bonnie J. Munday
Town Manager: [Signature]

Date: 6/28/19
6/28/19



1994 Hartford Avenue
 PO Box 1930
 Wilder, VT 05088
 802-295-6600
 www.datamann.com

Quote



Quote #: 6438
Quote Date: 6/28/19
Quote Expires: 7/28/19
Prepared by: WEM

Customer: 80013
 TOWN OF NORWICH
 TRACY HALL
 PO BOX 376
 NORWICH, VT 05055

Item #	Description	Quantity	Unit	Price	Ext Price
102625	Lenovo ThinkCentre M710S Intel Core i5-7400 3GHz - 8GB DDR4 SDRAM 256GB SSD - Windows 10 Pro 64bit - SFF	1	Each	795.00	795.00
	Line Discount %				-39.75
	5% discount over standard pricing.				
	Est. staging & install 1.5 - 2.5 hrs billable time				

Quote Subtotal: 755.25
Tax: 0.00
Quote Total: 755.25

If you would like this project submitted for programming, based upon the specification provided, please sign and date the acceptance area below and return to Datamann.

Accepted by:

 Authorized Signature Date
 TOWN OF NORWICH

Herb Durfee

From: Herb Durfee
Sent: Friday, June 28, 2019 2:50 PM
To: 'Bill Mann'
Cc: Datamann Support Team; Tad Richardson; Donna Flies; Miranda Bergmeier; Bonnie Munday; Clerk2
Subject: RE: Lenovo M710s PC quote for the Town of Norwich

Bill,

Go! And, yes, anticipate Tad's interface, as necessary, for the install. Thx

Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-698-3000 (cell)
802-649-0123 (fax)

From: Bill Mann [<mailto:bmann@datamann.com>]
Sent: Friday, June 28, 2019 2:38 PM
To: Herb Durfee
Cc: Datamann Support Team; Tad Richardson
Subject: Lenovo M710s PC quote for the Town of Norwich
Importance: High

Hello Herb,

Here is the PC quote that Tad asked me to create. The PC specs are in the quote and you will notice a 5% discount from our standard pricing. I also noted the estimated time to stage and install the PC for you. Our costs will be at the lower end if Tad is doing some of the configuration remotely.

Please let me know if you have any questions and have a great weekend!

Bill Mann

William E. Mann



C.O.O.
1994 Hartford Avenue
Wilder, VT 05088
Phone (802) 295-6600 ext. 213
Fax (802) 296-3623
Email: bmann@datamann.com
Website: www.datamann.com

Herb Durfee

From: Vermont Local Roads Program <VT-LOCALROADS@LISTSERV.VERMONTLOCALROADS.ORG> on behalf of Hayden, Holly <Holly.Hayden@VERMONT.GOV>
Sent: Wednesday, June 26, 2019 10:27 AM
To: VT-LOCALROADS@LISTSERV.VERMONTLOCALROADS.ORG
Subject: Town Road and Bridge Standards
Attachments: Town Road and Bridge Standards (5Jun2019_Fillable Form).pdf; Town Road and Bridge Standards (June2019) Cover Ltr.pdf

June 20, 2019

Re: 2019 Town Road and Bridge Standards Dear

Municipal Officials:

Overview

Over the past few months, the Vermont Agency of Transportation and the Vermont Agency of Natural Resources have been developing an updated State-approved Town Road and Bridge Standards template (attached). One of the primary reasons for updating these standards is to give municipalities more flexibility in choosing the parts of these standards they would like to adopt and to make it easier for FEMA to understand the standards each municipality has adopted in the event of a federally declared disaster. We have worked very closely with the Vermont League of Cities and Towns on this effort and we have involved the Vermont Local Roads program and the regional planning commissions to solicit reviews and input from the municipalities.

In accordance with Act 110 of the 2010 Legislative session, the Town Road and Bridge Standards were last reviewed and approved (unchanged) in 2017, and the next deadline is 2021. However, there is a practical need to update the standards sooner to eliminate the overlap with the Municipal Roads General (stormwater) Permit standards, which all towns must follow. The MRGP standards only cover "hydrologically-connected" local roads (about 50% of local roads on average). By comparison, the Town Road and Bridge Standards are voluntary, also include storm water management and flood resilience, construction and safety practices, and apply to all town highways.

The existing (January 2013) template can remain in effect through July 31, 2019. After that date, the January 2013 version of the Town Road and Bridge Standards will no longer be considered the State approved template. Consequently, we would like to strongly encourage all municipalities to consider adopting the new 2019 Town Road and Bridge Standards template prior to August 1, 2019.

2019 Town Road and Bridge Standards

The attached State-approved Town Road and Bridge Standards template has seven sections and is organized around hydrologically-connected and non-hydrologically connected roads. As noted in the

table, Sections 1 and 2 are required for connected roads, and Section 3 is required for all bridges and culverts over perennial streams. For the non-connected roads, municipalities can choose which specific standards they wish to adopt.

To be eligible for increased funding under the Emergency Relief and Assistance Fund (ERAF) rule (CVR 10-000-001) and to be eligible for an additional 10% State share funding on Town Highway Structures and Class 2 Town Highway grants, a municipality need only circle "Yes" under the hydrologically connected road segments column (Sections 1 and 2) and then circle "Yes" for Section 3. All other choices may be circled "No." Adoption of what essentially is mandatory under the MRGP and the Stream Alteration Permit standards may seem redundant, however, it makes it clear to FEMA that a municipality has formally adopted "codes and standards" in writing.

We would like to encourage all municipalities to circle "Yes" for as many sections in this new template as they feel comfortable with to improve the resiliency of municipal highway infrastructure, enhance the safety of the travelling public, and to realize as many benefits as possible from the FEMA Public Assistance program.

There are a few municipalities throughout the State who have much more comprehensive and elaborate standards and specifications related to their highway infrastructure. In the past, we have allowed municipalities to use those documents with a signed certification that they meet or exceed the State approved template. The 2019 Town Road and Bridge Standards template continues to allow for this. You will find that proviso in the second paragraph of page 1. The VTrans District staff can assist municipalities who fall under that category of "codes and standards."

The VTrans District personnel are available to work with any municipality in explaining the various options and to answer questions related to the new town road and bridge standards template. Please contact your nearest VTrans District Office for assistance and information. See attached District map and contact information.

Sincerely,


Julia S. Moore, P.E.
Secretary of Natural Resources


Joe Flynn
Secretary of Transportation

To unsubscribe from the VT-LOCALROADS list, click the following link:
<http://listserv.vermontlocalroads.org/scripts/wa-VLRDS.exe?SUBED1=VT-LOCALROADS&A=1>



AGENCY OF NATURAL RESOURCES
AGENCY OF TRANSPORTATION

June 20, 2019

Re: 2019 Town Road and Bridge Standards

Dear Municipal Officials:

Overview

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To be eligible for increased funding under the Emergency Relief and Assistance Fund (ERAF) rule (CVR 10-000-001) and to be eligible for an additional 10% State share funding on Town Highway Structures and Class 2 Town Highway grants, a municipality need only circle "Yes" under the hydrologically-connected road segments column (Sections 1 and 2) and then circle "Yes" for Section 3. All other

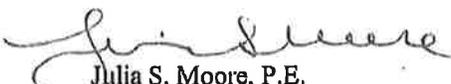
choices may be circled "No." Adoption of what essentially is mandatory under the MRGP and the Stream Alteration Permit standards may seem redundant, however, it makes it clear to FEMA that a municipality has formally adopted "codes and standards" in writing.

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The VTrans District personnel are available to work with any municipality in explaining the various options and to answer questions related to the new town road and bridge standards template. Please contact your nearest VTrans District Office for assistance and information. See attached District map and contact information.

Sincerely,

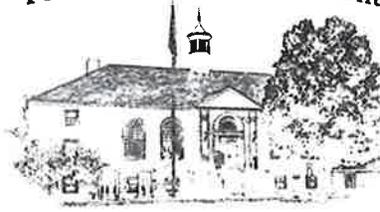


Julia S. Moore, P.E.
Secretary of Natural Resources



Joe Flynn
Secretary of Transportation

Town of Norwich, Vermont



CHARTERED 1761

Adopted: March 13, 2013

Re-adopted: September 27, 2017

Amended: September 26, 2018

Revised & Adopted: July 10, 2019 (Due to VTrans Requirement)

DRAFT

ROAD AND BRIDGE STANDARDS

The Town of Norwich hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of all town roads and bridges.

The standards listed here are considered minimum and apply to construction projects and repair and maintenance activities. The standards include management practices and are designed to: ensure the safety of the traveling public, minimize damage to road infrastructure during flood events, implement resilient methods of construction, allow repair work in frozen conditions since flood damage typically limits the time for repair work during the construction season, integrates mitigation measures to reconcile historic and current standards and methodologies, and enhance water quality protections by minimizing sediment delivery to surface waters and/or wetlands.

As an overarching principal, the Town Manager, in consultation with the Public Works Director, may modify any of the standards for a particular project or repair or maintenance activities where, because of unique physical circumstances or conditions (including weather), there is no possibility that the project or activities can be completed in strict conformance with these provisions or in a timely fashion. Any modifications to the standards must be done in a manner that serves the underlying intent of management practices in consideration of public safety, resiliency and flood hazard avoidance, and water quality protection. Fiscal and seasonal considerations may be the basis for the modification of these standards. Questions about modifications to these standards should be directed to the Town Manager, VTrans, Vermont Emergency Management, and/or other appropriate agencies.

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects. Flood events may be an exception because neither state nor federal agencies have adopted appropriate and resilient standards in the aftermath of the President-declared emergencies (i.e., Tropical Storm Irene and the July 1, 2017 storm event).

Any new road regulated by and/or to be conveyed to the Town shall be constructed following appropriate local, state, and federal review according to the minimum standards deemed appropriate for the proposed project. If any federal and/or state funding is involved in a project, VTrans requirements and permits must be obtained and appropriate agencies notified prior to any field changes taking place that would alter the original scope of project work.

Norwich Road and Bridge Standards

Page 2 of 5

Note: by adoption of the Standards herein, the Town recognizes those “road segments” (roadway division into 100-meter/328 ft lengths, each with a unique identification number) as identified in the VT Agency of Natural Resources’ (ANR’s) *Natural Resources Atlas*, including those that are designated “hydrologically-connected” and which are further delineated in the Town’s Municipal Roads General Permit Road Erosion Inventory (prepared for Norwich by the TRORC, Fall 2018).

The adoption of the Standards herein, by reference incorporates VTrans’s Town Road and Bridge Standards, dated June 5, 2019, including Appendices A and B. Where those minimum standards may be in conflict with any Standards contained herein, the stricter of those in conflict shall apply, unless related to a “best management practice” (BMP) for a designated hydrologically-connected roadway segment. In such case, the BMP shall serve as the standard. The interpretation of which is more strict shall reside with the Town Manager, in consultation with the Public Works Director.

Roadways

- All new or substantially reconstructed gravel roads shall have at least a 15-inch (18-inch over ledge) thick processed gravel sub-base in accordance with VTrans Standard A-76, with a 3 inch (minimum) top course of fine crushed gravel or hardpak as permitted by the Town. The installation of roadway fabric as part of any sub-base construction is required. These minimums may be modified by the Town based on specific site conditions and permitting needs, including consideration of VTrans Standard B-71.
- All roadways shall be graded so water does not remain on the road surface. In general, the provisions of VTrans standards A-76 and/or B-71 shall be used to direct runoff from road surfaces. Additionally, road intersections shall be designed, with ancillary drainage (such as culverts, ditches, and other amenities) to avoid directing runoff from any intersecting road to the road it is intersecting.
- Proper grading techniques for all roadways must be used to avoid creating impoundments of storm water unless treatment, detention, and/or infiltration facilities are approved by the town.
- No berm along any roadway, road shoulder, or roadside drainage facility that prevents the proper management of storm water will be allowed.
- All new or substantially reconstructed paved roads. Pavement shall be in accordance with the *Marshall Mix Design* method for bituminous concrete pavement systems. This type of pavement shall be composed of mineral aggregate, mineral filler if required, and bituminous material, plant mixed and laid hot. The pavement shall be constructed in two courses on the prepared or existing base in accordance with these Specifications and in conformity with the lines, grades, thickness and typical cross-sections shown on the accepted drawings. All bituminous pavement shall be in accordance with VTrans specification sections 406 and 702.
 - The coarse aggregate shall consist of clean, hard crushed rock or screened crushed gravel free from dirt or foreign matter. It shall be reasonably free from soft and elongated pieces.
 - The fine mineral aggregate shall consist of sand or a mixture of sand and stone screenings. The sand shall consist of clean, hard, durable grains, free from dirt, unsuitable material, and pieces which are structurally weak.
 - The asphalt binder shall conform to all the requirements as set forth by the State of Vermont Standard Specifications for Highway Construction (Section 702).

Norwich Road and Bridge Standards

Page 3 of 5

- No new Class 4 roads will be permitted in Town, as of July 1, 2019.
- Existing Class 4 roads shall be maintained according to the Town's *Class 4 Road & Trail Policy*.
- When roadway infrastructure repairs are necessary from storm or flood damage, resiliency and seasonal considerations shall dictate repair methods and materials. The onset of freezing conditions and incorporation of resilient repairs warrant use of crushed stone or similar material as a sub-base material because it does not require the addition of water for compaction. This is particularly important in areas where flood damage affects sub-base materials that consisted of anything other than stone or gravel.

Ditches and Slopes

Soil exposed during ditch and slope construction, repair or maintenance must be treated immediately following the operation and temporary erosion prevention and sediment control practices must be installed and maintained during construction activities and until the ditch or slope is permanently stabilized. Erosion management and sediment control practices shall be based on current publications such as the *Vermont Stormwater Management Manual* and the *Vermont Better Backroads Manual*.

The following are minimum erosion control measures. Careful attention must be given to areas vulnerable to erosion and immediately adjacent or discharging to surface waters and/or roadway drainage facilities:

- Seed and mulch all ditches with flat grades and low runoff rates when undertaking projects or repairs or maintenance activities that result in exposed soil. Vegetation must be established and monitored. If vegetation is not established within 10 days of placement, appropriate means of stabilization shall be installed, including alternatives such as biodegradable non-welded matting with seed.
- Stone lining on appropriate fabric shall be placed on all new or reconstructed ditches or whenever soils are disturbed by maintenance activities on grades that are not relatively flat (typically equal to and greater than 5%) or where flows warrant mechanical stabilization.
- Installation of stone check dams, filter socks, and other methods of stabilization may be necessary in accordance with published standards.
- The creation of parabolic (wide "U" shaped) or flatter ditches shall be preferred when constructing new or substantially reconstructing ditches, rather than narrow "V" shaped ditches wherever lateral space allows. Ditch side slopes should not exceed a maximum of 1:2, vertical to horizontal ratio. Ditches with a minimum bottom width of at least 2 feet are preferred.
- Ditches may not be directed into surface waters without appropriate permits. Discharge from ditches must have adequate outlet protection such as structural rock, vegetation, or sediment removal/filtering areas.
- If, in the judgment of a professional engineer licensed in Vermont (or licensed in New Hampshire but meeting all of the requirements necessary to be licensed in Vermont or included on any qualified engineers list regularly maintained by VTrans), there is a cost effective ditch treatment that will meet the intent of the management practices described above, but represents a departure from these standards, the Town may implement the more cost

Norwich Road and Bridge Standards

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effective, resilient, and seasonally appropriate ditch treatment alternative with a documented professional recommendation prior to the Town executing the work.

- When constructing new or substantially reconstructing slopes adjacent to roadways, use appropriate materials such as fabric, stone, or other appropriate materials based on slope, soil, watershed, frost, and resilient needs.
- Streams, wetlands, wetland buffers may be affected pursuant to receipt of appropriate permits.

Culverts and Bridges

- Replacement of existing culverts and any new culvert must have a minimum culvert diameter of 18 inches unless hydrologic and hydraulic (H&H) studies prepared by a professional engineer licensed in Vermont (or licensed in New Hampshire but meeting all of the requirements necessary to be licensed in Vermont or included on any qualified engineers list regularly maintained by VTrans) suggest a larger pipe size.
- Replacement of existing bridges and culverts and any new bridges and culverts must be designed in accordance with the VTrans Hydraulics Manual and other appropriate standards and permitting requirements.
- All new driveway culverts must have a minimum diameter of 15 inches unless H&H studies as previously indicated warrant a larger diameter.
- When installing or replacing culverts, use appropriate techniques such as headwalls and wingwalls, where there is erosion or undermining or where it is expected to occur.
- Install a splash pad or plunge pool at the outlet of new or repaired drainage culverts where there is erosion or where erosion may occur. Splash pads and plunge pools are not appropriate for use in streams and wetlands unless required by permits.
- Streams:
 - Perennial:
 - Bridge and culvert work on perennial stream crossings must conform to the statewide VT DEC Stream Alteration Standard. (<https://dec.vermont.gov/watershed/rivers/river-management>)
 - *Perennial stream* means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.
 - Streambank stabilization and other in-stream work must conform to the statewide VT DEC Stream Alternation Standard. (Refer to the above river management hyperlink.)
 - For River Management Engineer Districts:
https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf
 - Intermittent Stream Crossings:
 - Refer to Appendix B – Active Channel Culvert Sizing for Intermittent Stream Crossings. These standards shall apply and are above and beyond the culvert standards listed above.

Norwich Road and Bridge Standards

Page 5 of 5

- *Intermittent streams* are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Guardrails

When a roadway, culvert, bridge, or retaining wall construction/reconstruction project results in hazards (e.g., foreslopes, drop offs, or fixed obstacles) within the designated clear-zone, the *AASHTO Roadside Design Guide* governs the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be reference.

Access Management

The Town adheres to its Driveway Access Permit process, and any applicable land development bylaws duly in effect (e.g., Zoning Ordinance, Site Plan Review, Subdivision Regulations, etc.), to review all new drive accesses and development roads where they intersect Town roads, as authorized under 19 VSA §1111. The Town, as applicable uses/references the *VTrans A-76 Standards for Town & Development Roads* and *B-71 Standards for Residential and Commercial Drives*; the *VTrans Access Management Program Guidelines*; and, the latest version of the *Vermont Better Roads Manual* for other design standards and specifications.

Training

Town highway maintenance crews must collectively attend a minimum total of 6 hours of training per year on best road management practices. The town must keep documentation of their attendance for a period of at least three years.

Originally adopted by the Selectboard on March 13, 2013.

Readopted by the Selectboard on September 27, 2017.

Amended by the Selectboard on September 26, 2018.

Revised (due to VTrans requirement) and adopted by the Selectboard on July 10, 2019.

John Pepper, Chair

John Langhus

Claudette Brochu, Vice-Chair

Mary Layton

Roger Arnold

TOWN ROAD AND BRIDGE STANDARDS

(June 5, 2019)

MUNICIPALITY OF NORWICH, VERMONT

The Legislative Body of the Municipality of NORWICH hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 7/10/2019

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

YES = THE STATE STANDARD OR MORE STRINGENT TOWN STANDARD

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	<u>YES</u> (Required by Act 64)	<u>YES</u> NO
Section 2 – Class 4 Road Standards	<u>YES</u> (Required by Act 64)	<u>YES</u> NO
Town wide		
Section 3 - Perennial stream- bridge and culvert standards	<u>YES</u> (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	<u>YES</u>	NO
Section 5 - Roadway construction standards	<u>YES</u>	NO
Section 6 - Guardrail standard	<u>YES</u>	NO
Section 7 - Driveway access standard	<u>YES</u>	NO

Road segments – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the *Vermont Better Roads Manual*.
<https://vtrans.vermont.gov/sites/aot/files/highway/documents/ltf/Better%20Roads%20Manual%20Final%202019.pdf>

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

"Perennial stream" means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

"Intermittent streams" are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have ~~6~~ inches* thick gravel sub-base, with an additional ~~6~~ inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have ~~6~~ inches* thick gravel sub-base. ** REFER TO TOWN STANDARDS*

*Municipalities shall indicate their own construction criteria.

Section 6 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 7 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference Vtrans Standard A-76 Standards for Town & Development Roads and B-71 Standards for Residential and Commercial Drives; the Vtrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of NORWICH, State of Vermont on July 20, 2019

Selectboard / City Council / Village Board of Trustees:

REFER TO TOWN SIGNATURE PAGE

Appendix A

Section 1: MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in of this documentation does not require the acquisition of additional state or federal permits or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures, historic landscapes, or vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a road, all bare or unvegetated areas shall be revegetated with see and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitations is forecast, sooner.

Standards for Gravel and Paved Roads with Ditches

Baseline Standards for Gravel and Paved Roads with Ditches

The following are the standards for all gravel and paved municipal roads with drainage ditches, whether or not erosion is present. These standards also apply to all new construction and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

- a. Gravel roads shall be crowned, in or out-sloped:
Minimum: ¼ inch per foot
Recommended: ¼ inch to ½ inch per foot or 2% - 4%
- b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.
Minimum: 1/8 inch per foot or 1%
Recommended: 1% - 2%

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to gravel roads with drainage ditches.

B. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in subpart B.2 below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; 2 foot horizontal per 1 foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:
 - a. Stone-lined ditch: minimum 6 to 8-inch minus stone or the equivalent for new practice construction. Recommended 2-foot ditch depth from top of stone-lined bottom,
 - b. Grass-lined ditch with stone check dams¹, or
 - c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160 feet.
3. For roads with slopes of 8% or greater: Stone-lined ditch.
 - a. For slopes greater than or equal to 8% but less than 10%: minimum 6 to 8-inch minus stone or the equivalent for new construction. Recommended 2-foot ditch depth from top of stone-lined bottom.
 - b. For slopes greater than 10%: minimum 6 to 8-inch minus stone. Recommended 12-inch minus stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.
4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs – all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
 - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in subpart b – c below, when possible.
 - b. For turnouts with slopes 5% or greater: stabilize with stone.
 - c. For slopes greater than 5% but less than 10%: minimum 6-inch to 8-inch minus stone or the equivalent for new construction.
 - d. For slopes greater than 10%: minimum 6 to 8-inch minus stone or equivalent for new construction. Recommend 12-inch minus stone or the equivalent.

¹ See check dam installation specifications.

Drainage and Intermittent Stream Culvert Standards

The following are the required culvert standards for all gravel and paved roads with ditches where rill or gully erosion is present. These standards also apply to new construction and significant upgrades of stormwater treatment practices.

1. Municipal Culverts (Drainage and Intermittent Streams)
 1. Culvert end treatment or headwall required for areas with road slopes 5% or greater if erosion is due to absence of these structures. End treatment or headwall is required for new construction on slopes 5% or greater.
 2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road slopes 5% or greater.
 3. Upgrade to 18-inch culvert (minimum), if erosion is due to inadequate size or absence of structure.
 4. A French Drain (also called an Underdrain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.
2. Driveway Culverts within the municipal ROW
 1. Culvert end treatment or headwall required for areas with road slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
 2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
 3. Upgrade to minimum 15-inch culvert, 18-inch recommended, if erosion is due to inadequate size or absence of structure.

Standards for Paved Roads with Catch Basins

Catch Basin Outlet Stabilization: All catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outfall stabilization practices include: stone-lined ditch, stone apron, check dams and culvert header/headwall.

Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9-inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.

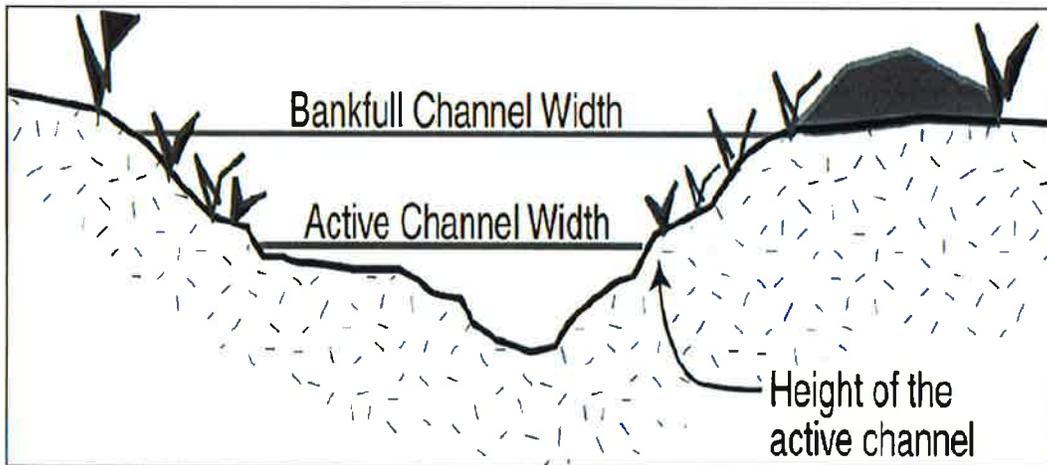
Appendix B

Active Channel Culvert Sizing for Intermittent Stream Crossings

Choose the drainage area closest to your crossing site drainage area

Drainage Area (Acres)	Minimum Diameter for Culverts on Intermittent Streams (inches)
4	15
8	18
16	24
20	30
40	36
50	42
80	48
120	60
160	66
200	<i>Streams with drainage areas of 160 acres or greater are likely to be perennial. Adhere to the VTDEC Technical Guidance for Identification of Perennial Streams</i>
320	
350	
450	
640	

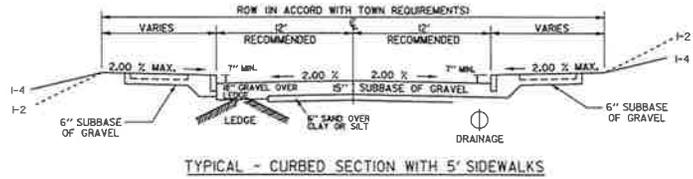
Active Channel Width



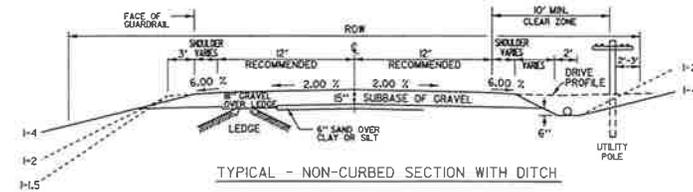
Active Channel Width means the limits of the streambed scour formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel is narrower than the bankfull width (approximately 75%) and is defined by the break in bank slope and typically extends to the edge of permanent vegetation.

Culvert sizing for crossings on intermittent streams: Determine the Active Channel Width by field measurements, *the culvert size should meet or exceed the Active Channel Width*. To obtain the measurements go to the crossing location and obtain several upstream Active Channel Width measurements in riffle (fast moving water) narrower channel locations. The selected channel width should be a representative average of the field measurements. In the absence of field measurements, the drainage areas in the table can be used.

ROADWAY TYPICALS

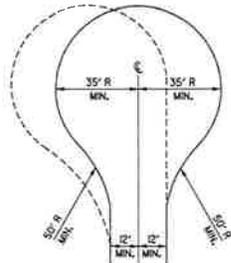


TYPICAL - CURBED SECTION WITH 5' SIDEWALKS

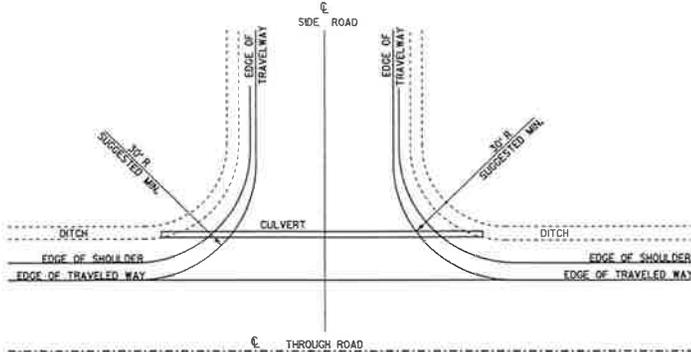


TYPICAL - NON-CURBED SECTION WITH DITCH

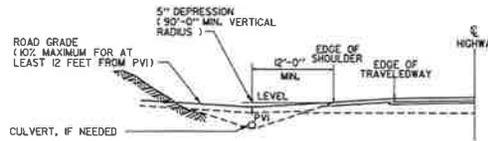
CUL-DE-SAC FOR DEAD END ROADS



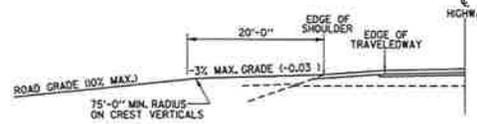
INTERSECTION OF THROUGH ROAD AND SIDE ROAD



FOR THROUGH ROADS WITH SIDEWALKS & CURBING, SEE STANDARDS C2 & C3.
PROVIDE DROP INLETS ON EACH SIDE OF SIDE ROAD AT INTERSECTION AS NECESSARY.



PROFILE OF INTERSECTION (CUT SECTION)
SHOWING 5" DEPRESSION



PROFILE OF INTERSECTION (FILL SECTION)

GENERAL NOTES FOR LOCAL ROADS

- SUBBASE, SAND CUSHION AND SUBGRADE SHOULD BE CONSTRUCTED AND COMPACTED TO THE DIMENSIONS SHOWN IN ACCORDANCE WITH VAOT STANDARD SPECIFICATIONS FOR CONSTRUCTION. WHERE LOCAL ORDINANCES HAVE BEEN ADOPTED RELATIVE TO ROAD DIMENSIONS AND CONSTRUCTION, THEY SHOULD GOVERN. THE DIMENSIONS SUGGESTED ARE INTENDED TO BE APPLIED ONLY IN LOW TRAFFIC VOLUME CONDITIONS (AVERAGE DAILY TRAFFIC LESS THAN 250 VEHICLES PER DAY), AND WHERE HEAVY TRUCK TRAFFIC IS INFREQUENT.
- EXPOSED EARTH SLOPES SHOULD BE SEEDED, FERTILIZED AND MULCHED IN ACCORDANCE WITH VAOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- DRAINAGE:
 - ROADWAY - 18" MINIMUM DIAMETER, OF METAL, REINFORCED CONCRETE OR POLYETHYLENE PIPE, WITH DROP INLETS OR CATCH BASINS, AS REQUIRED. HYDRAULIC ANALYSIS TO DETERMINE APPROPRIATE PIPE DIAMETER IS RECOMMENDED FOR ALL LIVE STREAM CROSSINGS AND ELSEWHERE WHERE LARGE STORM FLOWS MAY BE EXPECTED.
 - DRIVES - 15" MINIMUM DIAMETER, OF METAL, REINFORCED CONCRETE OR POLYETHYLENE PIPE.
 - UNDERDRAIN - 6" MINIMUM DIAMETER, OF METAL, PVC PLASTIC OR POLYETHYLENE PIPE.

4. HORIZONTAL CURVATURE - THE FOLLOWING WILL APPLY:

DESIGN SPEED	MINIMUM RADI RURAL ①	MINIMUM RADI URBAN ②
25 MPH	185 FT.	180 FT.
30 MPH	275 FT.	300 FT.
35 MPH	380 FT.	460 FT.
40 MPH	510 FT.	675 FT.
45 MPH	650 FT.	945 FT.
50 MPH	835 FT.	1280 FT.

- BASED ON CROSS SLOPE = 6.0 %
 - BASED ON MAINTAINING NORMAL CROWN SECTION THROUGHOUT CURVE : EFFECTIVE CROSS SLOPE = 2.0 %
- FOR OTHER SUPERELEVATION RATES, SEE CHAPTER III OF THE AASHTO "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS" FOR APPROPRIATE CURVE RADI.

- GRADIENT OF ROADS - 10% MAXIMUM GRADE SUGGESTED, ALTHOUGH GRADES UP TO 16 % MAY BE ALLOWED IN MOUNTAINOUS TERRAIN.
- GUARD RAIL - PROVIDE GUARD RAIL WITH TREATED WOOD OR STEEL POSTS, OF A DESIGN IN ACCORDANCE WITH VAOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE AASHTO ROADSIDE DESIGN GUIDE, AND VAOT STANDARD DRAWINGS. GENERALLY, WHERE SLOPES ARE 1:3 OR STEEPER, AND THE HEIGHT OF DROPOFF AT EDGE OF SHOULDER EXCEEDS 5', GUARD RAIL SHOULD BE INSTALLED. ALSO, WHERE SLOPES ARE 1:3 OR FLATTER, GUARD RAIL MAY NOT BE NEEDED IF THE AREA AT THE BOTTOM OF THE SLOPE IS FREE OF HAZARDS. THE LOCAL VAOT DISTRICT TRANSPORTATION ADMINISTRATOR MAY BE CONTACTED FOR ASSISTANCE.
- PAVING - ROADS WITH GRADES EXCEEDING 7% SHOULD BE PAVED UNLESS WAIVED BY THE LOCAL GOVERNING BODY. FOR TRAFFIC VOLUMES GREATER THAN, OR EQUAL TO, 250 VEHICLES PER DAY, OR WHERE HEAVY TRUCKS ARE COMMON, A PAVEMENT DESIGN SHOULD BE PERFORMED TO DETERMINE APPROPRIATE THICKNESSES OF SUBBASE AND PAVEMENT.
- TRAVELED WAY AND SHOULDER WIDTHS - WIDTHS SHOWN ON THIS STANDARD ARE FOR LOW SPEED/LOW TRAFFIC VOLUME CONDITIONS. FOR ADDITIONAL GUIDANCE IN THE DESIGN OF LOCAL ROADS AND STREETS, SEE THE LATEST EDITION OF AASHTO'S PUBLICATION "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS", OR THE VAOT "VERMONT STATE STANDARDS".
- UTILITY LINE LOCATION TO CONFORM TO LOCAL REQUIREMENTS.

REVISIONS AND CORRECTIONS
 JAN. 21, 1971 - ORIGINAL DATE OF ISSUE
 MAR. 12, 1971 - DIMENSIONS CHANGED ON TURN-A-ROUND
 JULY 13, 1973 - INTERSECTION PROFILES ADDED
 DEC. 7, 1993 - REVISED TO REFLECT CURRENT DESIGN CRITERIA
 JUNE 1, 1994 - REISSUED, WITHOUT CHANGE, UNDER NEW SIGNATURES.
 MAR. 10, 1995 - REISSUED, WITHOUT CHANGE, UNDER NEW SIGNATURES.
 MARCH 3, 2003 - REVISED TO REFLECT CURRENT DESIGN CRITERIA

APPROVED

 DIRECTOR OF PROGRAM DEVELOPMENT

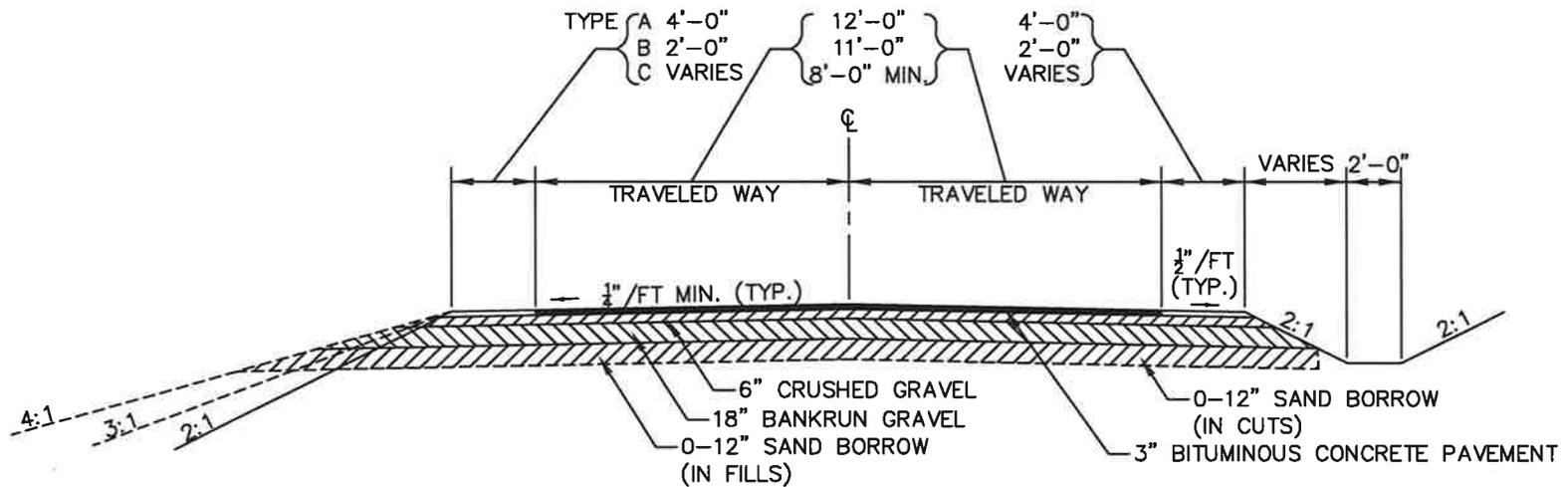
 CHIEF OF UTILITIES

 FEDERAL HIGHWAY ADMINISTRATION

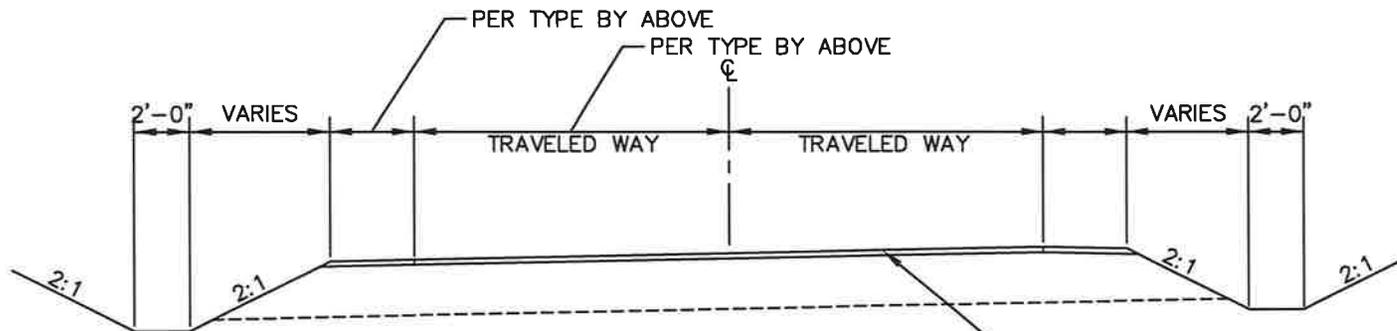
STANDARDS FOR TOWN & DEVELOPMENT ROADS



STANDARD A-76



NORMAL SECTION
N.T.S.



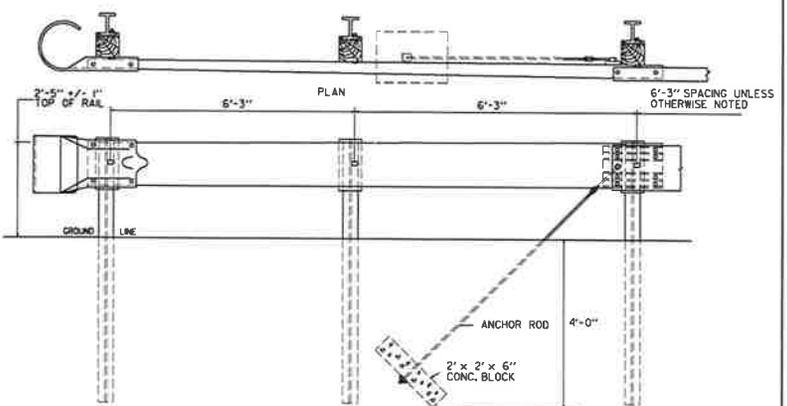
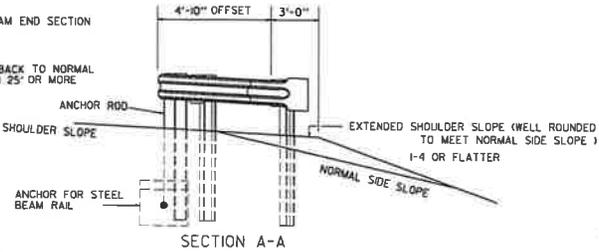
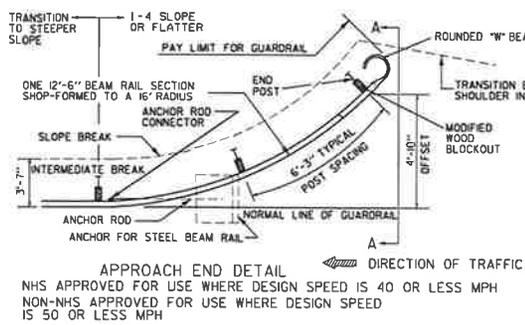
BANKED SECTION
N.T.S.

GRADE TO BE BASED ON DESIGN SPEED IN ACCORDANCE WITH VTRANS STANDARDS

PAVED
TYPICAL
ROAD SECTIONS

DETAIL 10-1

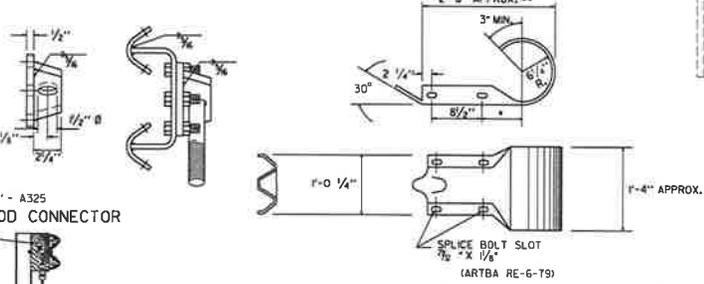
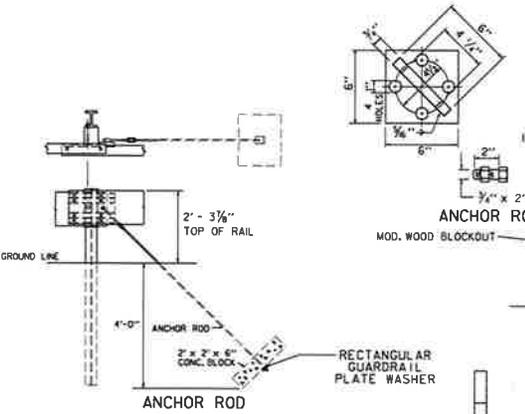
LAST REVISED: 05/2012



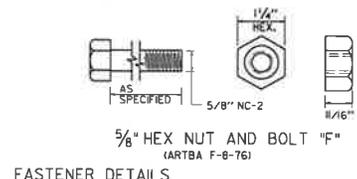
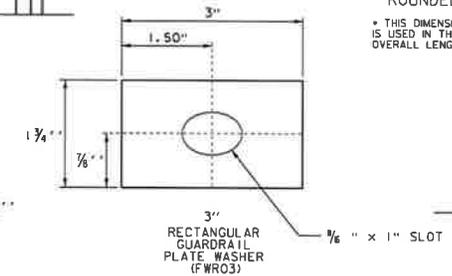
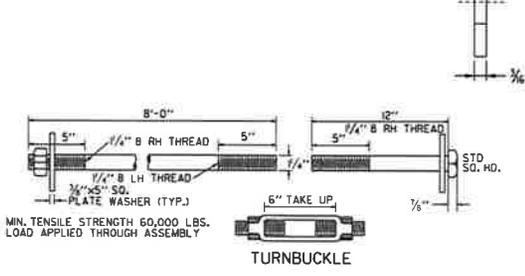
ASSEMBLY ELEVATION

TRAILING END TERMINAL FOR USE ON ONE-WAY HIGHWAYS

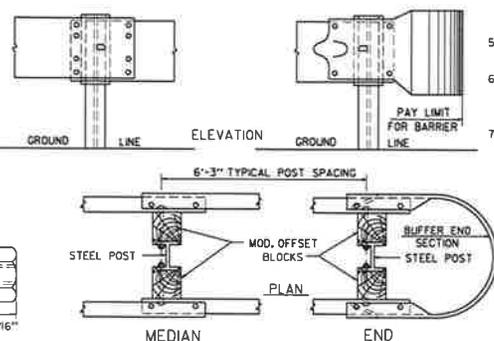
- GENERAL NOTES:
1. ALL METAL PARTS SHALL BE GALVANIZED
 2. ALL WOOD POSTS SHALL BE GIVEN A PRESERVATIVE TREATMENT
 3. DETAILS PERTINENT TO THE STANDARD INSTALLATION OF "W" BEAM SECTIONS WILL BE FOUND ON STANDARD DRAWING G-1
 4. FOR DESCRIPTION AND SPECIFICATIONS OF PARTS IDENTIFIED BY "ARTBA..." AND OTHER DETAILS OF POSTS, POST ACCESSORIES, FASTENERS AND RAIL ELEMENTS, SEE AASHTO-AGC-ARTBA JOINT TASK FORCE NO. 13, TITLED "A GUIDE TO STANDARDIZED HIGHWAY BARRIER HARDWARE", LATEST EDITION.
 5. THE TRANSITION FROM THE APPROACH END TO THE STANDARD STEEL BEAM GUARDRAIL SHALL BE 25'-0" UNLESS OTHERWISE SPECIFIED.
 6. WHEN STANDARD STEEL BEAM CONNECTS TO BRIDGE APPROACH RAIL OF A DIFFERENT HEIGHT THE LENGTH NEEDED TO TRANSITION THE HEIGHT OF STANDARD STEEL BEAM TO MATCH THE BRIDGE APPROACH RAIL SHALL BE 25'-0" UNLESS OTHERWISE SPECIFIED.
 7. WHEN STANDARD STEEL BEAM CONNECTS TO A MANUFACTURED TERMINAL SECTION OF A DIFFERENT HEIGHT THE LENGTH NEEDED TO TRANSITION THE HEIGHT OF STANDARD STEEL BEAM TO MATCH THE MANUFACTURED TERMINAL SECTION SHALL BE 25'-0" UNLESS OTHERWISE SPECIFIED.



ROUNDED "W" BEAM END SECTION
* THIS DIMENSION IS 7/8" IN RE-7-T9, IF THE DIMENSION IS USED IN THIS PART, IT WILL GIVE AN ACCEPTABLE OVERALL LENGTH (**) OF APPROXIMATELY 2'-1 1/2".



FASTENER DETAILS



STEEL BEAM MEDIAN BARRIER
NOTE: TO BE USED OUTSIDE CLEAR ZONE ONLY.

REV.	DATE	DESCRIPTION
2	JAN. 3, 2000	UPDATED TO REFLECT METRIC STD. CHANGES
3	FEB. 10, 2014	UPDATED TO REFLECT GUARDRAILS HEIGHT OF 29" AS NOTED IN FHWA LETTER DATED MAY 17, 2000
4	MAR. 10, 2017	UPDATED WASHER DETAILS
OTHER STANDARDS REQUIRED: G-1		
VTRANS AND FHWA APPROVAL ON FILE WITH CONTRACT ADMINISTRATION		

STEEL BEAM GUARDRAIL END TERMINALS ANCHOR FOR STEEL BEAM GUARDRAIL STEEL BEAM MEDIAN BARRIER



STANDARD
G-1D

CLASS 4 ROAD AND TRAIL POLICY

1. **Definition.** Class 4 highways are all other highways not falling under definitions of class 1, 2 and 3 highways. Class 1, 2, and 3 are defined for the purpose of receiving state aid and are passable with a pleasure vehicle on a year-round basis. The Town shall not be responsible for damage that may occur to vehicles or the operators on class 4 town highways.

Trail means a public right-of-way which is not a highway and which:

- a. previously was a designated highway having the same width as the designated town highway, or a lesser width if so designated, or
 - b. a new public right-of-way laid out as a trail by the Selectboard for the purpose of providing access to abutting properties or for recreational use.
2. **Existing Use.** Existing rights-of-way of class 4 highways and trails as of the date of adoption of this policy shall be retained by the Town for purposes of recreational multi-use activities, access to private property and agricultural and forest management.
 3. **Maintenance.** The Town shall not provide any maintenance or upkeep on trails.
 - A.
 1. Permission for repair, maintenance, improvement, or restoration shall not be unreasonably withheld by the Selectboard.
 2. A written maintenance request shall be made to the Select Board prior to commencing any work.
 3. The written request shall contain drawings and descriptions of the work to be done.
 4. The landowner shall be responsible for all costs associated with Class IV town highway improvements.
 5. No work shall commence without written permission issued by the Select Board.
 6. The road shall be left in as good or better condition as when permission is granted.
 7. Upon completion of the work, the landowner shall notify the town road foreman who shall inspect the project and issue a report to the Select Board on the acceptability of the work.
 - B. The Town shall not provide any summer maintenance of class 4 highways except for the maintenance of bridges, culverts and ditches and to control erosion of highways or runoff to adjacent property, and removal of obstructions as required by necessity, and the public good and convenience of the inhabitants of the town.
 - C. The Town shall not provide any winter maintenance on class 4 highways and trails. Plowing by private parties shall be only with the permission of the Selectboard.
 - D. Any winter plowing of a class 4 road allowed by Selectboard to parties other than a municipality shall not nullify the privileges under 23 V.S.A. § 3206 (d)(2) prohibiting the operation of a snowmobile on a public highway, unless it is not being maintained and plowed for use by motor vehicles during the snow season.
 - E. The Town may perform periodic, minimal maintenance on or make repairs to a trail when a lack of maintenance may injure other town highways or reduce recreational access to resources. Such work shall in no way obligate the Town to perform any future maintenance or repairs.
 - F. Stone walls within the right-of-way shall not be damaged, altered or removed except as permitted by the Selectboard and upon issuance of a Town Access Permit by the Road Commissioner.
 - G. Trees within Town rights-of-way shall not be damaged or removed without written permission of the Tree Warden.
 - H. The applicant, by successful submission of a request to perform maintenance on such rights-of-way, agrees that:
 - 1) All the requirements for signage, work safety and public safety required by law or reasonable prudence will be adhered to in connection with the work;

- 2) The work shall be done in strict accordance with specifications established by the Road Commissioner and in conformance with this Ordinance;
 - 3) That the applicant and the applicant's agents shall not hold the Town responsible for any claims or injuries which may arise out of the work agreed to within the right-of-way, and agrees to indemnify and save the Town and its agents harmless against legal responsibility for any and all damage, loss or claim associated with this work;
 - 4) The applicant shall bear all costs associated with the agreed upon scope of work;
 - 5) A surety bond may be required for alterations and repairs, as well as for potential damage resulting from the use of rights-of-way by equipment of other means, including logging, horses, bike tours or other potentially damaging uses. The amount of surety shall reflect the anticipated costs for road repairs which may be necessary in the event of damage resulting from the use of rights-of-way and/or from noncompliance with the provisions of this policy and maintenance agreement. The surety will be returned within thirty days after the applicant notified the Town of activity completion, the Town is satisfied that all conditions of the agreement have been met, and that the right-of-way is left in proper condition.
- 4. Control.** The Selectboard shall exercise control of class 4 highways and trails to ensure their integrity as a public right-of-way by means which may include, but are not limited to, the following:
- a. Establishment of vehicle weight limits;
 - b. Prohibition or restriction of wheeled vehicle use during mud and snow season; signs and barriers may be utilized to accomplish this purpose;
 - c. Requirements for temporary permit for heavy equipment access may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user; posting of bond or other security to guarantee that repairs are made may be required as a condition of any permits;
 - d. Speed limits may be established.
 - e. The use of motorized vehicles on legal town trails may be prohibited, limited, or permitted.
- 5. Change in classification.** Class 4 highways may be reclassified to trail status, discontinued, or upgraded to class 3 or higher status. Trails may be discontinued or upgraded to class 4 or higher status. Reclassification will be done in accordance with 19 V.S.A. §§ 708-716 and upon findings by the Selectboard that the public interests will be substantially advanced by such change in status and that reasonable measures are taken to replace, substitute, or avoid the loss of public and commercial travel, intrinsic aesthetic and recreational value, or other public interests afforded by the existing class 4 highway or trail.

At a minimum, no class 4 highway or trail may be upgraded in status or discontinued without the permission of the selectboard. Selectboard may provide for an alternative travel easement or right-of-way replacing the travel route upgraded or discontinued to insure that users and landowners have uninterrupted access.

The Selectboard shall require that the cost of upgrading a trail to a class 4 highway or a class 4 highway to a class 3 highway be assigned to the petitioner(s).

The Selectboard will seek the advice of the Planning Commission and Conservation Commission on determining which class 4 town highways shall be reclassified as trails or which class 4 town highways and trails should be discontinued.

6. **New Structures.** New structures on lots fronting on a class 4 highway are subject to the requirements of applicable town ordinances.
7. **Right-Of-Way Access.** Access into the road right-of-way for the installation or repair of utilities and for access of driveways, entrances, and approaches shall be controlled by application for and approval of Road Access Permits reviewed by the Road Department Foreman and approved by the Town Manager as Road Commissioner.

Highway Statutes: Class 4 Roads (Title 19)

Class 1, 2 and 3 town highways, with a few exceptions, must be maintained for year-round travel:

- A town shall keep its class 1, 2, and 3 highways and bridges in good and sufficient repair during all seasons of the year... [19 V.S.A. § 310(a)].
- The minimum standards for class 3 highways are a highway negotiable under normal conditions all seasons of the year by a standard manufactured pleasure car. This would include but not be limited to sufficient surface and base, adequate drainage, and sufficient width capable to provide winter maintenance [19 V.S.A. § 302(a)(3)(B)].

This does not apply to Class 4 highways, which aren't maintained for year-round use and do not receive state aid:

- Class 4 highways may be maintained to the extent required by the necessity of the town, the public good and the convenience of the inhabitants of the town, or may be reclassified using the same procedures as for laying out highways and meeting the standards set forth in section 302 of this title [19 V.S.A. § 302(b)].

Planning and Development Statutes: Required Road Frontage or Access (Title 24)

Zoning and subdivision regulations typically require that new lots and new development have frontage on – or, per §4312(3), an approved, permanent access to – a public road. This is to ensure that a newly subdivided lot, or new development on an existing lot, has direct vehicular access – including emergency vehicle access as appropriate – to a public road. *This section of statute also serves as a “grandfathering” provision* allowing for the subdivision and development of existing “landlocked” parcels that lack frontage on a public road – by giving municipalities the authority and discretion to ensure that such lots, for purposes of development, have adequate permanent access to a public road.

“Public road” for this purpose is “a state highway as defined in 19 V.S.A. § 1 or a class 1, 2 or 3 town highway as defined in 19 V.S.A. § 302(a). A municipality may, at its discretion, define a public road to also include a Class 4 town highway as defined in 19 V.S.A. 302(a)” [24 V.S.A. § 4303(33)]. This recognizes that, because Class 4 roads are not typically maintained for year-round travel, they are not generally suitable to provide access to new residential subdivisions or other forms of year-round development – but may be suitable to access other uses (e.g., logging, agriculture, outdoor recreation, seasonal camps) that result in no public safety issues or additional public expense.

Given this discretion, the subdivision or development of a lot with frontage only on a Class 4 road is typically addressed under both local land use regulations and highway ordinances through one or more of the following:

- **Limiting the type of new development allowed to that which does not require year-round vehicular access, especially by emergency vehicles,** given that Class 4 roads are not maintained for year-round use –e.g., allowing its use for forestry, farming, a seasonal camp or outdoor recreation as noted. *The intent is not to prohibit all development or use of the land; but rather to ensure that its use reflects its physical accessibility and does not result in significant additional expense to the community for road upgrades or year-round maintenance.*
- **Requiring the property owner or developer to upgrade and maintain the Class 4 road for year-round access and use** –either to meet town driveway standards (e.g., to serve a single parcel) or “development road” standards to serve more than one lot, under a maintenance agreement with the town. *Such standards also ensure that the Class 4 road, as a public right-of-way, remains open to the public and the other landowners it serves.*
- **Requiring the property owner or developer to upgrade the road to Class 3 town highway standards, if the town intends to take over year-round maintenance of the road.** *This also consistent with recommended practice for road reclassification from a Class 4 to a Class 3 town highway – as referenced under 19 V.S.A. § 310(b).*

The inadvertent inclusion of “Class 4 road” under § 4412(3) in 2011 – by allowing new subdivision and development on parcels simply having “frontage” on an unmaintained Class 4 road, without any determination whether the road is physically suitable to provide necessary access to the proposed development – *effectively negates the discretion given to municipalities provided under the definition, and more importantly longstanding development practices intended to ensure public safety and spare significant public expense, while also protecting the rights of affected property owners.*

**SELECTBOARD FINANCIAL POLICY #2
UNDESIGNATED FUND BALANCE
TOWN OF NORWICH**

8

1. PURPOSE

1.1 The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes:

1.1.1 To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters and cutbacks in distributions from the state government.

1.1.2 To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond-rating agencies.

2. DEFINITION

2.1 Undesignated fund balance – The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

2.2 Operating expenditures – All charges included in the Gross Spending General Town Budget.

3. RATIONALE

3.1 The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund (Recommended Practice 4.1).

3.2 The Government Finance Officers Association (GFOA) recommends that, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."

3.3 GFOA also notes that "Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time."

4. POLICY

4.1 The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

4.2 Consistent with the recommendations of GFOA, an undesignated general fund balance of between 10 and 20 percent of general fund operating expenditures should be maintained.

TAX SETTING MEETING

4.3 As part of setting the Town tax rate the Selectboard will review and discuss the undesignated general fund balance.

4.4 If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 4.2.

BUDGET MEETINGS (WINTER)

Adopted by the Norwich Selectboard on October 25, 2006.

Amended on January 26, 2011.

For the Norwich Selectboard:

Roger Blake, Chair

9a

Herb Durfee

From: Mary Layton <marydlayton@gmail.com>
Sent: Monday, July 01, 2019 11:37 AM
To: Miranda Bergmeier
Cc: Herb Durfee; Miranda Bergmeier
Subject: Master Financial Policy Draft document
Attachments: Town of Norwich Master Financial Policy Compilation.docx

Hi All

Enclosed is a draft of a Master Financial Policy Document. Policies were either developed directly from VLCT model policies by Herb or myself, or were older policies such as Debt Management that I compared to VLCT models for relevance and completeness. I formatted them according to the template suggested by Claudette and Roger. In Section 8: Trustees of Public Funds Investment Policy a proposed policy is not included because it is the responsibility of the Trustees to write and approve such a policy. VLCT never the less has indicated that such policy should be part of the Master Policy.

I think that there are a lot of advantages to developing indices to policies that are thematic. For instance, if we adopt this master policy it can be easily located and will show the full range and inter-relationship of policies in this category.

As a matter of practicality and time restraints it was impossible to meet with John Langhus to reformat the policies and to write a draft of Section One: Accounting, Auditing, and Financial Reports. I tried to update him with the broad outlines of what I was doing. In discussing our policy work process I would like to discuss this with the whole board. It may make sense for teams to split up the work and individually come up with drafts for review. I think I may have spent 20 hours on this.

I would like this document to be included in the packet for review and possible adoption at the July 10th Select Board meeting.

Mary Layton

Town of Norwich Master Financial Policy

Notes:

Mary Layton and John Langhus

Format:

All policy sections are formatted using a suggested format developed by Claudette Brochu and Roger Arnold. The format includes title, date adopted, purpose, policy, and procedure.

Input and Sources: The draft was created by Mary Layton and reviewed by John Langhus. Sources included existing policies, existing Town Manager Protocols, and the VLCT model policy document Borough of Dormont. The Finance Committee reviewed existing policies and TM protocols numbers 1: Budget Policy, 2: Fund Policy, 3: Grant Policy, 4: General Policy (TM Protocol), 5: Purchasing (TM Protocol), 6a Capital Asset, 6: Capital Budget, and 6c: Investment

Introduction

Purpose and Goals.....page 4

Most of this language is from VLCT Borough of Dormont model policy

Section 1

Accounting, Auditing, and Financial Report Policy.....page 6

There was no existing policy of this nature. Mary adopted a draft from VLCT Borough of Dormont model policy.

Section 2

Purchasing Policy.....page 8

This policy is written from a draft provided by Herb Durfee on May 6, 2019 and is adopted from a VLCT model policy. It replaces a Town Manager protocol used by Neil Fulton dated April 22, 2013.

Section 3

Cash Receipts, Petty Cash, and Returned Check Policy.....page 19

This section is developed from the Town Manager Protocol of April 22, 2013 entitled "Town of Norwich General Policies and Procedures." This document has several sections including: Grant Applications and Administration, Encumbrances and Year End Purchasing, Department Revenues, Voided Checks, Interim Checks, Credit Card Use, Employee Reimbursement, Petty Cash, and Forms. This section has been written after review of the Dormont master policy section. Herb Durfee has expressed the view that petty cash should be eliminated, so that idea has been incorporated into this section.

Section 4

Credit Card Policy.....page 22

This section is developed from the Town Manager Protocol of April 22, 2013 entitled "Town of Norwich General Policies and Procedures," after review of the Dormont master policy section.

Section 5

Debt Management Policy.....page 23

This section is a reformatted version of the policy “Debt Management,” September 26, 2007, and after review of the Dormont master policy section.

Section 6

Capital Program and Budget Policy.....page 27

There was no existing policy of this nature. Mary adopted a draft from VLCT Borough of Dormont model policy. Finance Committee recommends: categorize assets and review them annually, require regular reporting of assets by category, require a five-ten year plan (recommended by VLCT model, in this draft policy), allow for funds to be put to vote to sweep into undesignated fund when no longer needed, the Select Board should not approve a budget without 5-10 year plans for designated funds. Herb Durfee has also expressed the need to establish a Capital Budget.

Section 7

Investment Policy.....page 30

This section is a reformatted version of the policy “Investment Policy,” June 21, 2017, and after review of the Dormont master policy section.

Section 8

Trustees of Public Funds Investment Policy.....page 35

Note: As of July 1, 2019 there is no existing policy of this nature. The Trustees of Public Funds are responsible for writing the policy. A model policy is available from the Vermont League of Cities and Towns that may serve as a basis for a future policy. The VLCT recommends that this type of policy be part of a municipality’s Master Financial Policy.

Section 9

Fraud Prevention Policy.....page 36

This section is a reformatted version of the policy “Fraud Prevention Policy, ”November 1, 2018; and after review of the Dormont master policy section. It was developed from a draft by Herb Durfee that was based on a VLCT model policy.

Section 10

Fund Balance Reserve Policy.....page 39

This section is a reformatted version of the policy “ Selectboard Financial Policy #2, Undesignated Fund Balance, ”January 26, 2011; and after review of the Dormont master policy section. Herb Durfee and the Finance Committee have suggested having a separate Emergency Fund in addition to an undesignated fund, and has suggested that the Selectboard discontinue the recent practice of “buying down the tax rate” using the Undesignated Fund.

Section 11

Balanced Budget Policy.....page 42

This section is a reformatted version of the policy “ Selectboard Financial Policy #1, Budget Management, ” August 24, 2005; revised on September 23, 2009 and revised on March 10, 2010: and after review of the Dormont master policy section. The Finance Committee recommends more development of this policy including review guidelines by the Select Board, common reporting template by departments, concise year over year view in quarterly reporting, separate batch spending from ongoing expense, reports easy for citizens to read, Town Manager includes a narrative with annual report (also recommended from model policy), consolidate spending into policy #5 (Purchasing Policy)

Section 12

Gift Policy.....page 47

This section is a reformatted version of the policy “ Selectboard Financial Policy #3, Grants, Gifts and Special Funds,” March 10, 2010; and after review of the VLCT Dormont master policy section. Note that the VLCT version is focused strongly on due diligence when accepting gifts that the Town is not being saddled with a situation such as accepting land that might have industrial contaminants that must be mitigated at future cost to the town. The existing selectboard policy is more focused on a formal process for receiving gifts.

Adoption

Signature Page.....page 50

There were several versions of the signature page for the various existing policies. This one seemed to provide enough authorization. It is of course subject to review by the Select Board.

Town of Norwich Master Financial Policy

Town of Norwich Master Financial Policy

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Adoption

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Town of Norwich Master Financial Policy Purpose and Goals

Introduction

Statement of Purpose

The Town of Norwich has in recent years evolved from being managed by a citizen run Select Board to the present day Town Manager form of government. The role of the Select Board has shifted away from day to day management to that of oversight and policy development. A variety of Select Board financial policies and Town Manager protocols have been developed over the years, and are compiled within this framework to provide a central and comprehensive reference point.

Written, adopted financial policies have many benefits, such as assisting the Select Board and Town Manager in the financial management of the Town, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies and protocols will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the Town. They will promote sound financial management and assist in the Town's stability, efficiency, and effectiveness.

This framework was developed and adopted from the VLCT document, "Dormont Financial Policies and Procedures-Final Version, 2013". Selected financial policies were reviewed by the Norwich Select Board, Town Manager, and Finance Committee in 2019 before the compilation of this document. Others are incorporated pending review. It is expected that policies will be reviewed, edited, added, and deleted as necessary on an ongoing basis within the Master Policy Framework.

Financial Goals

- Ensure the financial integrity of the Town
- Manage financial assets in a sound and prudent manner
- Improve financial information for decision makers including policy makers and management
- Maintain and further develop programs to ensure the long term ability to pay costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the Town's fiscal activities

Town of Norwich Master Financial Policy

Section 1: Accounting, Auditing, and Financial Reporting Policy

Effective: Upon Adoption

Purpose: The purpose of this Accounting, Auditing, and Financial Reporting Policy is to establish and maintain high standards for accounting practices in the Town of Norwich, thereby enabling residents, the Selectboard, and the Town Manager to make sound decisions in preparing and adopting the town budget and managing Town finances.

Authority: The Town Manager acts under 24 V.S.A. section 143-503 (c) (2) “Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;”

Procedures:

Accounting: The accounting practices of the Town of Norwich will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The Town Manager will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for fiduciary funds.

Auditing: Annually the Selectboard will cause the Town’s financial statements to be audited by a qualified, properly licensed independent accounting firm.

Quarterly, Monthly, and Annual Financial Reports: The Town Manager will prepare quarterly financial reports for the Select Board's review and for public dissemination for the first three quarters. In the last quarter of the year he will provide monthly reports. These reports will consist of:

- **Budget report** showing revenues collected and appropriations expended for the previous quarter/month with the variance from the budgeted amounts for each line item.
- **Statement of Revenue, Expenditures, and Changes in Fund Balance** showing revenues and expenditures and the difference between the two, the beginning fund balance for the period and the ending fund balance.
- **Balance Sheet** showing Town estimated assets less liabilities and fund balance.

The Town Manager will also prepare an **Annual Financial Report**. This report will include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the annual report will include a narrative discussion and appropriate graphics explaining how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's account will be reproduced in the Town Report each year.

Town of Norwich Master Financial Policy

Section 2: Purchasing Policy

Effective: Upon Adoption

Purpose: This policy intends to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for public confidence in the procedures established and overseen by the Town Manager related to public purchasing and the Policy contained herein.

Authority:

Title 24 V.S.A. section 143-503 (c)(2): "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Title 24 V.S.A. section 1233 provides, in part, that; "In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen.."

Title 24 V.S.A. section 1236(2) provides that the Town Manager will, "To perform all duties now conferred by law upon the selectboard, except that he or she shall not prepare tax bills, sign orders on the general fund of the town, call special or annual town meetings, lay out highways, establish and lay out public parks, make assessments, award damages, act as member of the board of civil authority, nor make appointments to fill vacancies which the

selectboard is now authorized by law to fill; but he or she shall, in all matters herein excepted, render the selectboard such assistance as it shall require.”

Title 24 V.S.A. section 1236(3) further provides that the Town Manager shall “...be the general purchasing agent of the Town and purchase all supplies for every department thereof; but purchases of supplies for departments over which the manager is not given control, and of the Town school district shall be made according to requisition therefore by such departments or school directors”

Procedures:

- 1. Affirmative Action and Local Preference:** Whenever possible, qualified small, minority and/or women-owned, and labor surplus businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and/or women owned and labor surplus businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or part with federal funding the Town may not exercise a preference for local businesses.
- 2. Code of Conduct:**
 - 2.1** Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer, or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. **Such a conflict would arise when the employee, officer or agent; any member of his/her immediate family, his/her partner, or an organization which employs him or her, or is about to employ any of the above; has a financial or personal interest in the firm/vendor for award.**

2.2 An employee, officer, or agent of the Town who is involved in the procurement and selection of a bid or purchase shall adhere to the Town's adopted **Conflict of Interest Policy**. If said employee, officer or agent has a real or apparent conflict of interest, that person must disclose that conflict of interest within the context of a duly-warned Select Board meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase. Officers, employees, and agents of the Town will not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Officers, employees and agents who fail to follow the above code of conduct or any other provisions of the Town's **Code of Ethics Policy** may be sanctioned or disciplined, to the extent permitted by law, for violations of the above policies.

3. Documentation:

3.1 Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or negotiation, audit, or other action involving the other records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

4. Purchasing Authority:

4.1 The Town Manager is the **Purchasing Agent** for the Town. The Town Manager is responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall

also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

4.2 Use of Designated and Special Purpose Funds: In all cases the Select Board shall approve the use of any Designated and Special Purpose Funds related to any expenditure.

4.3 Incidental Purchases: Department Heads, under the supervision of the Town Manager, may make purchases of a value between \$2500 and \$10,000 but only with prior approval of the Town Manager via a **Purchase Order** and are limited to the amount of the budget authorized by the Town. Prior to making such a purchase, at least three (3) competitive bids shall be obtained and included as part of the Purchase Order submitted to the Town Manager for approval.

4.4 Major Purchases

4.4(a) All purchases between \$10,000 and \$25,000 require approval of the Select Board, inclusive of a Purchase Order approved by the Town Manager and at least three (3) competitive bids. An item/service will be selected based on cost, the quality of the goods/services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town, as applicable.

4.4(b) The Town Manager shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

4.4(c) If federal funding is used for purchases between \$3000 (\$2000 in the case of construction projects subject to Davis-Bacon requirements) and \$150,000, price or rate quotes must be obtained from three or more qualified sources

following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

4.4(d) Large purchase or simplified acquisition threshold under federal regulations: Large purchases with a value greater than \$25,000 but less than \$150,000 must follow a sealed bid process as outlined below.

4.4(e) Purchases at or exceeding \$150,000, or construction projects of any value that are funded with federal dollars, must follow a sealed bid process as outlined below and also follow any procurement guidelines as outlined in the grant agreement (e.g. 2015 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). In addition, a pricing analysis must be completed by the Town Manager or a qualified consultant prior to issuing the request for proposal (RFP) to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

5. Sealed Bid Process:

5.1 The sealed bid process shall be initiated by the issuance of a Request for Bids/Proposals (RFB/RFP) prepared by the respective Department Head under the supervision of the Town Manager, along with an approved Purchase Order. Notice of the RFB/RFP shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, advertisements placed in a newspaper of general circulation in the region, and advertisement placed on the Town's webpage. The Town Manager may opt to use other advertising methods (e.g. Norwich Listserve), known state/national associations with bid listing capabilities, and other bid notice locations) that make reasonable sense (but respect the Town's fiscally restrained budget) to help ensure the most competitive process possible.

6. Bid Specifications:

6.1 For any RFB/RFP, a list of bid specifications shall be prepared for each purchase equal to \$2500 or greater and shall be available for inspection at the Town Offices, at the

respective department's office involved in the bid process, and on the Town's webpage (www.norwich.vt.us). Bid specifications shall include:

- 6.1(a)** Bid name
- 6.1(b)** Bid submission deadline
- 6.1(c)** Date, location, and time of bid opening
- 6.1(d)** Specifications for the project or services including quantity, design, and performance features
- 6.1(e)** Bond and/or insurance requirements
- 6.1(f)** A copy of the proposed contract
- 6.1(g)** Any special requirements unique to the project or purchase
- 6.1(h)** Delivery or completion date, and required deliverables specific to each Milestone date and completion date.
- 6.1(i)** For construction projects, language that sets a requirement for a bid Guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis-Bacon compliance if that is a requirement of the federal agency providing the funding.
- 6.1(j)** For construction projects over \$2000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at: <http://www.wdol.gov/dba.aspx>) and must comply with the Davis-Bacon Act.
- 6.1(k)** In some cases, the Town will require disclosure of the bidder's indirect overhead rate.
- 6.1(l)** Language that reserves for the Town the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award that in its sole and absolute judgement will best serve the Town's

interest. The Town reserves the right to investigate the financial condition of any bidder to determine his/her ability to assure service throughout the term of the contract.

7. Bid Submission:

- 7.1** All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, and plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. For some bids, technical proposals will need to be submitted in a separately sealed envelope from the sealed cost proposal. This occurs when the technical proposals will be reviewed and ranked according to the criteria for bid selection, regardless of cost, before opening the cost proposals.
- 7.2.** Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

8. Bid Opening:

- 8.1.** Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head. When the Selectboard is involved, the Town Manager shall prepare a summary of the bid opening and report to the Selectboard at a duly warned meeting so the Select Board can make its

decision. The bid opening will include the name and address of bidder, for lump sum contracts, the lump sum base and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the amount of security furnished with each bid, if required.

9. Criteria for Bid Selection: In evaluating bids, the Town will consider the following criteria:

- 9.1.** Price.
- 9.2** Bidder's ability to perform within the specified time limits.
- 9.3.** Bidder's experience and reputation, including past performance for the Town.
- 9.4.** Quality of the materials and services specified in the bid.
- 9.5.** Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- 9.6.** Bidder's financial responsibility.
- 9.7.** Bidder's availability to provide future service, maintenance, and support.
- 9.8.** Nature and size of bidder.
- 9.9.** Contract provisions that are acceptable to the Town
- 9.10** For construction projects over \$2000, contractor's indication of acceptance of wages in the current wage determination provided as part of the RFB/RFP.
- 9.11** Bidder is not on any debarment list related to the goods and services the bidder provides.
- 9.12.** Any other factors that the Town determines relevant and appropriate in connection with given project or service.
- 9.13** Federal contracts require that there will be no preference exercised for local contractors or suppliers.
- 9.14** Federal contracts require that minority and women-owned businesses and labor surplus businesses must be included in the solicitation list for the RFB/RFP.

9.15. Federal contracts require that the Select Board not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

10. Change Orders:

10.1 If specification changes are made prior to the close of the bid process, the RFB/RFP will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated, unless a mandatory pre-bid meeting is included as part of the bid process. In the instance of a mandatory pre-bid meeting, a new bid process does not have to be initiated. Instead, the bidders attending the pre-bid meeting will be notified and provided with any relevant change order documentation with sufficient time to meet the deadline requirement or notification by the Town that the deadline has been amended. Once a bid has been accepted, if changes to the specifications become necessary, the Town Manager will prepare a change order specifying the scope of the change. Once approved, the contractor and the Town Manager must sign the change order.

11. Exceptions: The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions.

11.1 Competitive Proposals: If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a RFB/RFP or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an

adequate number of qualified sources (at least three vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

11.2 Sole Source Purchases: If, the Town Manager for Minor Purchases and the Selectboard for Major Purchases, determines that there is only one source for a proposed for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. If federal funds are involved, sole source purchases are only permitted subject to such allowance by the respective federal (or state) agency administering such funds.

11.3 Recurring Purchases: If the total value of a recurring purchase of a good or service is anticipated to exceed \$10,000 during any fiscal year, the bid process shall be used and specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process. It is recommended that such recurring expenses not exceed 3-5 years without initiating a new bid process.

11.4 Emergency Purchases: The Town Manager may award contracts and make purchases totaling up to \$25,000 for meeting the needs of a public emergency without complying with the bid process. Usually within 70 hours of such public emergency, emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger

persons or property or result in substantial impairment of the delivery of important Town services. Any additional emergency purchasing exceeding the \$25,000 threshold must be approved by the Selectboard at a duly warned meeting (whether a regular, special, or emergency meeting of the Board). The Selectboard may authorize additional emergency expenditures or authorize the Town Manager to make additional purchases without complying with the bid process, but only up to that time that adherence to the normal bid process can be carried out.

11.5 Professional Services: The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$25,000.

11.6. Cost Analysis: Federally funded, non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

Town of Norwich Master Financial Policy

Section 3: Cash Receipts, Petty Cash, and Returned Check Policy

Effective: Upon Adoption

Purpose: The purpose of this Cash Receipts policy is to establish proper management practices by the Town employees when their assigned duties require the processing of cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

Authority: The Town Manager under 24 V.S.A. section 143-503 (c)(2) "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Procedures:

1. Department Revenues:

- 1.1 The Town Clerk or Assistant Town Clerk will record all their departmental revenues upon receipt directly into the Cash Receipts module of NEMRC in the computer on the Town Clerk's counter. At the end of each day a daily receipts report will be run from the computer and reconciled with the checks and cash in the drawer.
- 1.2 All other departments will deliver cash and checks to the Finance Department at least on a monthly basis. Responsibility for cash remains with the department until turned over to the Finance Department. All checks will be endorsed as received to reduce the risk for fraud. A transmittal form should accompany the monies indicating which General Ledger accounts are to be credited. A copy of the

transmittal should be kept by each department. The Finance Department will record these revenues in the Cash Receipts module of NEMRC.

1.3 The Finance Department will recount and confirm cash and checks received against the daily cash receipts journal and will be responsible for depositing all daily receipts in the bank.

1.4 No Town employee or Department shall extend credit for services rendered without the written approval of the Town Manager.

2. Voided Checks:

2.1 If a check is voided after approval by the Select Board and the check is to be reissued, it will be reissued and included on a subsequent warrant.

3. Accounts Payable and Interim Checks:

3.1 In order for invoices to be included on an Accounts Payable Warrant, they must be to the Finance Department by 1:00 pm on the Thursday preceding the next Select Board Meeting.

3.2 Checks that need to be written that do not coincide with the approval of Accounts Payable Warrants, shall receive approval for payment from the Town Manager and the authorized member of the Select Board. These interim checks will be included on the warrant provided to the Select Board at their next regular meeting.

3.3 Examples: payroll related bills, postage, and payments that must meet a specific deadline and fall outside of the regular Select Board meeting schedule.

4. Employee Reimbursement:

4.1 It is not recommended or encouraged that employees make purchases using personal funds on behalf of the Town. However, if this does occur, the Town will reimburse employees through semi-weekly accounts payable runs done in accordance with scheduled Select Board meetings. The employee shall complete an Employee Reimbursement Form attaching an itemized receipt for goods or services purchased, and indicating the account to be charged. This will be signed by the Department Head and a Department Head Reimbursement Form, by the Town Manager. All other purchasing procedures set forth in this policy also apply.

5. Petty Cash:

5.1 All Town business shall be conducted by Purchase Order, electronic accounts including credit and debit cards and written checks. No Town business shall be conducted on a cash basis.

6. Forms:

6.1 The following form is available from the Finance Department:

Expense Reimbursement Form

Town of Norwich Master Financial Policy

Section 4: Credit Card Policy

Effective: Upon Adoption

Purpose: Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

Authority: The Town Manager under 24 V.S.A. section 143-503 (c) (2) "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Procedures:

Credit Card Use

4.1 The Town has one credit card, and two business charge cards: Staples and Home Depot.

4.2 No individual, including Department Heads, has the authority to open a credit card account in the Town's name.

4.3 The Town credit card may be used with approval of the Town Manager, and only for official Town purposes. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions.

4.4 Within five business days of each credit card transaction the Department Head shall furnish the Finance Department a signed itemized receipt and purchase record detailing exactly what was purchased and to what account it should be charged. The purpose for this is to prepay when possible to avoid finance and late charges.

Town of Norwich Master Financial Policy

Section 5: Debt Management Policy

Effective: Upon Adoption

Purpose: The purpose of this Debt Management Policy is to establish the guidelines for the issuance of debt by the Town of Norwich. Debt levels and the related debt service expenditures are important obligations that must be managed with available short and long term resources. The overall debt service for the town and the schools should be considered as part of the process. This policy also addresses the level of indebtedness that the Town can reasonably expect to incur without jeopardizing its existing financial position.

Policy: Adherence to a debt management policy, along with the utilization of other sound and prudent financial practices, and the Town's other financial policies, will assure the lending market that the Town is well managed and will meet its obligations in a timely manner.

Authority: The Town Manager acts under **24 V.S.A. section 143-503 (c)(2)** "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Title 24 V.S.A. section 1233 provides, in part, that; "In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen.."

Procedures:

1.0 Planning and Performance:

1.1 Debt management means adopting and maintaining financial plans for both the issuance of debt and the repayment of debt. The determination to issue new debt should be made as a part of the adoption of the annual capital budget, which prioritizes capital projects and identifies the various funding sources available for those projects. Planning for the repayment of debt will include analysis of the operating budget to determine the ability of the Town to incur the additional debt service required by the new debt.

1.2 Town of Norwich Fund Balance Management Policy: is designed to provide the operating funds of the Town with a sufficient level of unreserved, undesignated fund balance or net assets to maintain financial stability, and to provide adequate cash flow to avoid the need for short term revenue anticipation notes or tax anticipation notes.

1.3 Town of Norwich Capital Budget Policy: is designed to provide for the orderly funding of capital needs of the Town, including the use of capital reserve funds to avoid the need for incurring long term debt to purchase vehicles and equipment, and to minimize the amount of long term debt required for the acquisition of land, buildings, and infrastructure.

2.0 Types of Debt:

2.1 Short Term Debt should be limited to borrowing to cover short term, temporary cash flow shortages, generally within the Town's fiscal year, either through the use of revenue anticipation notes or tax anticipation notes in those unusual instances where the Fund Balance Management Policy does not provide an adequate level of cash flow, or through the use of bond anticipation notes when cash is required to initiate a capital project prior to the receipt of bond proceeds. The Town should manage its finances in such a manner to avoid the use of short term debt when possible.

2.2 Long Term Debt shall be issued for the acquisition, construction, or improvement of land, buildings, or infrastructure, that cannot be financed from current revenues or other resources. Current year budget appropriations and accumulated reserve funds should be used to minimize the amount of long term borrowing that is required. Whenever possible, long-term debt should not be used to pay for 100% of the cost of the acquisition or improvement of capital assets. The use of long term debt financing to finance the purchase of vehicles and equipment should be avoided except in emergencies, or unless it can be demonstrated that it is financially beneficial to do so.

3.0 Purpose of Debt:

3.1 General Obligation Debt, funded by general fund property taxes, shall be used for projects that provide a general benefit to Town residents, and that cannot otherwise be self-supporting.

4.0 Repayment of Debt:

4.1 Projections: The Town will conservatively project the revenue sources that will be utilized to repay any additional debt, and will analyze the impact on taxpayers of both the additional debt service as well as any additional operating expenses resulting from the improvement, to determine whether new debt should be issued and to structure the appropriate repayment terms for each debt issue.

4.2 Maturity: The maturity of long term debt shall be kept as short as possible to minimize the overall impact on the taxpayers during the life of the debt, while at the same time not so short that the repayment will create an unreasonable burden. In no event shall the life of the debt exceed the life of the improvement being financed.

5.0 Key Debt Ratios:

5.1 Guidelines: Several key debt ratios are used as indicators of financial stability and to determine the Town's credit-worthiness. The following guideline should be used when determining whether debt should be issued: **Net General Fund bonded debt**

as a percentage of total assessed valuation should not exceed 1%. Other guidelines may be adopted as needed and appropriate.

Town of Norwich Master Financial Policy

Section 6: Capital Program and Budget Policy

Effective: Upon Adoption

Purpose: The purpose of this Capital Program and Budget Policy is to establish a capital improvement program (CIP) for the Town of Norwich. The capital assets of the Town and their condition are critical to the quality of services provided to the municipality. A CIP is a multi-year financial plan for the construction of acquisition of capital assets. It provides for the planning of future financial resources and financing of projects (including allocations from current operating budgets, funding of capital reserves, or the use of capital debt). A CIP also identifies the future financial resources required to operate and maintain capital assets once they have been acquired. Through a CIP, the Town can plan future operating budget expenditures, debt repayment requirements, and potential reserve fund needs in order to better manage its long-term financial position.

Authority: The Town Manager's acts under **24 V.S.A. section 143-503 (c) (2):** "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Procedures:

1.0 Capital Improvement Plan and Budget:

1.1The Select Board will adopt a five-year CIP for the Town of Norwich through the annual Budget process. This plan will include the Town's plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing. The Select Board will review and update the CIP annually.

1.2 The CIP will be arranged to indicate the **Order of Priority** of each capital project and to state for each project the following:

(a) A description of each proposed project and the estimated total cost of the project.

(b) The proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established reserve funds, the amount estimated to be received from the federal or state government, the amount to be financed by impact fees, and the amount to be financed by debt obligations, (see section 5 Debt Management Policy above), showing the proposed period of usefulness for which they are proposed to be issued.

(c) An estimate of the effect, if any, upon operating costs of the Town.

(d) Each year, the Town will develop a capital budget that lists and describes the capital expenditures to be undertaken by the Town during the coming fiscal year.

(e) As resources are available, the capital budget will be incorporated into the current year operating budget.

2.0 Capital Expenditures: For purposes of CIP a capital expenditure is defined as any expenditure for land, land improvements, buildings, building improvements, vehicles, or equipment costing more than \$5000 and any expenditure for infrastructure (e.g. roads, bridges, water and waste water distribution and collection systems) costing more than \$25,000.

3.0 Reserve Funds: In conjunction with the Town's debt management policy, the Town Manager shall annually propose funding of reserve funds to accumulate resources to pay for items included in the CIP. The use of such reserve funds should minimize large fluctuations in the tax rate and will reduce the need for incurring additional debt. Other capital improvements may be funded by bond issue or through the operating budget.

4.0 Priority Criteria: Capital projects and/or capital assets will receive a higher priority if they meet some or most of these criteria:

- 4.1** The project or asset meets a policy goal or fulfills a strategic objective of the Town and its adopted Comprehensive Plan.
- 4.2** The project or asset is required under a state or federal mandate, law, or regulation.
- 4.3** The project or asset will mitigate or eliminate a known safety hazard.
- 4.4** The project or asset will maintain and improve the delivery of public services to the majority of the population.
- 4.5** The project or asset will improve the quality of existing infrastructure.
- 4.6** State or federal grant funds are available to assist in funding for the project.

Town of Norwich Master Financial Policy

Section 7: Investment Policy

Effective: Upon Adoption

Purpose: The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, reporting requirements, safe keeping and custodial procedures necessary for the proper management and investment of the excess operating funds of the Town, and under certain circumstances, bond proceeds. This policy shall apply to the investment of bond proceeds, only insofar as the policy is not in conflict with applicable bond debenture requirements and Vermont municipal finance laws.

Authority: In accordance with **24 V.S.A. section 1571(b)**, monies received by the Treasurer on behalf of the Town of Norwich (Town) may be invested and reinvested by the Treasurer with the approval of the Legislative Body (Selectboard).

The Treasurer shall file a quarterly investment report with the Selectboard that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter as required by **24 V.S.A. section 1571(c)**.

Policy Objectives and Procedures:

1. Policy Objectives:

- 1.1 The **primary objectives** of the Town's investment policy shall be **security of principal, liquidity as needed to meet projected expenditures, and return on investment, in that order of priority.**

1.2 Security: Security of principal shall be the foremost objective of Town funds.

Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the Town's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Town's investment portfolio.

1.3 Liquidity: The Town's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. The portfolio will consist primarily of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds to ensure liquidity for short-term funds.

1.4 Return on Investment: The investment portfolio will be designed to attain a market rate of return throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the security and liquidity objectives described above. The core of the investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

2. Pooling:

2.1 Except where prohibited by law and specifically excluding bond proceeds, which shall remain in segregated accounts, cash and reserve balances from all funds may be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

3. Diversification of the Investment Portfolio:

3.1 The Treasurer shall maintain sufficient diversification of investments such that the ability of the Town of Norwich to continue to do business on an ongoing basis will not be impaired because of a liquidity crisis occurring in any one type of investment with which the Town of Norwich has invested. Diversification includes investing in securities with varying maturities and matching maturity of investments to needed cash flow. U.S. Treasury obligations that carry the full faith and credit guarantee of the United States government meet the requirements of this section.

4. Standard of Care:

4.1 The standard of care to be used by the Treasurer and Selectboard shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

5. Conflicts of Interest:

5.1 The Selectboard and the Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the Town's investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Town conducts business, and further disclose any personal financial or investment positions that could be related to the performance of the Town's investments. Selectboard members and the Treasurer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

6. Authorized Investments and Institutions:

6.1 Public deposits shall only be made in qualified public depositories as established by Vermont or New Hampshire law. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the Town must supply the following as appropriate

6.1(a) Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.

6.1(b) Proof of National Association of Securities Dealers (NASD) certification.

6.1(c) Proof of State registration.

6.1(d) Certification of having read, understood, and agreed to compliance with the Town's investment policy.

6.1(e) Evidence of adequate insurance coverage.

6.2 The following investments will be permitted under this policy:

6.2(a) U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government.

6.2(b) U.S. government agency and instrumentality obligations including Government Sponsored Enterprises securities that carry the full faith and credit guarantee of the United States government Ginnie Mae.

6.2(c) Certificates of Deposit and other evidences of deposit at financial institutions that are insured by the FDIC.

6.2(d) Repurpose agreements whose underlying purchased securities consist of the aforementioned instruments.

7. Collateralization:

7.1 Collateralization using obligations fully guaranteed by the full faith and credit of the State of Vermont, and/or the United States Government is required on all investments or an Irrevocable Stand-by Letter of Credit issued by the Federal Home Loan Bank in the Town's name. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral.

Collateral shall be held by an independent party, in the Town's name with whom the Town has a current custodial agreement that has been approved by the Selectboard. Evidence of ownership must be supplied to, and retained by, the Town.

8. Safekeeping and Custody:

- 8.1** All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the Treasurer as evidenced by safekeeping receipts in the Town's name.
- 8.2** The safekeeping institution shall annually provide a copy of its most recent report on internal controls: Statement of Auditing Standards No. 70 (SAS 70).

9. Reporting:

- 9.1** The Treasurer shall file a quarterly investment report with the Selectboard that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter as required by **24 V.S.A. section 1571(c)**. The report will include the average yield of investments as compared to applicable benchmarks. This report will be prepared in a manner which will allow the Selectboard to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be provided to the Selectboard within 30 days of the end of a Fiscal Year quarter.

10. Timely Review:

- 10.1** The Selectboard shall endeavor to review and reaffirm this policy annually.

Town of Norwich Master Financial Policy

Section 8: Trustees of Public Funds Investment Policy

Effective: Upon Adoption

Note: As of July 1, 2019 there is no existing policy of this nature. The Trustees of Public Funds are responsible for writing the policy. A model policy is available from the Vermont League of Cities and Towns that may serve as a basis for a future policy. The VLCT recommends that this type of policy be part of a municipality's Master Financial Policy.

Town of Norwich Master Financial Policy

Section 9: Fraud Prevention Policy

Effective: Upon Adoption

Purpose: This policy provides a mechanism and encouragement for employees and officers to bring to the attention of the Town any complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of town financial statements in accordance with this policy.

Authority:

The Town Manager under **24 V.S.A. section 143-503 (c)(2): "Authority and duties in particular.** The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Title **24 V.S.A. section 1233** provides, in part, that; "In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen.."

Title **24 V.S.A. section 1686(c)** states "any **Town officer** who willfully refuses or neglects to submit his or her books, accounts, vouchers, or tax bills to the Town Manager (or the Selectboard) upon request or to furnish all necessary information in relation thereto, shall be

ineligible for re-election for the year ensuing and be subject to the penalties otherwise prescribed by law.”

In accordance with the **Town’s Personnel Policies (Disciplinary Action) and the Town’s collectively bargained agreement (Section 6.02)** and its successor agreements, any employee found by the public accountant employed by the Selectboard to have engaged in fraud, misappropriation of Town resources, substantial variation in the Town’s financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, inappropriate destruction of Town financial records, or other forms of wrongful financial acts may be subject to discipline, including termination of employment.

Procedures:

1. Reports of Irregularity

1.1 Report Mandate: Any employee or officer having a complaint regarding the integrity of the Town’s internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town’s financial statements and reports, or who observes any questionable accounting practices, should report in writing (though verbal reporting is acceptable) such complaint to the Town Manager (unless the irregularity is focused on the Town Manager, in which case the Selectboard should be notified).

1.2 Report Contents: The report should include a description of the matter or irregularity, and any steps that the employee or officer has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor’s reaction. The report may include, at the employee or officer’s option, the employee or officer’s contact information if additional information is needed. However a report shall not be deemed deficient because the employee or officer did not include contact information.

1.3 Intent: Unlike errors or mistakes, “fraud” is the result of a deliberate act, an intentional deception to misappropriate assets or to manipulate data for personal gain. The Town does not tolerate any acts of fraud, regardless of the dollar amount involved. Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial variation in the Town’s financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

1.4 Maximum Limits: The maximum limits of this policy equate for an officer, the possible inability to run for office, and for an employee, possible termination of employment. However, it may be the obligation of the Town Manager, (or Selectboard) to report any irregularity to the Police Department in the event the irregularity could be considered criminal. Any such determination would be investigated and adjudicated as warranted via the criminal justice system, not by this policy.

2. Investigation:

2.1 Upon receiving such a report, in as confidential a manner as possible to protect the complainant, the Town Manager (or the Selectboard) shall investigate the issues identified in the report. The Town Manager (or the Selectboard) may consult with the Finance Director, Treasurer, any other Town employee, legal counsel, and independent auditors as part of the investigation. At the conclusion of the investigation, the Town Manager (or the Selectboard) shall prepare a written response to the report, which shall be a public document.

Town of Norwich Master Financial Policies

Section 10: Fund Balance Reserve Policy

Effective: Upon Adoption

Purpose: The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes:

To fund operations by **providing sufficient working capital** for adequate cash-flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters, and cutbacks in distributions from the state government.

To reduce the cost of long term borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond rating agencies.

Authority: The Town Manager acts under **24 V.S.A. section 143-503 (c)(2)** "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"

Title 24 V.S.A. section 1233 provides, in part, that; "In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen.."

1. Definitions:

1.1 Various, “Undesignated Fund Balance,” “Unreserved Fund Balance,” “Unrestricted Fund Balance”: The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

1.2 Operating Expenditures: All charges included in the Gross Spending General Town Budget.

2. Policy Rationale:

2.1 The National Advisory Council on State and Local Budgeting (**NACSLB**) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund.
(Recommended Practice 4.1)

2.2 The Government Finance Officers Association (**GFOA**) recommends that, “at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.”

2.3 **GFOA** also notes that “Furthermore, a government’s particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.”

3. Procedures:

3.1 The Town should budget for current year general year revenues including property tax revenues to be sufficient to finance current year expenditures.

3.2 Consistent with the recommendations of GFOA, an undesignated general fund balance of between 10 and 20 percent of general fund operating expenditures should be maintained.

3.3 As part of setting the Town tax rate the Select Board will review and discuss the undesignated fund balance.

3.4 If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 3.2.

Town of Norwich Master Financial Policy

Section 11: Balanced Budget Policy

Effective: Upon Adoption

Purpose: The purpose of this policy is to establish a clear delineation of responsibility and authority for managing the Town of Norwich expenditure budget.

Authority:

Title 24 V.S.A. section 143-503 (c)(2): “Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;”

Title 24 V.S.A. section 1233 provides, in part, that; “In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen..”

Title 24 V.S.A. section 1236(2) provides that the Town Manager will, “To perform all duties now conferred by law upon the selectboard, except that he or she shall not prepare tax bills, sign orders on the general fund of the town, call special or annual town meetings, lay out highways, establish and lay out public parks, make assessments, award damages, act as member of the board of civil authority, nor make appointments to fill vacancies which the selectboard is now authorized by law to fill; but he or she shall, in all matters herein excepted, render the selectboard such assistance as it shall require.”

Title 24 V.S.A. section 1236(3) further provides that the Town Manager shall “...be the general purchasing agent of the Town and purchase all supplies for every department thereof; but

purchases of supplies for departments over which the manager is not given control, and of the Town school district shall be made according to requisition therefore by such departments or school directors”

The Town Meeting has the authority to adopt or reject the budget in accordance with **17 V.S.A. section 2664**. If adopted the Town Meeting has appropriated the funds set forth in the budget for the Town for that fiscal year. The approved budget therefore sets the maximum gross expenditure level, excluding any unanticipated state and federal grants and gifts consistent with the budgeted programs, that the Town may spend. In adopting the budget, the Town Meeting is concurring with the priorities and policies of the Selectboard as represented in the gross spending budget, including the allocations within the budget to departments and line items.

1. Budget Procedures:

- 1.1 The Town Manager, at the request of the Select Board, develops a draft budget for review by the Selectboard.
- 1.2 The Selectboard reviews the draft budget and makes changes to reflect the priorities and policies of the Select Board and recommends the proposed budget to Town Meeting for approval.
- 1.3 If adopted, the Town Meeting has appropriated the funds set forth in the budget for the Town for that fiscal year. The approved budget sets the maximum gross expenditure level, excluding any unanticipated state and federal grants and gifts consistent with the budgeted programs that the Town may spend.
- 1.4 Where any budget adopted by Town Meeting includes line items referred to as designated funds, such line items are intended to be reserve funds under 24 V.S.A. section 2804 and as such shall be available for spending over a multi-year period. The approval of the budget by Town Meeting includes the appropriation of these funds as reserve funds. Any expenditure of these funds in any amount requires first

the recommendation by the Town Manager and second, the prior approval of the Select Board.

2. Spending Procedures:

2.1 The Town Manager, after review by the Selectboard, may adopt financial policies consistent with this policy. Unless specifically permitted by the Selectboard, the Town Manager shall adopt no policies that are more permissive than this policy.

2.2 The gross spending general Town budget, plus unanticipated state and federal grants and gifts consistent with the budgeted programs adopted by the Town Meeting, shall not be exceeded in a fiscal year except with the approval of a regular or Special Town Meeting.

2.3 Monies set aside in designated/reserve funds can only be expended for the purposes approved by the Town Meeting and cannot be borrowed against to make up a shortfall in the general Town budget. Any spending from a designated fund shall be first approved by the Selectboard.

2.4 A department shall not spend more monies than were included in the approved departmental budget. When authorizing, or requesting authorization of any department expenditure, a department head is representing that sufficient funds are available within the approved departmental budget to cover the cost of the expenditure.

2.5 The Selectboard, on the recommendation of the Town Manager, may reallocate funds between departments to cover an emergency expenditure. In making the recommendation to the Selectboard, the Town Manager shall indicate the nature of the emergency, which line item the additional funds will come from and describe the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced. In such an emergency, the Town Manager may reallocate funds between departments not exceeding a yearly aggregate of 10% of the department budget or \$5000, which ever is less without receiving Select Board approval, but with written notice to the Selectboard including which line item the

additional funds will come from and the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced.

2.6 All expenditures shall be appropriately allocated to a line item in the approved budget. Any spending for an item that is not included in an approved line item shall require the approval of the Town Manager.

2.7 All purchases of goods or services by the Town shall be made in strict accordance with the Purchasing Policy.

2.8 The Selectboard must approve any expenditure for a purchase that exceeds \$25,000 or a purchase that requires a written contract, or where the product will not be received or service completed within the fiscal year, prior to any commitment being made by the Town for the purchase.

2.9 Any transfer of funds from a non-wage item to a wage item shall be first approved by the Selectboard.

2.10 Any transfer of funds from a wage item to a purchased service shall first be approved by the Selectboard.

Quarterly, Monthly, and Annual Financial Reports: The Town Manager will prepare quarterly financial reports for the Selectboard's review and for public dissemination for the first three quarters. In the last quarter of the year he will provide monthly reports. These reports will consist of:

- **Budget report** showing revenues collected and appropriations expended for the previous quarter/month with the variance from the budgeted amounts for each line item.
- **Statement of Revenue, Expenditures, and Changes in Fund Balance** showing revenues and expenditures and the difference between the two, the beginning fund balance for the period and the ending fund balance.
- **Balance Sheet** showing Town estimated assets less liabilities and fund balance.

The Town Manager will also prepare an **Annual Financial Report**. This report will include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the annual report will include a narrative discussion and appropriate graphics explaining how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's account will be reproduced in the Town Report each year.

Town of Norwich Master Financial Policy

Section 12: Gift Policy

Effective: Upon Adoption

Purpose: The purpose of establishing a policy for grants, gifts, and special funds is to provide guidance for the receipt and use of grants and gifts and the creation and use of special funds. This policy does not supplant or replace applicable existing or future policies or guidelines of the Governmental Accounting Standards Board.

Authority:

17 VSA section 2664 Budget states, “A town shall vote for such sums of money as it deems necessary for the interest of its inhabitants and for the prosecution and defense of the common rights. It shall express in its vote the specific amounts, or the rate on a dollar of the grand list, to be appropriated for laying out and repairing highways and for other necessary town expenses. If a town votes specific amounts in lieu of a rate on a dollar of the grand list, the selectboard shall, after the grant list book has been computed and lodged in the office of the town clerk, set the tax rate necessary to raise the specific amounts voted. **The selectboard may apply for grants and may accept and expend grants or gifts above those which are approved in the town budget. The selectboard shall include, in its annual report, a description of all grants or gifts accepted during the year and associated expenditures.**”

Governmental Accountings Standards Board (GASB) *Statement No. 54, Fund Balance Reporting and Governmental Fund Type* contains the following definition: **“Committed fund balance- Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.”**

The Town Manager under **24 V.S.A. section 143-503 (c)(2)** “**Authority and duties in particular.** The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;”

Title **24 V.S.A. section 1233** provides, in part, that; “In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen..”

In accordance with **24 V.S.A. section 1236** the Town Manager may sign orders on the special fund for “poor relief.”

Procedures:

- 1. This policy does not apply to reserve/designated funds** established in accordance with 24 V.S.A. section 2804, covered in Selectboard Balanced Budget Policy.
- 2. Grants and Gifts consistent with budgeted programs:**
 - 2.1** Consistent with budgeted programs means that there is a budget line item or reserve/designated fund that monies could be spent from to accomplish the purpose of the grant or gift.
 - 2.2** Gifts and grants in this category shall be managed in accordance with Selectboard Balanced Budget Policy, Fund Balance Reserve Policy, Capital Program and Budget Policy.
 - 2.3** Appropriated monies within this category shall be spent within the timeframe specified in the Town Meeting appropriation article (gross spending Town budget), normally within the current fiscal year, with encumbrances handled as specified in the Balanced Budget Policy.
 - 2.4** Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.

3. Grants and Gifts not consistent with budgeted programs:

- 3.1** Grants and gifts not consistent with budgeted programs means that there is not a budget line item or reserve/designated fund that monies could be spent from to accomplish the purpose of the grant or gift.
- 3.2** In addition to the requirements in Selectboard Balanced Budget Policy, Fund Balance Reserve Policy, Capital Program and Budget Policy, no grant or gift in this category shall be applied for or accepted without prior approval of the Selectboard. Before applying for or accepting a grant or gift the Town Manager shall provide the Selectboard with a written request that details the potential source and amount of the grant or gift, the timeframe for receiving and spending the grant or gift, the purpose and conditions of the grant or gift, the impact on Town functions, employees and services and other information that will help the Selectboard review the request for approval for or accepting the grant or gift.
- 3.3** Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.
- 3.4** Grants and gifts within this category shall be reported separately in the annual Town Report and contain the following information:
 - a.** The source of the grant or gift
 - b.** The purpose of the grant or gift
 - c.** All expenditures of monies associated with the grant or gift

4. Special Funds

- 4.1** Special funds shall be spent within the timeframe and for the purposes specified when Town Meeting or the Selectboard established the special fund.
- 4.2** Special funds for poor relief and citizen assistance shall only be spent to assist Norwich residents and after consulting with the Town Service Officer.

The foregoing Master Financial Policy is adopted by the Norwich Selectboard, this day of _____, 2019 and is effective as of this date until amended or repealed.

John Pepper, Chair

John Langhus

Claudette Brochu, Vice-Chair

Mary Layton

Roger Arnold

Understood and Agreed
Herbert A. Durfee III, Town Manager

Understood and Agreed
Cheryl A. Lindberg, Treasurer

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July 3, 2019
Recent policy work

I have enclosed a draft of the Policy Banner and the Sexual Harassment Policy, identified as numbers 28 and 32 respectively in the color-coded Policy Review list. These policies are revisions to existing policies. For these two policies, I drafted revisions and C. Brochu edited, asked questions, and proposed additions. I revised with the following section headings in mind:

Effective Date
Purpose
Authority
Policy
Procedures
Adopted date (with reference to revisions, etc)

There are some outstanding questions for these two policies that we could discuss.

Banner Policy

In the Application and Indemnification Agreement for the current banner policy, two items are covered in the application that are not covered in the policy: 1) *"This permit does not provide authorization to utilize or otherwise attach banners to any property not under the direct control of the requestor."* and 2) *"A person or entity must obtain 'additional' permission from the property owner on which banners will be secured."* Claudette and I would like to hear from our Town Manager on this and discuss whether to incorporate these two points into the revision of the policy.

Sexual Harassment Policy

We may wish to incorporate parts of, or perhaps the entirety of, this policy, into a personnel policy for the town that may or may not incorporate other policies that are under consideration for revision.

Claudette is working on a social media policy from a combination of sources and authorities and I am revising the policy for the collection of delinquent taxes.

With thanks,
R. Arnold / C. Brochu

TOWN OF NORWICH
Policy for Use of Banners on Public Highways

Effective Date: Upon Adoption

Purpose: The purpose of this policy is to provide guidance regarding requests to hang outdoor banners along Main Street and/or other public highways within the public right-of-way in the Town of Norwich.

Authority: 24 V.S.A. Section 4411; Section 3.11 of Town of Norwich Zoning Regulations

Policy: The placing of banners on Main Street or other public highway is a privilege extended as a courtesy in the Town of Norwich. All banners shall be approved by the Town Manager.

All banners must represent or promote local not-for-profit or cultural civic events or activities of particular interest or benefit to the greater Norwich community. Banners shall not be used for commercial advertising or to advertise or promote political candidates, parties or issues. An official logo of a business or corporation sponsoring the event may be included on a banner, but must take up less than 25% of the area of the banner.

The Norwich Town Manager and/or the Selectboard shall have the authority to refuse the hanging of banners that do not meet specifications and those banners which do not benefit the community at large.

Definitions: Unless otherwise stated, all words and expressions used in this policy shall carry a common and ordinary meaning.

Procedures:

1. Requesting Agency
 - a. It will be the responsibility of the requesting agency to arrange and/or hang banners so as not to obstruct/interfere with motor vehicle or pedestrian traffic.
 - b. Requests from agencies located within the Town of Norwich or organizers or events occurring within the Town of Norwich shall receive priority.
 - c. Maintenance and storage of the banner/s are the responsibility of the owner or agency.
2. Banner Specifications
 - a. All banners shall be made of material sufficient to withstand wind and weather.
 - b. The length of the banner(s) shall not exceed 60 inches in length and 30 inches in width.
3. Request Approval
 - a. A completed Banner Permit application shall be submitted to the Town Manager. A banner posting is authorized when approval is communicated by the Town Manager.

- b. Banner displays shall be for specific time periods as approved by the Town Manager and in no event will banners be displayed for longer than 14 consecutive days.
- c. No person or entity shall display more than six (6) banners.
- d. There shall be a \$50.00 user fee for hanging authorized banners. This fee can be waived by the Town Manager.
- e. All agencies or groups requesting to hang banners must sign a hold harmless agreement holding the Town of Norwich harmless from any liability in the event of the banner causing damage to persons or property of others.

Adopted by the Selectboard on February 28, 2007

Revised January 27, 2016

Revised July 2019

Town of Norwich
A Policy on Sexual Harassment

Effective: Upon Adoption

Purpose: The Town of Norwich actively seeks to provide and maintain a productive workplace free of sexual harassment of any employee, elected official or citizen.

Authority: This policy is adopted in accordance with 21 V.S.A. § 495h with support from the model policy by the Vermont Department of Labor.

Policy: Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender or sexual orientation. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace.

Definitions:

1. Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. submission to that conduct is made either explicitly or implicitly a term or condition of employment
 - b. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual;
 - c. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Examples of sexual harassment include, but are not limited to the following:
 - a. either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
 - b. touching or grabbing a sexual part of a person's body;
 - c. touching or grabbing any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome;

- d. continuing to ask a person to socialize on or off-duty when that person has indicated they are not interested;
- e. displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- f. continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- g. referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- h. regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- i. retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- j. derogatory or provoking remarks about or relating to a person's sex or sexual orientation;
- k. harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- l. or off-duty conduct which falls within the above definition and affects the work environment.

Procedure: What the Town of Norwich will do if it is made aware of Sexual Harassment

1. In the event the Town (a supervisor, Town Manager or Chair of the Selectboard) receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, the Town will take all necessary steps to ensure that the matter is promptly investigated and addressed. Every supervisor is responsible for promptly responding to, or reporting, any complaints or suspected acts of sexual harassment. Supervisors should report allegations of sexual harassment to the Town Manager or Chair of the Selectboard.
2. The Town shall conduct an investigation as soon as is practicable following receipt of a report or complaint, written or oral, alleging sexual harassment. Generally, investigations shall be completed within fifteen (15) business days following receipt of a report or complaint. The investigator may interview individuals involved, and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use

other methods and documentation. Upon completion of the investigation, the investigator shall determine if a violation of this policy has occurred and report that decision.

3. Upon the completion of an investigation, the supervisor, Town Manager or the Chair of the Selectboard shall assure that the complainant and the accused are notified whether the allegation of sexual harassment was found to be validated, whether a violation of the policy was found, and, what action, if any, was taken. Such notifications shall occur within fifteen (15) business days of the completion of the investigation.
4. The Town will respect the privacy of the complainant, the individual(s) against whom the report is directed and the witness, to the extent possible, consistent with the Town's obligations to investigate, take appropriate actions, and conform with any disclosure obligations.
5. The Town shall take appropriate action in all cases where this policy is violated. Any person found to have violated this policy may be subject to appropriate consequences and/or remedial action including, but not limited to, warning, exclusion, suspension, transfer, dismissal, termination of contractual agreements, or remedial action such as training, education, or counseling.
6. The Town shall take appropriate action against any employee, staff member or officer who makes a false report of sexual harassment knowing it to be false.
7. Grievance of the outcome of the investigation shall follow the process outlined in the Personnel Policy.
8. While encouraged to report any incident of sexual harassment to a supervisor Town Manager or Chair of the Selectboard any individual can also report directly to

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

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

Adopted July __ 2019

John Pepper, Chair

Claudette Brochu, Vice Chair

Mary Layton

John Langhus

Roger Arnold