Town of Norwich
Agenda for Selectboard Meeting April 22, 2020, 6:30 pm
Remote Meeting ZOOM access information: https://zoom.us/j/816028384 / Meeting ID: 816-028-384 / 888-475-4499 US Toll-free

Agenda Item	Action	Packet Materials	Expected start & end time
1- Approval of the agenda	Chair will be asked to add or remove agenda items	n/a	6:30 - 6:35 (5 minutes)
2- Public and Selectboard comment	Public invited to speak to any item not on the agenda Vital Communities report??	n/a	6:35 - 6:45 (to completion)
3- Consent Agenda	Accept correspondence, minutes, A/P warrants - motion required	Correspondence received (list attached at the end of agenda), 04/08/2020 minutes, A/P warrants	6:45 - 6:55 (10 minutes)
4-Selectboard Appointments	Appointment of candidates to the following positions: 1. ECFiber delegate 2. ECFiber alternate 3. Town Service Officer 4. Conservation (1 position) 5. Development Review Board (2 positions) 6. Development Review Board (1 alternate) 7. Planning Commission (2 positions) 8. Finance Committee (3 positions) 9. Tree Warden	Application forms and letters	6:55-7:40 (45 minutes)
5-March Revenue/Expense (R/E)Report	Discussion on R/E report year to date	March R/E report	7:40-7:55 (15 minutes)

Agenda Item	Action	Packet Materials	Expected start & end time
6-Town Manager update	Report from TM including: TH Energy retrofit project, upcoming issues; VLCT-PACIF equipment safety grant application; DPW Designated Fund expenditure for Freightliner repair; Local Emergency Management Plan	VLCT-PACIF grant application	7:55-8:10 (15 minutes)
7-BREAK			8:10-8:20 (10 minutes)
8-Finance Office re-org	Discussion		8:20-8:35 (15 minutes)
9-Tigertown Road culverts	Select contractor - motion required	Proposal(s)/recommendation	8:35-8:40 (5 minutes)
10- Select Town Counsel	Select Town Counsel - motion required	Proposal(s)/recommendation	8:40 – 8:45 (5 minutes)
11-Beaver Meadow Scoping Consultant	Select Beaver Meadow Scoping consultant - motion required	Proposal(s)/recommendation	8:45 – 8:50 (5 minutes)
12-COVID-19 update	Discussion on any update(s) to Town response		8:50 – 9:00 (10 minutes)
13- Executive session – Town Manager Improvement plan	Board discussion on requests for clarification(s) from Town Manager	n/a	9:00 - 9:20 (20 minutes)
14. Executive session-Union contract update	Update on union contract negotiations	n/a	9:20-9:35 (15 minutes)
15- Set agenda for 05/13/2020	Board to set next agenda	n/a	9:35 – 9:40
16- Adjourn	Motion required		9:40

List of correspondence received before 3:00 pm on Thursday, April 16, 2020: Norwich Energy Committee 1st Quarter Report; Norwich Technologies re: proposed project on Stevens Road; Norwich Technologies re: proposed project on Turnpike Road; Steve Flanders re: Tracy Hall project; Margaret Cheney re: Article 8 re-vote; Linda Mulley re: Article 8 re-vote; Lindsay Putnam re: Article 8 re-vote; Sandra Dell re: Article 8 re-vote; Wilfred Smith re: Article 8 re-vote; Pamela Thompson Smith re: Article 8 re-vote; Tom Condon re: Marion Cross School wastewater; Stuart Richards re: Marion Cross School wastewater; TRORC Public Hearing Notice re: Norwich Town Plan; Michael and Amy Staggs re: proposed solar project on Turnpike Road; Vermont Superior Court, Environmental Division re: motion to dismiss; Stuart Richards; Karen Horn, of VLCT re: request that State of Vermont waive penalty and borrow to pay State education taxes; Bonnie Munday re: waiver of dog licensing penalty; Stuart Richards re: Marion Cross School wastewater system; Linda Gray re: Regional Energy Coordinator draft documents.

Possible May Items : Actions on Articles 7; Policy revision: Fund Balance/ Personnel, also determine which others to assign for revision; Fee schedule update; COVID-19 update; Energy Performance update; Select Beaver Meadow Rd Sidewalk Scoping Consultant (RFP); Tech upgrade report from SymQuest; Woody/Adams tract proposal; Trails Committee discussion/website; Dog Fines; Regional Energy Coordinator-rep report; Open appointments advertisement (include open Lister position, Town Health Officer and all remaining open positions)

Parking Lot: Dresden MOU; Union contract; Financial Procedures; cyber security policy;
Animal Ordinance; SB Goal setting; Local Emergency Management Plan (annual update); Browns Schoolhouse River Pedestrian Bridge (Select Contractor; Authorize TM to Obtain Loan Terms for Board Approval); Tax setting in light of extended filings for taxes and Homestead declaration; TM evaluation;

(3)

NORWICH SELECTBOARD
Committee/Commission Reports

Committee: Norwich Energy Committee, 1st Quarter 2020 (January-February-March)

Members: Rob Gere, Linda Gray (chair), Susan Hardy, Aaron Lamperti, Suzanne Leiter, Norm Levy (vice-chair), Charlie Lindner

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

The Norwich Energy Committee (the "NEC") shall make recommendations to the Selectboard regarding Town policy on energy-related matters. The NEC works with residents, businesses and the Town to promote energy education and awareness, reduce energy consumption, improve the efficiency of energy used, promote renewable energy generation, and reduce greenhouse gas emissions on both an absolute and per capita basis. (Approved by the Selectboard 6-27-18)

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

Transportation: NEC members worked with other Upper Valley energy committees to establish a local version of the Local Motion e-bike loan program, so that there can be annual promotions of bike commuting. Linda Gray began participation in "Climate Catalysts," a new program https://www.vtrural.org/climatecatalysts of the Vt Council on Rural Development, to develop an effective structure of contacts and follow-up with bike borrowers, to help cycling replace a good portion of car transport.

"Save 20% in 2020" Challenge: The NEC campaign to challenge residents and businesses in Town to reduce their carbon footprint by 20% in 2020 was promoted through the NEC web site, list serv posts, yarnbombs around town (moved to different locations), and printed literature. Norm Levy and Charlie Lindner presented to the Norwich Business Council in January; they were invited to present to St. Barnabas Church.

A new campaign was developed, on the connection between food choices and emissions: "Eat Low & Local." While calculations of the climate impact of food production are complicated, support for three household-level actions is clear: 1) eat more plant-based food, 2) avoid factory-farmed meat, and 3) reduce food waste. Using the structure of previous campaigns like Solarize and Weatherize, the NEC arranged for discounts with four farms with Norwich operations and began the campaign in mid-March http://norwichenergycommittee.weebly.com/eat-low-and-local.html . Promotion has been limited to list-serv posts; planned in-person outreach was canceled due to the pandemic.

Weatherize: Efficiency VT's report on the 2019 Button Up campaign https://buttonupvermont.org/sites/default/files/buttonup-2019-community-report.pdf shows that Norwich accounted for 23% of the Windsor County sign-ups for home energy visits (13 of 57, with 9 Windsor County towns participating). In February Linda Gray met with the board of Norwich Senior Housing to help with their discussion of energy measures for the complex. The NEC made plans to

discuss the requirements for doing a Window Dressers project (making low-cost interior window inserts) https://windowdressers.org/.

Town reduction of fossil fuel use: The facilities proposal (lighting and controls for the fire and DPW garages, and ventilation, ground-source heat pumps, weatherization, lighting, and controls for Tracy Hall) was put on the Town Meeting warrant by the Selectboard. Aaron Lamperti and Linda Gray prepared analyses and information materials on the proposal and organized public information sessions. Aaron Lamperti and Charlie Lindner began working with Eva Rosenbloom, a Norwich resident who is pursuing a Masters in Sustainability at Harvard, and who has volunteered to make Town of Norwich government activities the subject of her required Greenhouse Gas (GHG) Inventory.

Other: The NEC cosponsored a presentation organized by the climate group at the Norwich Congregational Church. The 2/23 presentation, by Norwich resident Jack Cushman, conveyed in layman's terms current science on the climate crisis; Linda Gray participated in a panel of 4 local towns (Thetford, Hartford, Hanover, Norwich).
http://catv.cablecast.tv/CablecastPublicSite/show/11328?channel=2

Future (Apr-May-Jun 2020) Projects:

Town reduction of fossil fuel use: NEC members will continue to work with Eva Rosenbloom on the greenhouse gas (GHG) inventory for Town government activities. NEC members will provide information for the reconsideration vote on the facilities proposal.

"Save 20% in 2020" Challenge: The NEC will continue the Eat Low & Local campaign through April. The NEC will work with residents who have taken actions to reduce their household emissions to develop occasional list-serv posts in which they tell the story of how/why they did them.

Weatherization: The NEC members will discuss the details of a Window Dressers project with organizers of the Strafford/Thetford January 2020 workshop.

Solarize: The NEC will track rules changes to net-metering, and will plan a 2020 campaign.

Transportation: The NEC will continue working with the Norwich Public Library on an e-bike loan for 2020, although pandemic restrictions will likely require postponement until 2021.

Regional Energy Coordinator: The NEC will support the Town Manager and Planning Director in developing first-year work goals for this new position.

Support Needed from the Selectboard:

Feedback on committee work and initiatives
Guidance and support for remote meetings
Support for energy-related Actions in the Town Plan

3

15 Railroad Row
White River Junction, VT 05001
802.281.3213

March 24, 2020

To Those Persons Whose Names Appear on the 45 Day Notice List Attached Hereto

Re: Advanced Notice for Norwich Stevens Solar, LLC Solar Project
Vermont Statutes Title 30 Section 8010/248 Permit Process

I. Introduction

Pursuant to the Public Utility Commission ("PUC" or "Commission") Rule 5.100, Norwich Stevens Solar, LLC (the "Applicant") is pleased to provide the following advance notice and information of plans for a 150 kW group net-metering, ground mount solar electric system to be sited at 24 Stevens Rd, Norwich, Vermont (the "Project"). Filing of an Application with the PUC pursuant to 30 V.S.A. §§ 248 & 8010 for a Certificate of Public Good ("CPG") is anticipated to be on or after May 8, 2020.

This letter describes the Project, the expected Application filing date, and your rights to participate in review of the Project. Under Sections 8010 and 248, and PUC Rule 5.107(B), the parties listed on the attached 45 Day Notice List (*Attachment A*) are entitled to receive notice by certified mailing at least 45 days in advance of the Application filing. Norwich Stevens Solar, LLC has selected Norwich Solar Technologies to assist in development and installation of the Project. Please feel free to reach me using my contact information provided at the end of this letter if you are interested in learning more or have comments or suggestions for the proposal.

II. Project Benefits

The Project creates a number of benefits with local and statewide significance. For example, the Project supports numerous clean energy economy jobs from design and development phases through installation and operation. The Project will annually contribute to the State Education Fund through a production tax and to the town through a local tax. Compensation to the landowner will also be provided for hosting the solar array.

Importantly, the Project is an in-state new renewable energy generation resource that will help reduce our dependence on out of state electricity sources,[1] a significant portion of which is nuclear power, and instead fuel local customers and Vermont's economy with clean power from local resources and strengthen the growth of our resilient local electrical system.

III. Project Description

The *Attachment B* preliminary plan identifies the location of the array (43.772446°N -72.210574°W), its primary components and its access location off Stevens Road in Norwich. This 150 kW (AC) ground mount

[1] By generating electricity locally, electricity is distributed to nearby utility customers, avoiding new construction, upgrades, and expansion of transmission lines.

array is typical of solar electric generation installations of its type and size, comprising photovoltaic modules ("solar panels") on fixed-tilt, supporting racks. The racks are designed to support the bottom of the solar panels approximately 30 inches above existing grade to the top of the panels at approximately 9.5 feet. The array will be arranged in multiple rows running generally east-west with sufficient distance between the rows to minimize self-shading. The solar array may be fenced or, if not fenced, will be otherwise electrically secure.

To convert the DC current generated by the solar panels to AC current, they will be connected electrically with string inverters mounted discretely behind the panels. The power will then travel underground to an AC disconnect, and then interconnect to Green Mountain Power Corporation's ("GMP") distribution circuit, with a line extension to a new GMP 150 kVA pole-mounted transformer. The transformer is typical of what GMP uses throughout their distribution system. Potential transformer/inverter sound will not cause undue sound to nearby residences. An analysis will be included with the Application.

The site is located at the northeastern end of the 182 ac parcel where much of the land is grazing fields and hosts the landowner's residence. The land parcel is not subject to an Act 250 Land Use permit. Some portion of soils within the array are marked as prime agricultural by Natural Resources Conservation Service (NRCS) while the other is not. Throughout the life of the Project the area will remain vegetated with periodic mowing or brush cutting without the use of chemical herbicides. Also, the array area will be monitored remotely, with periodic inspections and field maintenance.

During installation, material and equipment will be transported to the site by standard-size delivery vehicles from I-91, over Vermont state and town roads to the site access. Traffic will be limited in duration, and typical of small construction jobs.

III. Potential Aesthetic Impacts

This array will be a low-profile and temporary installation and will appear similar to other renewable energy solar arrays commonplace in Vermont. It will be set back from Stevens Road approximately 320 feet and over 1,000 feet from US RTE 5 with intervening structures and vegetation on the property.

IV. Potential Environmental Impacts

The Applicant's preliminary analysis shows the Project is not expected to have an undue adverse impact on the natural environment. Pursuant to PUC Rule 5.107(C)(9), a natural resource inventory conducted by a qualified environmental professional will include a description of relevant nearby natural resources as required by 30 V.S.A. § 248(b)(5) and (b)(8) and be included with the Application.

V. Your Ability to Comment on the Project Plans

Pursuant to 30 V.S.A § 248, you are entitled to make recommendations to the PUC and to us, at least 7 days prior to the expiration of this 45-day notice period. We anticipate filing the Section 248/8010 Application on or after May 4, 2020. Members of the public may participate in proceedings before the Vermont Public Utility Commission by submitting public comments or by intervening as a formal party to a case. Public comments must be submitted within 30 days of the Commission's determination that the Application is administratively complete. In addition, the Norwich Selectboard and Planning Commission will have the right to appear as a party in any proceedings held.

For additional information regarding this process, including your right to participate in the PUC's proceeding, please refer to the following Commission documents:

- https://puc.vermont.gov/public-participation/introduction-participating-commission-processes
- https://puc.vermont.gov/document/public-participation-and-intervention-proceedings-public-utility-commission
- http://puc.vermont.gov/document/net-metering-procedures
- https://puc.vermont.gov/sites/psbnew/files/doc_library/Citizens-Guide-2019.pdf

Pursuant to Sections 8010 and 248 and Commission rule 5.107, all adjoining landowners and host landowner will receive notice of the Application filing which will be available at the PUC's electronic filing system (https://epuc.vermont.gov/).

Again, we welcome the opportunity to further share information about the Project, and to learn of any comments you may have. Please feel free to contact me at 802-281-3213 or my email at staskus@norwichsolar.com.

We appreciate your participation in this process.

Sincerely,

Martha Staskus
Project Manager

Appendices: Attachment A – 45 Day Notice List
Attachment B – Preliminary Site Plan

7852451_1:12602-00044

Attachment A

45 Day Advance Notice Service List

Via Certified Mail: Return Receipt Requested

Norwich Selectboard
300 Main Street
Norwich, VT 05055

Norwich Planning Commission
300 Main Street
Norwich, VT 05055

Two Rivers Ottauquechee Regional Planning
128 King Farm Road
Woodstock, VT 05091

David and Josephine Horan
24 Stevens Rd
East Thetford, VT 05403
(Landowner)

Adjoining Landowners to the site:

Jeffrey L Bogie
RR1
12 Goodell Rd
East Thetford, VT 05403

R Bret Ryan
Lamountain Farm LLC
PO Box 167
Lyme Center, NH 03769-0167

Amanda Dowd-Deroy
1743 US RTE 5 N
Norwich, VT 05055

Dylan Mroszczyk-Mcdonald
Rebecca Casey
1769 US RTE 5 N
Norwich, VT 05055

Marilyn K Dickinson
Dickinson Living Trust & Michael King
PO Box 192
Etna, NH 03750

Via Commission Electronic Filing System

Judith Whitney, Clerk
Vermont Utility Commission
112 State Street
Montpelier, VT 05620-2701

Vermont Department of Public Service
112 State Street, 4th Floor
Montpelier, VT 05620

Vermont Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901

Vermont Division for Historic Preservation
1 National Life Drive, Davis Building, 6th Floor
Montpelier, VT 05620-0501

VT Agency of Agriculture Food and Markets
116 State Street
Montpelier, VT 05620-2901

Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

Attachment B

PRELIMINARY SITE PLAN

Norwich Stevens Solar LLC
Solar Project
24 Stevens Road
Norwich, Vermont

NORWICH SOLAR TECHNOLOGIES

Nearest Property Boundary 25 ft

Hitchcock silt loam STATEWIDE PRIME 1B

Belgrade silt loam STATEWIDE PRIME BeB

Proposed AC Combiner

Proposed Underground Power

Proposed Temporary Staging Area

Proposed AC Disconnect

Limit of Disturbance

Proposed Fence

Proposed Solar Array

Proposed Overhead Power

Point of Interconnection Pole Mounted Transformer

25 ft Property Setback

Existing Farm Road

Nearest Road +/- 320 ft

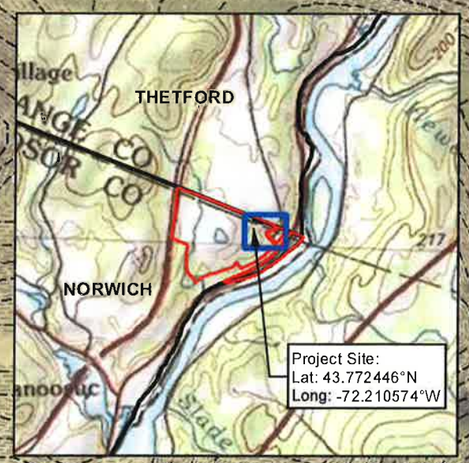
Existing Overhead Power

NPSL

Agawam fine sandy loam PRIME 8A

Nearest Residence (Host Residence) +/- 430 ft

Hitchcock silt loam STATEWIDE PRIME 1B



Legend

- Proposed Solar Array
- Existing Farm Road
- Proposed Perimeter Fence
- Proposed Temporary Staging Area
- Point of Interconnection
- AC Disconnect Pedestal
- AC Combiner Pad
- OHP — Proposed Overhead Power
- UGP — Proposed Underground Power
- Limit of Disturbance
- ohp — Existing Overhead Power, VCGI
- Primary Agricultural Soils, VCGI
- Approximate Property Lines, VCGI
- 25 ft Property Setback
- 5 ft Elevation Contours, VCGI
- 1 ft Elevation Contours, VCGI

N

Notes:
1. Array sizing for 150 kW AC.
2. The approximate solar array footprint is 0.6 acres.
3. The approximate Limit of Disturbance is 2.0 acres.
4. Rare, Threatened, and Endangered (RTE) and Uncommon species survey provided by Arrowwood Environmental (AE).
5. Aspects of this plan are approximate and from aerial imagery.
6. The design shown is for the purposes of permitting.
7. Publicly available data are provided by the Vermont Center for Geographic Information (VCGI).

0 50 100 200
Feet

Prepared for: Norwich Solar Technologies
Prepared on: 3/23/2020 RD

VERA Renewables
www.verarenewables.com

15 Railroad Row
White River Junction, VT 05001
802.281.3213

March 24, 2020

To Those Persons Whose Names Appear on the 45 Day Notice List Attached Hereto

Re: Advanced Notice for Norwich Turnpike Solar, LLC
Vermont Statutes Title 30 Section 8010/248 Permit Process

I. Introduction

Pursuant to the Public Utility Commission ("PUC" or "Commission") Rule 5.100, Norwich Turnpike Solar, LLC (the "Applicant") is pleased to provide the following advance notice and information of plans for a 150 kW group net-metering, ground mount solar electric system to be sited at 645 Turnpike Rd, Norwich, Vermont (the "Project"). Filing of an Application with the PUC pursuant to 30 V.S.A. §§ 248 & 8010 for a Certificate of Public Good ("CPG") is anticipated to be on or after May 8, 2020.

This letter describes the Project, the expected Application filing date, and your rights to participate in review of the Project. Under Sections 8010 and 248, and PUC Rule 5.107(B), the parties listed on the attached 45 Day Notice List (*Attachment A*) are entitled to receive notice by certified mailing at least 45 days in advance of the Application filing. Norwich Turnpike Solar, LLC has selected Norwich Solar Technologies to assist in development and installation of the Project. Please feel free to reach me using my contact information provided at the end of this letter if you are interested in learning more or have comments or suggestions for the proposal.

II. Project Benefits

The Project creates a number of benefits with local and statewide significance. For example, the Project supports numerous clean energy economy jobs from design and development phases through installation and operation. The Project will annually contribute to the State Education Fund through a production tax and to the town through a local tax. Compensation to the landowner will also be provided for hosting the solar array.

Importantly, the Project is an in-state new renewable energy generation resource that will help reduce our dependence on out of state electricity sources,[1] a significant portion of which is nuclear power, and instead fuel local customers and Vermont's economy with clean power from local resources and strengthen the growth of our resilient local electrical system.

III. Project Description

The *Attachment B* preliminary plan identifies the location of the array (43.745087°N -72.325463°W), its primary components and its access location off Turnpike Road in Norwich. This 150 kW (AC) ground mount array is typical of solar electric generation installations of its type and size, comprising photovoltaic

[1] By generating electricity locally, electricity is distributed to nearby utility customers, avoiding new construction, upgrades, and expansion of transmission lines.

modules ("solar panels") on fixed-tilt, supporting racks. The racks are designed to support the bottom of the solar panels approximately 30 inches above existing grade to the top of the panels at approximately 9.5 feet. The array will be arranged in multiple rows running generally east-west with sufficient distance between the rows to minimize self-shading. The solar array may be fenced or, if not fenced, will be otherwise electrically secure.

To convert the DC current generated by the solar panels to AC current, they will be connected electrically with string inverters mounted discretely behind the panels. The power will then travel underground to an AC disconnect, and then interconnect to Green Mountain Power Corporation's ("GMP") distribution circuit, with a line extension to a new GMP 150 kVA pole-mounted transformer. The transformer is typical of what GMP uses throughout their distribution system. Potential transformer/inverter sound will not cause undue sound to nearby residences. An analysis will be included with the Application.

The site is located at the southern end of a parcel where the majority of land is open field and lawn with a small pond and hosts the landowner's residence. The land parcel is not subject to an Act 250 Land Use permit. The majority of the array is not sited on soils marked as prime agricultural by Natural Resources Conservation Service (NRCS). In the area where soils are identified as prime agricultural steps will be taken to conserve these soils. Throughout the life of the Project the area will remain vegetated with periodic mowing or brush cutting without the use of chemical herbicides. Also, the array area will be monitored remotely, with periodic inspections and field maintenance.

During installation, material and equipment will be transported to the site by standard-size delivery vehicles from I-91, over Vermont state and town roads to the site access. Traffic will be limited in duration, and typical of small construction jobs.

III. Potential Aesthetic Impacts

This array will be a low-profile and temporary installation and will appear similar to other renewable energy solar arrays commonplace in Vermont. It will be set back from Turnpike Road approximately 95 feet with intervening existing vegetation to remain.

IV. Potential Environmental Impacts

The Applicant's preliminary analysis shows the Project is not expected to have an undue adverse impact on the natural environment. Pursuant to PUC Rule 5.107(C)(9), a natural resource inventory was conducted by a qualified environmental professional. The Agency of Natural Resources Wetland Program visited the site on October 31, 2019 and formalized the wetland classifications. The natural resource assessment will include a description of relevant nearby natural resources as required by 30 V.S.A. § 248(b)(5) and (b)(8) and be included with the Application.

V. Your Ability to Comment on the Project Plans

Pursuant to 30 V.S.A § 248, you are entitled to make recommendations to the PUC and to us, at least 7 days prior to the expiration of this 45-day notice period. We anticipate filing the Section 248/8010 Application on or after May 8, 2020. Members of the public may participate in proceedings before the Vermont Public Utility Commission by submitting public comments or by intervening as a formal party to a case. Public comments must be submitted within 30 days of the Commission's determination that the

Application is administratively complete. In addition, the Norwich Selectboard and Planning Commission will have the right to appear as a party in any proceedings held.

For additional information regarding this process, including your right to participate in the PUC's proceeding, please refer to the following Commission documents:

- https://puc.vermont.gov/public-participation/introduction-participating-commission-processes
- https://puc.vermont.gov/document/public-participation-and-intervention-proceedings-public-utility-commission
- http://puc.vermont.gov/document/net-metering-procedures
- https://puc.vermont.gov/sites/psbnew/files/doc_library/Citizens-Guide-2019.pdf

Pursuant to Sections 8010 and 248 and Commission rule 5.107, all adjoining landowners and host landowner will receive notice of the Application filing which will be available at the PUC's electronic filing system (https://epuc.vermont.gov/).

Again, we welcome the opportunity to further share information about the Project, and to learn of any comments you may have. Please feel free to contact me at 802-281-3213 or my email at staskus@norwichsolar.com.

We appreciate your participation in this process.

Sincerely,

Martha Staskus
Project Manager

Appendices: Attachment A – 45 Day Notice List
Attachment B – Preliminary Site Plan

7852248_2:12602-00043

Attachment A

45 Day Advance Notice Service List

Via Certified Mail: Return Receipt Requested

Norwich Selectboard
300 Main Street
Norwich, VT 05055

Norwich Planning Commission
300 Main Street
Norwich, VT 05055

Two Rivers Ottauquechee Regional Planning
128 King Farm Road
Woodstock, VT 05091

Farwell/Mead Rev Liv Trust
Edith F Farwell & Jan W Mead Trustees
645 Turnpike Rd
Norwich, VT 05055
(Landowner)

Adjoining Landowners to the site:

Upper Valley Land Trust
19 Buck Rd
Hanover, NH 03755

Michael and Amy Staggs
608 Turnpike Rd
Norwich, VT 05055

Harrison Whitecloud
1506 Terry Hill Rd
Fairlee, VT 05045

Via Commission Electronic Filing System

Judith Whitney, Clerk
Vermont Utility Commission
112 State Street
Montpelier, VT 05620-2701

Vermont Department of Public Service
112 State Street, 4th Floor
Montpelier, VT 05620

Vermont Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901

Vermont Division for Historic Preservation
1 National Life Drive, Davis Building, 6th Floor
Montpelier, VT 05620-0501

VT Agency of Agriculture Food and Markets
116 State Street
Montpelier, VT 05620-2901

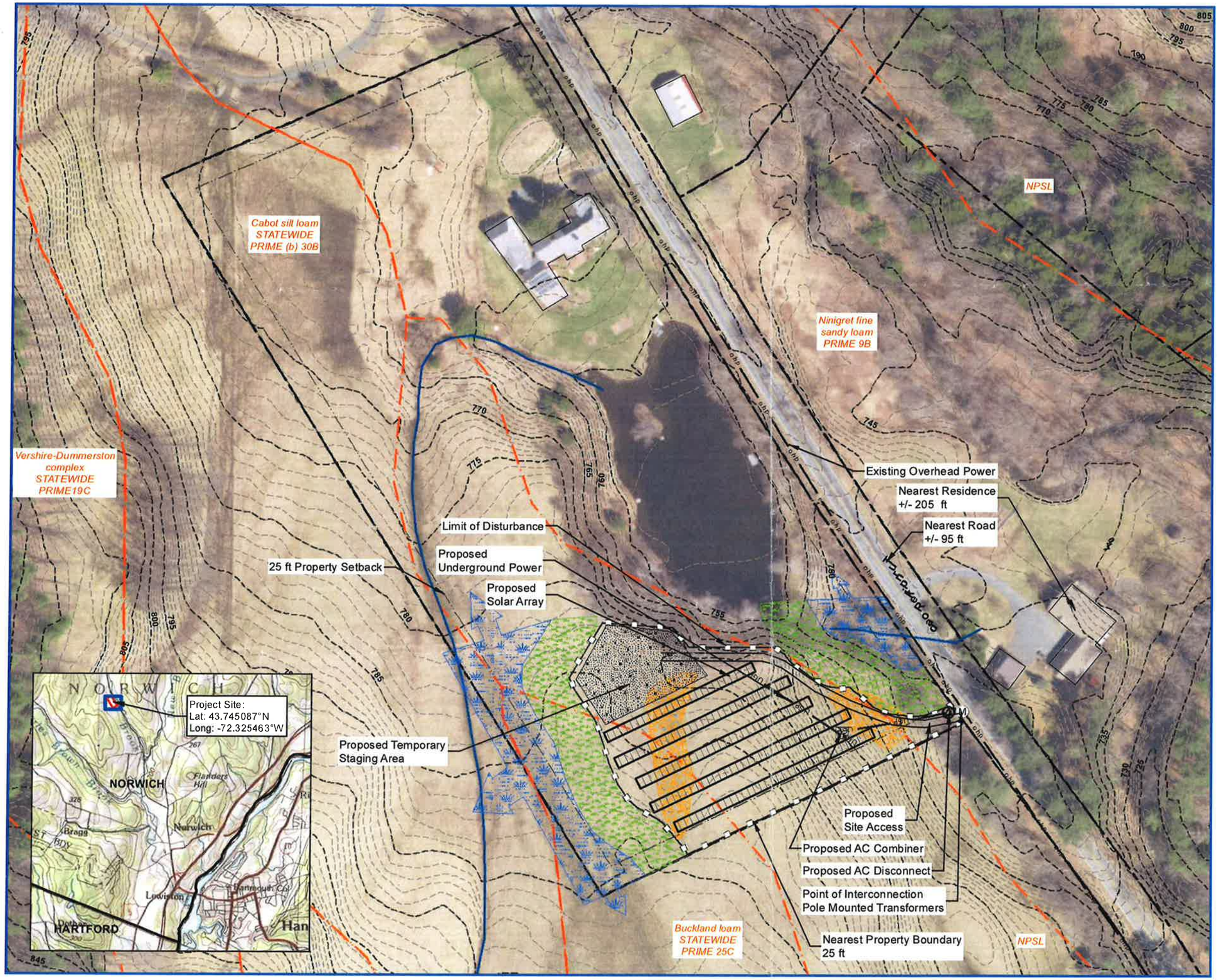
Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

Attachment B

PRELIMINARY SITE PLAN
Norwich Turnpike Solar

645 Turnpike Road
Norwich, Vermont

NORWICH SOLAR TECHNOLOGIES



Legend

N

- Proposed Solar Array
- Proposed Site Access
- Proposed Temporary Staging Area
- Point of Interconnection
- AC Disconnect Pedestal
- AC Combiner Pad
- Proposed Underground Power
- Limit of Disturbance
- Existing Overhead Power, VCGI
- Class II Wetlands, AE
- Class III Wetlands, AE
- 50 ft Wetland Buffer, AE
- Streams, AE
- Primary Agricultural Soils, VCGI
- Approximate Property Lines, VCGI
- 25 ft Property Setback
- 5 ft Elevation Contours, VCGI
- 1 ft Elevation Contours, VCGI

Notes:
1. Array sizing for 150 kW AC.
2. The approximate solar array footprint is 0.7 acres.
3. The approximate Limit of Disturbance is 1.3 acres.
4. Wetland delineation provided by Arrowwood Environmental (AE).
5. Aspects of this plan are approximate and from aerial imagery.
6. The design shown is for the purposes of permitting.
7. Publicly available data are provided by the Vermont Center for Geographic Information (VCGI).

0 50 100 200
Feet

Prepared for: Norwich Solar Technologies
Prepared on: 3/23/2020 RD

VERA Renewables
www.verarenewables.com

(3)

MEMORANDUM

TO: NORWICH SELECTBOARD
FROM: STEPHEN N. FLANDERS
SUBJECT: VALUE ENGINEERING TRACY HALL ENERGY UPGRADES
DATE: APRIL 3, 2020
CC: TOWN MANAGER

1. *Summary* – The voters on Article 8 (both YES and NO) would be grateful if the selectboard were to achieve the zero-emissions goal of the Tracy Hall energy upgrade project at a cost that is as much as $450K lower than that in the current proposal. Seeking a value-engineering analysis to achieve a more cost-effective approach would be appropriate, independent of the outcome of the May 12th vote. Communication with two engineering experts in the field of heat pumps has identified some significant approaches to achieving savings that should be considered before proceeding with the project.
2. *Value engineering* – The General Services Administration describes value engineering as an analysis of "designed building features … for the purpose of achieving essential functions at the lowest life cycle cost consistent with required performance…". In the design phase it considers "alternative design solutions to optimize …ways of maintaining or enhancing results while reducing life cycle costs".[1] Norwich has the opportunity to use value engineering to substantially lower the costs of the project currently proposed.
3. *Experts consulted* –The following two engineers kindly offered perspectives about more cost-effective options for the Tracy Hall energy upgrade project in reference to the material provided at the *Town Facilities Energy Proposal Information Hub*.[2]
   a. *George Martin* – Principal at LN Consulting, a mechanical, electrical, and plumbing engineering firm whose portfolio includes renewable energy design services.[3]
   b. *Gary Phetteplace*, Ph.D., Fellow/Life Member ASHRAE – Principal at GWA Research LLC providing engineering services in ground-source heat pumps, among other areas of expertise.[4]

[1] https://www.gsa.gov/real-estate/design-construction/engineering-and-architecture/value-engineering
[2] http://norwichenergycommittee.weebly.com/2020-town-facilities-energy-proposal.html
[3] http://www.lnconsulting.com/about/
[4] http://gwaresearch.com

4. *Questions asked* – This is a distilled synopsis of the questions posed of the two engineers, regarding facets of the proposed project for which there may be more economical solutions:

   a. *What is mandated by code?* – Does an upgrade of the heating system necessarily trigger a mandate to upgrade the building to code in other respects?

   b. *Ventilation options?* – Is the current status quo of passive ventilation an acceptable option? Is the distribution of heating and cooling via ductwork the preferred option or can ventilating independently of energy circulation be advantageous?

   c. *Heat source options?* – Ground-source and air-source heat pumps have been considered for the project. Is there a potential for a water-source heat pump, using Norwich Fire District water?

5. *Opportunities identified* – The opportunities identified arose out of, but did not track exactly, the questions asked and suggested that seeking further advice could lead to substantial savings in completing the project.

   a. *Ventilation* – An air-handling system as a means of distributing energy and ventilating the building together with the heat pump machinery represents $924K of the proposed project costs. Yet, upgrading the heating/cooling system does not trigger a mandate to bring the ventilation system to code (Martin). Using air to distribute energy is much less efficient than using fluid (Phetteplace, Martin). The case for mechanically ventilating the building would require further study. However, if mechanical ventilation is desirable, a system using smaller, more localized ductwork, independent of the heat system would be less expensive and less disruptive (Martin, Phetteplace).

   b. *Heat source* – Excavation, installation of heat-exchange loops and backfill of the boreholes represents $403K of the proposed project costs for the closed-loop ground-source heat pumps, which offer a reliable source of heating and cooling (Martin). Another, unexplored option is to tap the fire district municipal water supply for a water-sourced heat pump (Phetteplace). This would probably require a discharge well (Martin) and—once the technical parameters are known—discussion of the concept with the Norwich Fire District.

   c. *Envelope* – The sizing of any HVAC system depends on the performance of the building envelope. The current proposal recommends minimal envelope upgrades to Tracy Hall—primarily attic insulation. This leads to the requirement of having 16 heat-exchange bore holes at a cost of $403K and the corresponding mechanical equipment. Worth exploring is the degree to which more aggressive envelope improvements could reduce the number of bore holes and the amount of equipment required (Martin).

   d. *Overall* – The $924 heat-pump driven, air-based HVAC distribution system merits a second look with its consequent disruption of the use of the building from installation of ductwork sized to distribute heating and cooling. One consultant

(Martin) felt that there was "an opportunity to save $450K [in] the mechanical/geothermal budget that could be allocated elsewhere".

6. *Scope of work for a value engineering contract* – The following is a summary scope of work that could be the basis for a competitively sourced request for value engineering services to review and provide alternatives to the work of the current consultant:

   Provide value engineering services to provide a report that analyzes multiple options regarding energy upgrades of the Norwich town hall (Tracy Hall) with the objective of minimizing the building's generation of CO_2. For each category, provide recommendations based on first costs, life-cycle costs and lifecycle kg CO_2 avoided per life-cycle cost dollar, considering the following categories:
   - Envelope upgrades—Insulation, air tightness, windows
   - Heat-pump options—air, ground, and water sourced
   - Circulation options—air, water, refrigerant
   - Ventilation—passive (status-quo), mechanical
   - Backup—options for loss of electrical power

   Employ energy modeling tools that provide recognized output for State of Vermont and other energy incentives.

7. *Provide for other spending priorities* – I would appreciate your review of these proposals and discussion at the April 22nd Selectboard meeting. Implementation of this proposal would go a long way to assure Norwich taxpayers and voters that the final project is making efficient use of their monies especially considering other capital needs of the Town including bridges, roads and the public works and fire fleets.

8. *Possible motion* – Move to authorize the town manager to solicit bids for value engineering services to provide an independent assessment of energy upgrade options for Tracy Hall.

(3)

Dear Members of the Selectboard:

We urge you to postpone the May 12 re-vote on Article 8. As you know, in response to the health risks to voters and poll workers alike, the Secretary of State has issued guidance to cancel elections "in the next few months" because "it simply is not safe" to conduct elections at this time. In addition, a later vote could be scheduled to coincide with the Vermont primary on August 11 or held in March 2021, saving Town taxpayers the unnecessary expense of a special election.

Also, in recognition of the close vote at Town Meeting for approval, the strong petition for reconsideration, and the dramatic impact of the COVID-19 emergency on the economy and on family and government budgets, we urge you to suspend all work/expenditures on the project until after the re-vote.

Sincerely,

Margaret Cheney
608 Bragg Hill Road
Norwich

(3)

Miranda Bergmeier

Subject: FW: no rush please

---------- Forwarded message ---------
From: **Linda Mulley** <llmulley@gmail.com>
Date: Sat, Apr 4, 2020 at 10:09 AM
Subject: no rush please
To: claudette+brochu+ <cbrochu30@gmail.com>, <rogerarnoldvt@gmail.com>, Robert+Gere+ <rgere@mac.com>, <johnlanghus@gmail.com>, Mary+Layton+ <marydlayton@gmail.com>

Dear Selectboard members:

We agree entirely with the effort to postpone the revote of Article 8 until a much safer/better time than present. This will allow Norwich citizens to become better informed about the proposed very costly expenditures. We are among those who feel strongly that the current plan is beyond our town's means and most especially during this challenging time. Although it's valiant that Norwich strives for change, we believe the overall plan isn't practical and will place yet another financial burden on residents already struggling to keep up and remain in their homes (Also, we're expecting continued rising school related expenses including the unresolved looming septic problem.)

So we respectfully request that the selectboard put the brakes on this project and embark on a more practical, less costly plan that will achieve some of the goals. The research that Chris Katucki.has presented suggests there are better and less expensive ways to approach the infrastructure problems facing our town buildings.

Thank you for listening - we hope that the Board will delay this important vote until end of summer or early fall and not forge ahead, an action that could alienate many in our town.

With appreciation for the service you give to all of us,

Linda Mulley and Shifra Levine
467 Hogback Rd.

3

Subject: FW: Article 8 - update

---------- Forwarded message ---------
From: **Lindsay Putnam** <lindsayputnam28@gmail.com>
Date: Sat, Apr 4, 2020 at 10:47 AM
Subject: Fwd: Article 8 - update
To: <rogerarnoldvt@gmail.com>, <cbrochu30@gmail.com>, Robert Gere <rgere@mac.com>, <johnlanghus@gmail.com>, Mary Layton <marydlayton@gmail.com>

I am writing in support of the effort to halt the geothermal work at Tracy Hall (and related air circulation updates). I am also in support of postponing the re-vote until August or July. I came to one of the meetings where the consultants presented and was, at that time, impressed and supportive. Hearing more from the other side of the issue, however, and thinking ahead to where the school is going to need a new septic system, I have to change camps and will vote to stop this expensive project, with its somewhat uncertain actual cost savings. I support carbon reduction, but the point is well made that our other town-wide emissions far exceed what would be saved on this project in carbon. The cost does not seem worth it to me. There must be better ways.

Thank you.
Lindsay Putnam

Miranda Bergmeier

(3)

Subject: FW: New Vote for Article

---------- Forwarded message ---------
From: **Sandra Dell, Realtor** <sandradellrealestate@gmail.com>
Date: Sat, Apr 4, 2020 at 12:49 PM
Subject: New Vote for Article
To: <cbrochu30@gmail.com>, <gere@mac.com>, <marydlayton@gmail.com>, <rogerdavid.arnold@gmail.com>, <johnlanghus@gmail.com>

Dear Members of the Selectboard,

I am writing to ask you to postpone the special election on Article 8 to late summer, perhaps August. As much as I am pleased to have a revote on this article, I would not want anybody's health to be jeopardized by a vote in April or May.

Thank you for your consideration.

Sandra

--
Sandra Dell
Realtor NH and VT
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802-356-7786 - Cell
603-653-8490 - Office
3 Lebanon St., Hanover, NH 03755
www.Sandradell.masiello.com

Director, Windsor County Board of Realtors
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3

Subject: FW: Select Board Crisis Responsibility and Article 8

---------- Forwarded message ---------
From: **W. Smith** <wsmith4203@gmail.com>
Date: Tue, Apr 7, 2020 at 9:51 AM
Subject: Select Board Crisis Responsibility and Article 8
To: <rogerarnoldvt@gmail.com>, claudette brochu <cbrochu30@gmail.com>, John Langhus <johnlanghus@gmail.com>, Robert Gere <rgere@mac.com>, Mary Layton <marydlayton@gmail.com>

Dear Select Board Members,

You are aware the COVID-19 crisis has caused a financial crisis with the closing of all non-essential businesses nationwide, including in Norwich. Some Norwich residents have the option of working from home, others don't. Those Norwich residents who have lost their income are likely having difficulty paying rent, mortgages, buying groceries, etc. Without doubt, they will also have difficulty paying property taxes. Are taxes going to be reduced because of the dual crises of COVID-19 and an economic shutdown? Absolutely not.

Norwich has major costs on the horizon that are unavoidable, "essential" if you will. The Marion Cross septic system is one such cost that is "essential" in my view. I have heard estimates to repair or replace this septic system ranging from $500,000 - $2,000,000. With the dual crises of COVID-19 and the resulting financial crisis, I believe it would be prudent to abandon or delay non-essential large budgetary projects. The Tracy Hall geothermal project is clearly "non-essential". Pursuing this project will put an additional burden on an already stressed town population.

Yet, the Selectboard is pursuing financing for $2 Million for this project. With interest, the total project cost to Norwich taxpayers will be about $3 Million. It baffles me why the Selectboard and the Norwich Energy Committee are still hell-bent on getting the Tracy Hall geothermal project underway under the current circumstances. To continue to promote this project, I believe, is both disrespectful to taxpayers and is fiscally irresponsible.

As you know, there is strong opposition to the Tracy Hall geothermal project. The original vote for Article 8 was very close (49 votes). A successful petition has forced a re-vote on Article 8 which has been tentatively scheduled for May 12. Due to the COVID-19 health crisis, the Vermont Secretary of State is now recommending that all non-essential budgetary ballot voting be canceled. The Article 8 re-vote is one such "non-essential" budgetary ballot that the Secretary of State recommends be canceled.

https://sos.vermont.gov/secretary-s-desk/commentary/guidance-for-postponing-upcoming-local-elections/

To me, the decision is clear: either abandon the Tracy Hall geothermal project altogether or push the re-vote ballot out to March 2021. The Norwich School Board has expressed the goal of having the Marion Cross School septic issue on the ballot for March 2021. This would be a good time to include the Article 8 re-vote.

Thank you for your time and consideration,

Wilfred Smith
1445 New Boston Road
Norwich, VT

3

Subject: FW: Request for Cancellation of Revote of Article 8 Scheduled for May 12

---------- Forwarded message ---------
From: **Pamela Thompson Smith** <psmith4203@gmail.com>
Date: Tue, Apr 7, 2020 at 5:06 PM
Subject: Request for Cancellation of Revote of Article 8 Scheduled for May 12
To: claudette brochu <cbrochu30@gmail.com>, Mary Layton <marydlayton@gmail.com>, Roger Arnold <rogerarnoldvt@gmail.com>, John Langhus <johnlanghus@gmail.com>, Robert Gere <rgere@mac.com>

To the Norwich Selectboard,

I write today to ask that you cancel the revote of Article 8. In this time of COVID-19, it is imperative that we do everything in our power to mitigate the spread of this deadly virus. As Selectboard members, the community looks to you to set the example of what is best for the health and safety of the citizens of our Town. Yes, it's difficult to practice social distancing and delay those things that we have always taken for granted, but what is at stake is far more important than our ability to roam about freely, visit with family and friends, and congregate in public spaces, such as Tracy Hall where we typically conduct elections. And, you are probably aware, the Vermont Secretary of State issued guidance on April 2, 2020 that all elections scheduled for April and May be cancelled, if at all possible.

I also question why this Selectboard, the Town Facilities Working Group, the Norwich Energy Committee, and our Town Manager seem to be in a rush to accomplish the geothermal project this year. As we all know, the boilers at Tracy Hall at not at the end of their useful life. There have been no service calls on the heating system (other than routine maintenance) over the past three years. Clearly, this is not a necessary project, but an optional one.....a solution in search of a problem.

The heating system at Tracy Hall will need to be replaced at some point in time, but it behooves our elected officials to take more time to explore all of the possibilities. We expect our leaders to find the best solution at the lowest price in order to be fiscally responsible and accountable to the taxpayers of Norwich.

Furthermore, the voters will soon be faced with voting on work that is absolutely necessary on the Marion Cross School septic system. At the Norwich School Board meeting on Wednesday, April 1, 2020, the Chair of the School Board said that he expected a decision would be made before the next Town Meeting on which solution the School Board would recommend to the voters. This solution is expected to be on the Town Warrant for March 2021. Given that this solution could cost as much as $2,000,000, now is not the time to spend $3,000,000 (including interest) on an elective project at Tracy Hall.

For all of the above reasons, I implore you to heed the guidance of the Vermont Secretary of State and cancel the revote on Article 8 currently scheduled for May 12. I believe this revote should be rescheduled to March 2021 when the voters will know which solution is proposed for the MCS Septic system repair or replacement and the associated cost. The voters of Norwich should decide if they

want to do both, or if only one of these projects is financially feasible in these difficult economic times.

Pamela Thompson Smith
1445 New Boston Rd
Norwich VT 05055

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(3)

Herb Durfee

From: Thomas Candon <thomas.candon@hnsb.org>
Sent: Wednesday, April 08, 2020 2:05 PM
To: Rod Francis; Herb Durfee
Cc: Teague, Jamie; Stuart Richards; Anthony Daigle
Subject: Re: FW: Marion Cross School Wastewater Thoughts $$$$

Dear Herb and Rod (Stuart cc'ed),

I hope you're doing well in these challenging times.

While I, of course, appreciate Stuart's interest in the assessment we are conducting in the process of trying to determine the best replacement for the septic system at the Marion Cross School, I do want to note that there are factual inaccuracies in Stuart's letter/post to the listserv that we pointed out during the April 1st meeting of the Norwich School Board and discussed, in detail, during the Q&A portion of the discussion with Stuart (see the recording on CATV - http://catv.cablecast.tv/CablecastPublicSite/show/11606?channel=1&seekto=5231 - the septic discussion starts at 1:27:11). We also answered all of the questions that are asked within Stuart's note/post.

We also have been in touch on multiple occasions with, and continually keep apprised, Terry Shearer, Vermont's Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) Regional Engineer for our District. Roger Thompson retired several years ago.

The School District has created a webpage on the SAU70 website where it is posting information related to the assessment: https://www.sau70.org/departments/facilities/norwich-septic-project. The School Board has included the septic review on its monthly agenda every meeting since June 2019 and will continue to do so, until it decides what option to recommend to the town for a warrant article to resolve the issue. All Norwich School Board meetings can be viewed on CATV and minutes are available via BoardDocs through the SAU70 website (https://www.sau70.org/school-boards).

If you could include this note in your meeting documentation, that would be great. Thank you.

R,
Tom

On Sun, Apr 5, 2020 at 4:15 PM Stuart Richards <stuartlrichards50@gmail.com> wrote:

> Gentlemen,
>
> Please make the below letter to the listserve a part of correspondence for your next meeting of the Selectboard, Planning Commission and School Board.
>
> Thank you

Stuart Richards

From: Stuart Richards <stuartlrichards50@gmail.com>
Date: Saturday, March 28, 2020 at 5:00 PM
To: Norwich Listserv <norwich@lists.vitalcommunities.org>
Cc: Tom Candon <thomas.candon@hnsb.org>, Brie Swenson <BSwenson@norwich.vt.us>
Subject: Marion Cross School Wastewater Thoughts $$$$

Dear Readers,

The next big cost for Norwich taxpayers is on the horizon. Observing the fenced in area on the Green next to MCS it appears that there is no effluent surfacing from the wastewater system. Whether it's dry because frost has not affected the system or because MCS has been closed or because the system needs to be looked at in May during peak (?) highwater time is unknown. These are engineering questions and engineers may or may not have answers. (I'm not an engineer). Previously, a concern was expressed over the +/- 25,000 gallons of water in the ice rink +/- 35 feet from the MCS system and the possible affect that this amount of water could have on the MCS system. It was suggested that this water be pumped out of the rink and not be allowed into the ground where it could affect the MCS system. Septic tank pumpers are able to do this. It's unknown whether the water from the rink has been or will be allowed to seep into the ground adjacent to the MCS disposal fields.

Decision making on the expenditures for the repair or replacement of the system seemed to have been narrowed down to two alternatives.

The first is hooking into Hartford' wastewater system at a cost of around $2 million plus interest, monthly gallonage cost, repair and upgrade costs and perhaps minus the payment from 3 other users (King Arthur, the Co-op repair shop and Foggs) who might pay to tie in to the system. Hartford was asked to accept 20,000 gallons of Norwich wastewater. The request for 20,000 gallons seems excessive given that the current usage of the 4 users if it turns out to be 4 would total in the neighborhood of 10,000-12,000. So what is the other 8,000 to 10,000 gallons to be used for?? (Norwich currently only pumps 4,000 – 5,000 gallons). It would be helpful to know where the Memorandum of Understanding between Hartford and Norwich that was being negotiated stands.

The second alternative was repair/replacement of the current system on the Green including proper insulation and perhaps a redesign to down size the system since it is currently approved to handle 10,000 gallons and Norwich is only feeding 4,000 – 5,000 gallons into this oversized system. The cost to repair or replace the current system is unclear. One estimate by Pathways engineering appears to be $275,000 plus replacement of 4 sewage beds costing from $105,000 to $420,000. However it also appears that the sewage beds are functioning so whether a redesign might be necessary and cause replacement and additional costs of all or some of the beds remains to be seen. It's unknown whether the above numbers include potential costs or deletions based on the test results that are anticipated perhaps in May. Roger Thompson, the Vermont regional engineer in charge of approving the MCS system, expressed the opinion that by insulating the current system to eliminate frost damage and changing some of the pumps and valves that the existing system might be serviceable. He felt that there was no compaction of the Green's soil coming from the Norwich Fair or foot traffic that would inhibit effluent absorption. If insulation cures the frost problem it would mean much lower

costs than doing major replacements on the existing system or hooking up to Hartford. Importantly it would mean that the Green might not need to be fenced and the current usage with the ice rink and Fair would continue.

To learn more about the current state of affairs the next meeting of the School Board is 6:30PM, Wednesday, April 1, 2020 Please follow the instruction below to be remotely part of the meeting.

For the public to view:

https://www.youtube.com/channel/UCGkqznI52BRLRtVx61Y5KFw/

For citizen participation:
Meeting ID
meet.google.com/vxb-hdry-mri
Join by phone
+1 401-594-2229 PIN: 797 686 198#

All the best,

Stuart Richards

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TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
PUBLIC HEARING NOTICE

Notice is hereby given by the Two Rivers-Ottauquechee Regional Commission of Public Hearings for the purpose of hearing comments regarding review and approval of the Norwich Town Plan pursuant to 24 V.S.A. Section 4350. The Public Hearing will be held at 6:30 pm on Wednesday, April 22, 2020. This will be a virtual meeting for attendees. The meeting will not be held at a physical address. Call-in information will be available on the TRORC.org website.

In addition, Per Title 24, Chapter 117, Section 4350 Regional Planning Commissions are required to "review and confirm the planning process of its member municipalities at least twice during an eight year period…. and shall so confirm when a member municipality:

1. is engaged in a continuing process that, within a reasonable time, will result in a plan which is consistent with the goals contained in Section 4302 of this Title; and
2. is maintaining its efforts to provide local funds for municipal and regional planning purposes."

The Two Rivers-Ottauquechee Regional Commission has proposed that the Town of Norwich has met these tests and shall be confirmed. A Public Hearing will be held immediately following the above-mentioned hearing on Wednesday, April 22, 2020, for the purpose of hearing comments regarding the review and confirmation of the planning efforts for this municipality.

Inquiries and written comments regarding the above may be directed to:

Peter G. Gregory, AICP
Executive Director

Two Rivers-Ottauquechee Regional Commission
128 King Farm Road
Woodstock, Vermont 05091
Tel: 457-3188, Fax: 457-4728
www.trorc.org

Dated this 6th day of April, 2020, at Woodstock, Vermont.

RE: TOWN OF Norwich, VERMONT
PLAN REVIEW
CASE # FY 20-9

BACKGROUND

Pursuant to 24 V.S.A., Section 4350, the Town of Norwich, Vermont requested TRORC to review and approve the Norwich Town Plan adopted on March 7, 2020. The Plan encompasses all land in the Town of Norwich, and is referred to hereinafter as the Plan.

Section 4350 provides that prior to approving a Plan, the Regional Commission find that the Plan meets four tests. These tests are that the Plan is:

A. Consistent with the planning goals in Section 4302 of Chapter 117;
B. Compatible with the Regional Plan;
C. Compatible with the approved plans of other municipalities within the Region; and
D. Inclusive of all elements required of a plan as set forth in 24 V.S.A., Section 4382.

Staff reviewed this Plan and offers the following information to the Board. TRORC scheduled and held a Public Hearing on this review on April 22, 2020 in Woodstock, Vermont. This matter is now ready for decision.

This review is based upon the Town Plan as adopted.

FINDINGS

A. Is the Plan consistent with the planning goals?

NOTE: "Consistent with the goals" requires substantial progress toward attainment of the goals, unless the planning body determines that a particular goal is not relevant or attainable. If such a determination is made, the planning body shall identify the goal in the plan and describe the situation, explain why the goal is not relevant or attainable, and indicate what measures should be taken to mitigate any adverse effects of not making substantial progress toward that goal.

General Goals

1. **Are municipal decisions guided by a coordinated, comprehensive planning process and policy framework?**

   Yes. The 2020 Norwich Town Plan is a comprehensive planning document to guide municipal decision making that has been divided into 10 distinct chapters that are required under V.S.A. Title 24, Ch. 117, §4382. Required goals of the Plan are under V.S.A. Title 24, Ch. 117. §4302.

2. **Is citizen participation encouraged at all levels of the planning process?**
   Yes. Section 1.3 explains the planning process and surveys, workshops, meetings, and public hearings in which citizens participated and contributed to this Plan.

3. **Is consideration being given to the use of resources and the consequences of growth and development?**
   Yes. The objective "Plan development to maintain the historic settlement pattern of compact downtowns and village centers separated by rural countryside" appears in both the Land Use chapter and the Economic Development chapter. This objected is supported by related policies and actions throughout both chapters.

4. **Is the municipality working creatively together with other municipalities to develop and implement plans?**
   Yes. There are multiple actions listed throughout the Plan showing how the Town is working with other neighboring towns and organizations on several issues including river basin plans (Land Use 2-3.b), business recruitment (5-3.d), and transportation (6-2.i).

Specific Goals

A plan for a municipality may be consistent with the goals established in section 4302 of this title, which are:

1. **Planning for development needs to be conducted so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.**

   a. **Is intensive residential development being encouraged primarily in areas that are identified as community centers, and is strip development along highways being discouraged?**
      Yes. An objective within the Land Use chapter is to "Increase the diversity and total stock of housing in Norwich by directing more intensive residential development to areas in, or adjacent to, the village while discouraging strip development along highways" (2-1.b)

   b. **Is economic growth being encouraged in locally designated growth areas or being employed to revitalize existing urban or village centers, or both?**
      Yes. The Economic Development section contains the objective to "Ensure the economic vitality of the village business district, so residents can continue to access goods and services within proximity of their homes" (5-1.c).

   c. **Are public investments, including the construction or expansion of infrastructure, being made so as to reinforce the general character and planned growth patterns of the area?**

Yes, it is an objective of the Plan to "Plan development to maintain the historic settlement pattern of compact downtowns and village centers separated by rural countryside" (2-1.a).

d. Is development being undertaken in accordance with smart growth principles?
Yes. The Land Use chapter contains the objective to "Preserve rural character and working lands throughout the existing rural areas of town by developing in accordance with smart growth principles" (2-1.c).

2. Does the Plan provide for a strong and diverse economy; provide satisfying and rewarding job opportunities that maintain high environmental standards; and expand economic opportunities in areas with high unemployment or low per capita incomes?
Yes. The Plan contains an objective to "Provide a strong and diverse economy that provides satisfying and rewarding job opportunities, maintains high environmental standards, and expands economic opportunities" (5-1.b). There is also an objective to "Expand economic opportunities for individuals and households on lower and middle incomes" (5-1.d). This is supported by related policies and actions in the Economic Development section. The Plan does not specifically mention expanding opportunities in areas with high unemployment.

3. Does the Plan broaden access to education and vocational training opportunities for residents identified in the Plan?
Yes, the Facilities & Services chapter contains the objective to "Support provision of quality childcare (pre-K through grade six), education, vocational training and recreation services" (7-2.f).

4. Planning needs to provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.

a. Does the Plan provide that highways, air, rail, and other means of transportation be mutually supportive, balanced and integrated?
Yes, in the Transportation section (chapter 6). This section plans for roads, public transit, and paths for pedestrians and bicyclists that serve the town and connect to the region. It also describes resident access to the regional bus system, inter-city bus service to cities with airports, and Amtrak train service.

5. Planning needs to identify, protect, and preserve important natural and historic features of the community's landscape.

a. Have special areas been identified, including significant natural and fragile areas; outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands; significant scenic roads, waterways, and views; and important historic structures, sites, or districts, archaeological sites and archaeologically sensitive areas?

Yes, in the Land Use section (chapter 2). There is an objective to "Identify, protect, and preserve important natural and historic features of the Norwich landscape, including: significant natural and fragile areas, outstanding water resources (including rivers, aquifers, shorelands and wetlands), significant roads, waterways and views, important historic structures, sites or districts (including archaeological sites)". Efforts to protect and preserve identified important features can be found in the chapter's list of policies and actions.

6. **Planning needs to maintain and improve the quality of air, water, wildlife and land resources.**

   a. **Are air, water, wildlife, mineral and land resources being planned for development and use under the principles set forth in Act 250?**
   Partially. The Plan plans for air, water, and land resources throughout, but as well as habitat connectors for wildlife, but does not address mineral resources.

   b. **Is water quality being maintained and improved on according to the policies and actions set forth in the basin plans?**
   Yes, it is a policy within the Land Use section to "Participate in state, federal and other efforts to protect the Connecticut River, including basin plans provided for under 10 VSA §1253." (2-3.b).

   c. **Are forestlands managed so as to maintain and improve forest blocks and habitat connectors?**
   Yes. Forest blocks and habitat connectors are discussed in section 2.6 of the Land Use chapter. This chapter contains an objective to "Encourage and strengthen Norwich forestlands by maintaining and improving forest blocks and habitat connectors" as well as policies to "Guide development away from priority forest blocks and discourage fragmentation or subdivision of land within those blocks that would adversely impact natural resource values" and "Develop a plan to address any potential conflicts between existing or proposed development on the edge of the village and mapped forest blocks."

7. **Planning needs to make efficient use of energy, provide for the development of renewable energy resources, and reduce emissions of greenhouse gases.**

   a. **Are general strategies included for achieving these goals to include increasing energy efficiency of new and existing buildings; identifying areas suitable for renewable energy generation; encouraging the use and development of renewable or lower emission energy sources for electricity, heat, and transportation; and reducing transportation energy demand and single occupancy vehicle use?**
   Yes, these strategies are found in the objectives and policies of the Energy section (chapter 3).

   b. **Are specific strategies and recommendations for achieving these goals identified in the State energy plan included in the Plan?**

Yes, the specific strategies are found in the actions of the Energy section (page 22).

8. **Planning needs to maintain and enhance recreational opportunities for residents and visitors.**

   a. **Is growth being planned so as not to significantly diminish the value and availability of outdoor recreational activities?**
   Yes. The Facilities and Services section (chapter 7) has a policy to "Promote the development and use of a connected system of trails for recreation and enjoyment of natural and scenic areas in Norwich" and the Transportation section (chapter 6) has a policy to "Maintain town ownership of Class 4 roads and legal trails as a public recreation resource."

   b. **Has public access to non-commercial outdoor recreational opportunities, such as lakes and hiking trails, been identified, provided, and protected wherever appropriate?**
   Yes, the Plan does contain a mention of public access to recreational opportunities in its objective to "Interconnect the existing system of trails for access to nature for Norwich residents and visitors" (Land Use 2-1.f).

9. **Planning needs to encourage and strengthen agricultural and forest industries.**

   a. **Have strategies to protect long-term viability of agriculture and forestlands been encouraged, including maintaining low overall density?**
   Yes. There are policies and actions in the Land Use section to "Encourage and support continued permanent conservation of farmland, forest land and natural areas" (2-2.h) and "Maintain the rural character of Norwich by preserving working lands and forests" (2-3.a.i).

   b. **Has the manufacture and marketing of value added agricultural and forest products been encouraged?**
   Yes, these are encouraged in the Economic Development section with the objectives to "Encourage the manufacture and marketing of agricultural (especially locally grown food) and forest industries" (5-1.e) and "Support agricultural and forest industries by encouraging participation in the Vermont Use Value Appraisal (UVA) Program, (current use) and conservation easements through the Upper Valley Land Trust" (5-3.f).

   c. **Is the use of locally-grown food products encouraged?**
   Yes. The Economic Development section contains the objective to "Encourage the manufacture and marketing of agricultural (especially locally grown food) and forest industries" (5-1.e).

   d. **Are sound forest and agricultural management practices encouraged?**
   Yes. The Plan calls for the "conservation of primary agricultural soils for current and

future agricultural use" (2-2.d) as well as to "provide residents with information on managing forest land for long-term, sustainable harvesting of wood" (3-3.h).

e. **Are public investments planned so as to minimize development pressure on agricultural and forest land?**
Yes. The plan encourages the "conservation of primary agricultural soils for current and future agricultural use" (2-2.d). There is a policy to "Guide development away from priority forest blocks and discourage fragmentation or subdivision of land within those blocks that would adversely impact natural resource values, including absorption and sequestration of carbon dioxide" (2-2.b).

10. **Does the plan provide for the wise and efficient use of natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetics of the area?**
The Plan encourages "use of conservation subdivision design and low-impact development practices in the rural areas of town in order to protect and conserve natural resources" (2-2.g). The Plan does not mention the extraction of earth resources or restoration of aesthetics.

11. **Planning needs to ensure the availability of safe and affordable housing.**

a. **Is housing encouraged to meet the needs of a diversity of social and income groups, particularly for those citizens of low and moderate income?**
Yes. The Housing chapter contains the objective to "Ensure the availability of safe and affordable housing in Norwich which will meet the needs of diverse social and income groups, particularly for low and moderate income households" (4-1.a). The Plan shows that the Town intends to support this objective by encouraging the development of dedicated affordable housing, facilitating the development of lower-cost housing types, reducing barriers to the development of new housing, and expanding public understanding of housing issues (page 31).

b. **Does the plan provide for new and rehabilitated housing to be safe, sanitary, located conveniently to employment and commercial centers, and coordinated with the provision of necessary public facilities and utilities?**
Yes. It is an objective within the Housing chapter to "Encourage new and rehabilitated housing conveniently located to employment and commercial centers, and coordinated with the provision of public facilities and utilities" (4-1.b).

b. **Are sites for multi-family and manufactured housing readily available in similar locations to those generally used for single-family conventional dwellings?**
Yes, this is explicitly addressed in the Housing section with the objective to "Allow for multi-family and manufactured housing in locations similar to those generally used for single-family conventional dwellings" (4-1.d).

c. **Does the plan provide for accessory apartments within or attached to single family residences allowing close proximity to cost-effective care and supervision for**

relatives or disabled or elderly persons?
The Plan does provide for accessory apartments in the Housing section (chapter 4), but does not directly tie the availability of accessory apartments to the opportunity for cost-effective care and supervision for relatives or disabled or elderly persons.

12. Planning needs to plan for, finance, and provide an efficient system of public facilities and services to meet future needs.

a. Do public facilities and services address plans for such services as fire and police protection, emergency medical services, schools, water supply and sewage and solid waste disposal?
Yes, the Facilities and Services section (chapter 7) addresses the services of fire and police protection, schools, water supply, wastewater, and solid waste disposal. The Plan does not mention emergency medical services.

b. Does the rate of growth exceed the ability of the town and the area to provide facilities and services?
No.

13. Does the plan ensure the availability of safe and affordable child care and integrate child care issues into the planning process, including childcare financing, infrastructure, business assistance for child care providers, and child care work force development?
Yes. Child care is addressed within the Facilities and Services section (chapter 7). The Plan wishes to "develop cohesive approaches for early childcare through sixth grade" (7-1.c) as well as policies to "support provision of quality childcare" (7-2.f) and "support the viability of high-quality infant and toddler care as a mechanism to make Norwich accessible for families of a wide range of income levels" (7-2.g). These objectives and policies are further supported with specific actions the Town can take to have a role in promoting opportunities and choices for parents in need of childcare (7-3.e).

14. Planning needs to encourage flood resilient communities.

a. Is new development in identified flood hazard, fluvial erosion, and river corridor protection areas avoided? If new development is to be built in such areas, it should not exacerbate flooding and fluvial erosion.
The Resilience section (chapter 8) contains policies to "guide development of new structures and impervious areas away from surface waters and encourage landowners to maintain or establish riparian buffers" (8-2.a) and to "site public and private critical facilities outside of floodplains where feasible" (8-2.b).

b. Is the protection and restoration of floodplains and upland forested areas that attenuate and moderate flooding and fluvial erosion encouraged?
It is an objective within the Resilience section (chapter 8) to "Protect and restore floodplains and upland forest areas that attenuate and moderate flooding and fluvial

erosion (8-1.c).

c. **Are flood emergency preparedness and response planning encouraged?** Actions within the Resilience section (chapter 8) address emergency preparedness and response planning, listing Town actions including to "Update and readopt the Norwich All Hazards Mitigation and the Emergency Operations Plan" (8-3.c) as well as to "Implement the hazard mitigation programs, projects and activities identified in the Norwich 2015 All Hazard Mitigation Plan" (8 3.d)

B. Is the Municipal Plan Compatible with the Regional Plan?

The Two Rivers-Ottauquechee Regional Plan was adopted on July 26, 2017 and it will remain in effect until August 31, 2025.

The Norwich Town Plan is found to be compatible with the Two Rivers-Ottauquechee Regional Plan. As used in this review, the term "compatible with" has been defined (in Section 4302) as meaning: that the Plan in question, as implemented, will not significantly reduce the desired effect of the implementation of the other plan (emphasis added). If a Plan, as implemented, will significantly reduce the desired effect of the other Plan (in this case, the Regional Plan), the Plan may be considered compatible if it includes the following:

(a) a statement that identifies the ways that it will significantly reduce the desired effect of the other Plan;
(b) an explanation of why any incompatible portion of the Plan in question is essential to the desired effect of the Plan as a whole;
(c) an explanation of why, with respect to any incompatible portion of the Plan in question, there is no reasonable alternative way to achieve the desired effect of the Plan; and
(d) an explanation of how any incompatible portion of the Plan in question has been structured to mitigate its detrimental effects on the implementation of the other Plan.

C. Is the Plan Compatible with Approved Plans of other Municipalities in the Region?

At the time of review of this Norwich Town Plan, the following municipalities have Plans approved by the Two Rivers-Ottauquechee Regional Commission that are in effect:

Barnard, Bradford, Braintree, Bridgewater, Brookfield, Chelsea, Fairlee, Granville, Hartford, Hartland, Newbury, Pittsfield, Plymouth, Pomfret, Randolph, Rochester, Royalton, Sharon, Stockbridge, Strafford, Tunbridge, Vershire, West Fairlee, and Woodstock.

These approval decisions and Plans have been reviewed in the context of the above question. Based on this, we find the Norwich Town Plan to be compatible with these Plans.

D. Municipal Plan Elements - Are They Included?

A plan for a municipality shall include the following required elements. These elements or components are, in summary:

(a) a statement of overall objectives and policies;
(b) a land use plan;
(c) a transportation plan;
(d) a utility and facility plan;
(e) a statement of policies for "special resources";
(f) an education plan;
(g) an implementation program;
(h) a statement on relationship of plan to trends and plans for adjacent towns and the region;
(i) an energy plan; and
(j) a housing plan.
(k) an economic development plan
(l) a flood resiliency plan

1. **A statement of objectives, policies and programs of the municipality, to guide the future growth and development of land, public services and facilities, and to protect the environment.**
   The Plan, in its totality, provides a series of statements of objectives, policies, and programs to guide future growth and development while also protecting the environment in each individual element.

2. **A land use plan, consisting of a map and statement present and prospective land use, indicating those areas proposed for forests, recreation, agriculture, (using 6 VSA Section 8), residence, commerce, industry, public and semi-public uses and open spaces reserved for flood plain, wetland protection, or other conservation purposes; set forth the present and prospective location, amount, intensity and character of such land uses and the appropriate timing or sequence of land development activities in relation to the provision of necessary community facilities and services; and indicates those areas that are important as forest blocks and habitat connectors and plans for land development in those areas to minimize forest fragmentation and promote the health, viability, and ecological function of forests.**
   The Land Use section (pp. 4-20) serves as a land use plan. This section also has multiple maps including Current Land Use (pp. 12-13), Future Land Use (pp. 19-20), Housing (p. 14), Protected Lands (pp.15-16), Water Resources (p. 17), and Forest Blocks (p. 18).

3. **A transportation plan, consisting of a map and a statement of present and prospective transportation and circulation facilities showing existing and proposed highways and streets by type and character of improvement, and where pertinent, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads and port facilities, and other similar facilities or uses, with indications of priority of need.**
   The Transportation section (pp. 40-44) serves as a transportation plan. It is accompanied by a Transportation map (p. 44).

4. **A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and methods of financing.**
   The Facilities and Services section (pp. 45-52) serves as a utility and facility plan. It is accompanied by a Community Facilities map (pp. 51-52).

5. **A statement of policies on the preservation of rare and irreplaceable natural areas, scenic and historic features and resources.**
   Natural areas, scenic and historic features and resources are addressed in the Land Use section (pp. 4-20).

6. **An educational facilities plan consisting of a map and a statement of present and projected uses and the local public school system.**
   The educational facilities plan can be found within the Facilities and Services section (pp. 45-52) and the Community Facilities map (pp. 51-52).

7. **A recommended program for the implementation of the objectives of the development plan.**
   The Implementation Program section (pp. 56-60) serves as a recommended program for the implementation of the objectives of the development plan.

8. **A statement indicating how the plan relates to development trends and plans for adjacent municipalities, areas and the region developed under Title 24.**
   This is addressed in the Land Use chapter, stating "There are no proposed changes to zoning districts or land use policies that will affect the neighboring towns of Thetford or Sharon" (p. 10).

9. **An energy plan, including an analysis of energy resources, needs, scarcities, costs and problems within the municipality, a statement of policy on the conservation of energy, including programs, such as thermal integrity standards for buildings, to implement that policy, a statement of policy on the development of renewable energy resources, a statement of policy on patterns and densities of land use likely to result in conservation of energy.**
   The Energy section (pp. 21-29) serves as an energy plan for the Town.

10. **A housing element that shall include a recommended program for addressing low and moderate income persons' housing needs as identified by the regional planning commission pursuant to Section 4348a (a) (9) of Title 24.**
    The Housing section (pp. 30-36) addresses the Town's needs for low- to moderate-income housing opportunities.

11. **An economic development element that describes present economic conditions and the location, type and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.**
The Economic Development section (pp. 37-39) describes Norwich's present and desired economic conditions along with the programs necessary to foster additional economic growth.

12. **A flood resilience plan that identifies flood hazard and fluvial erosion hazard areas and designates those areas to be protected, including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests, to reduce the risk of flood damage to infrastructure and improved property; and recommends policies and strategies to protect the areas identified and designated and to mitigate risks to public safety, critical infrastructure, historic structures, and municipal investments.**
The Resilience section (pp. 53-55) serves as the flood resilience plan.

CONCLUSION

Based upon the above findings, it is the conclusion of TRORC that the Norwich Town Plan be approved. This approval shall remain in effect until the date that the Plan expires, or until it is amended or readopted and reviewed pursuant to these provisions, whichever occurs first.

DISCUSSION

TRORC appreciates the opportunity to formally evaluate the Norwich Town Plan. The Plan is all-inclusive, reflecting the community's planning capabilities and the import that they assign to issues around development.

Prior to issuing a Permit under Act 250, the District Environmental Commission or Environmental Court must find that the project is in conformance with the duly adopted Town Plan. This Plan includes clear, unambiguous language regarding current and proposed land use that can be reviewed by these bodies as part of an Act 250 project application. It is important that future Norwich Town Plans maintain their currency as Plans that have been found to be vague, unclear, or ambiguous do not carry much weight in Act 250 permit proceedings.

The 2004 Vermont State Legislature passed Act 115 that made significant amendments to the Vermont Municipal and Regional Planning and Development Act. The most notable changes, in the context of this review, are that Town Plan and Zoning Bylaws are now held to a higher standard of consistency. From 24 V.S.A. §4303 Definitions:

> "**'Conformance with the Plan'** means a proposed implementation tool, including a bylaw or bylaw amendment that is in accord with the municipal plan in effect at the time of adoption, when the bylaw or bylaw amendment includes all the following:
>
> (a) Makes progress toward attaining, or at least does not interfere with, the goals and policies contained in the municipal plan.

(b) Provides for proposed future land uses, densities, and intensities of development contained in the municipal plan.
(c) Carries out, as applicable, any specific proposals for community facilities, or other proposed actions contained in the municipal plan."

The 2020 Norwich Town Plan is an improvement from the 2018 Town Plan. The Plan's Energy chapter has been improved by providing a more detailed analysis. The Economic Development section has been expanded to include policies and action items to support its objectives. The Plan now does a better job of encouraging multifamily housing, provides more clarity in the land use sections, and the child care section is now more detailed and actionable.

Comments and suggested improvements for the next iteration of the Norwich Town Plan:

1. The Plan could be improved throughout by providing estimates for costs to the Town, particularly for energy and utility and facility needs.
2. The Plan could be improved by planning for mineral resources.
3. The Plan could be improved by addressing its relationship to other plans (neighboring municipalities and the regional plan) more thoroughly.
4. The Plan could be improved by planning for health and medical services.

Dated this _____ day of _____ at Woodstock, Vermont.

By: _____
Peter G. Gregory, AICP, Executive Director

(3)

RECEIVED
APR 13 2020
By TM

Michael and Amy Staggs

608 Turnpike Rd

Norwich, VT 05055

April 9, 2020

Norwich Selectboard

300 Main Street

Norwich, VT 05055

Dear Norwich Selectboard Members,

On March 26th, via certified mail, we received a 45 day notice letter from Norwich Technologies detailing the proposed scope and site location for a 150kW group net-metering, ground mount solar electric system. The address for the proposed site is 645 Turnpike Rd, Norwich, VT 05055. Upon reviewing the preliminary site plan for the first time, we were shocked to discover the proposed site for this very large installation is directly across Turnpike Road from the front of our house, located at 608 Turnpike Rd, Norwich, VT 05055.

Obviously, we have a lot of questions and concerns about why this proposed system is so large and why the proposed site is directly in front of our house. While we're very much supporters of the need to be able to develop clean sources of renewable energy, we're also very concerned and alarmed that the current proposed siting for this project is literally in our front yard. I suspect we all have common ground in this matter, we all want to do good for each other and none of us want it to negatively impact our property values or our beautiful views.

Given the current situation with COVID-19, specifically the associated social distance guidance, we've learned we will not be able to meet in person to discuss this matter in the near term. With that, please see our primary concerns detailed below.

Proposed Site Location:

To provide additional context, I believe it's very important for all of you to know that the front of our house and property directly face the proposed site. To put it in perspective, nearly all of the second floor windows in our house, including the master bedroom, master bathroom, bathroom #2, bedroom #1, bedroom # 2 face the proposed site. Currently, we can see the survey stakes, at the site, from all of these windows. The first floor windows of our house, including detached shed, garage, dining room, and sitting room, all face the proposed site. Just like upstairs, we can see the survey stakes at the site from all these windows. Please know that every time we open our front door or sit on our front porch or stand in our front yard, we are facing the proposed site.

Amy and I chose to purchase our property and raise our children there because of the beautiful country setting and beautiful views. As Norwich residents, we have paid over $100,000 in property taxes and have been proud of our ability to support the local community and schools. I believe that none of us would want to look out from our windows and doors and stare at a 150kW solar installation. I also believe that none of us would approve a project scope that will certainly create an unintended consequence, resulting in a reduction in property value, ultimately reducing tax revenue for the local Norwich community.

I encourage all of us to come together to develop a solution for this matter. The earth needs more sources of renewable energy, but let's do it in a way that doesn't adversely impact the consumer of the product being created. And lastly, let's do it in a way that won't adversely impact the long-term financial vitality of Norwich, our community and our country are already facing enough challenges.

Sincerely,

Michael and Amy Staggs

CC:

Norwich Planning Commission

Two Rivers Ottauquechee Regional Planning

Farwell/Mead Rev Liv Trust

Upper Valley Land Trust

Harrison Whitecloud

(3)

STATE OF VERMONT

SUPERIOR COURT

ENVIRONMENTAL DIVISION
Docket No. 68-6-19 Vtec

Eller Zoning Violation

ENTRY REGARDING MOTION

Count 1, Municipal DRB Appeal from ZA OTR (68-6-19 Vtec)

Title: Motion to Dismiss (Motion 4)
Filer: Glenn Gurman
Attorney: Nathan H. Stearns
Filed Date: March 12, 2020

No response filed

The motion is GRANTED.

Appellant John Eller failed to prosecute his interest as required by our March 6, 2020 Scheduling Order. This matter is DISMISSED.
So ordered.

Electronically signed on April 09, 2020 at 09:19 AM pursuant to V.R.E.F. 7(d).

Tom Walsh

Thomas G. Walsh, Judge
Superior Court, Environmental Division

Notifications:
Appellant John Eller
Michael J. Tarrant (ERN 5708), Attorney for Interested Person Town of Norwich
Nathan H. Stearns (ERN 3585), Attorney for Interested Person Glenn Gurman

Herb Durfee

3

From: Karen Horn <khorn@vlct.org>
Sent: Monday, April 13, 2020 1:03 PM
To: Adolfo Bailon; Brandon Gulnick; Brannon Godfrey; Brendan McNamara; Chet Hagenbarth; Daivd Monks; Dave Ormiston; David Kiernan; David Pisha; Dennis McCarthy; Ed Morris; Frank Heald; Greg Maggard; David Ormiston; John Haverstock; John O'Keefe; Jonathan Elwell; Joseph Gunter; Joseph Zingale Jr. '; Karen Astley; Karen Horn; Kathleen Ramsay'; Larry Melen; Lissa Stark; Mark Shea; Martha Harrison'; Martha Perego'; Mary Ann Goulette; Maura Carroll; Michael Walker; Michele Pong; Peter Elwell; Peter Webster; Rob Gaiotti; Russell Hodgkins; Scott Murphy; Scott Tucker; Shane O'Keefe; Steve Neratko; Stuart Hurd; Tom Marsh; Wendy Harrison; William Kerbin
Subject: Request to legislators from Aaron Frank, Colchester Manager and VLCT
Attachments: Education Taxes Property Colchester 4 11 20.pdf

Last evening, I sent an email to the House Ways and Means and Senate Finance Committees, and this morning to both Government Operations committees. We are going to put this request in our Monday email to members. We urge you to contact your legislators to make sure they are aware of their need to take action to support cities and towns. Please note in particular Item 4.

Please see the message below:

Please find attached to this email a letter from the Town Manager in Colchester, Aaron Frank. He is urging the state to borrow the amount of unpaid education property tax dollars that are necessary to make the education fund whole, instead of individual municipalities. We strongly support this initiative and ask you to urge your legislators to:

1. Authorize local legislative bodies to vote to waive interest and penalties on property tax payments that are due from resident and non-resident property taxpayers who pay their taxes late during the COVID emergency in spite of penalties that may have been adopted by the voters or are in charters. Some communities will waive those penalties and interest on a case by case basis ,and some will make the determination that penalties and interest need to be waived for a certain amount of time across the board.

2. Authorize local legislative bodies to lower current tax rates in the face of potentially reduced municipal spending, which would relieve some pressure on taxpayers.

3. Enact legislation that eliminates the severe penalties that would ordinarily accrue to towns which make incomplete education fund property tax payments to the school district or education fund. The reason that cities and towns would make incomplete education fund payments in 2020 is that people have no capacity to pay.

4. Require the state to borrow the dollars that are needed to make the Education Fund whole on the dates in 2020 upon which payments from towns are due, if need be. The Treasurer informed the Ways and Means Committee on April 10, that the state has the capacity to make an interfund loan to itself as no interest cost. If the state had to go out to the market for a short-term loan, the interest rate will likely be lower and the ability to secure a loan stronger than for any individual community.

Karen Horn
Director, Public Policy & Advocacy
89 Main Street, Suite 4
Montpelier, VT 05602-2948
802-229-9111
www.vlct.org

Colchester
VERMONT

781 Blakely Road • Colchester, Vermont • 05446 • 802.264.5500
www.colchesteryt.gov

April 11, 2020

VIA EMAIL

Karen Horn
Vermont League of Cities & Towns
89 Main St, Suite 4
Montpelier, VT 05602

Re: Fiscal Year 20-21 State Education Taxes Collected by Cities and Towns

1) 8% City/Town Penalty on Late Payments for State Education Taxes

2) Required Borrowing to Pay State Education Taxes

Dear Karen:

I'm writing to ask that VLCT assist with information sharing about two significant issues related to Property Taxes Collected to Pay State Education Taxes for FY 2020-2021 (July 1, 2020-June 30, 2021). I would participate in the process personally but I am generally functioning as Emergency Management Director vs. my typical role as Town Manager.

The Town of Colchester and other cities and towns are required to pay to the State Education Taxes to School Districts REGARDLESS of whether we collect the taxes.

In addition to having to pay out the State Education Taxes regardless of whether we collect them, municipalities are:

a) Charged, by the State of Vermont, a daily penalty in the amount of an annual rate of 8%. This is required under 32 VSA § 5409 (1) and 16 V.S.A. § 426.

b) Subject to withholding of State funds due to the Town for any purpose, presumably even fees for service and State provided federal funds as per 32 VSA § 5409 (1).

Colchester collects $3 in State Education Taxes for every $1 in Town taxes for municipal services. In the current COVID-19 emergency with record numbers of people out of work and many businesses not producing goods and services, we are concerned about our ability to collect from taxpayers and in turn pay out the State Education Tax for FY 20-21.

Colchester
VERMONT

The remedies the Town of Colchester is left with for non-payment of State Education Taxes are to:

a) Not pay out State Education Taxes we do not have and be charged 8% penalty, and have State and Federal Funds withheld from the Town at a difficult time

b) Tax sale our residents and businesses, potentially in large numbers, thus emptying the Town of the good people who make up the Town

c) Borrow from the bank, potentially for years, triple what we would have to borrow to cover our annual municipal service costs.

Option a) makes no sense fiscally. Option b) makes no sense as a community. Option c) seems patently unfair as the Town does not determine education costs, education funding, or education tax mechanisms.

The Town of Colchester is prepared to reduce spending and/or borrow to cover the unbudgeted cost of covering unpaid municipal taxes. However, we have no capacity to do this for the State Education Tax which is three times ($32M annually) the amount of the municipal tax ($12M annually) other than to pledge the sale of the homes and businesses in our community. This places the municipality alone in an impossible situation.

We are requesting that the State of Vermont:

1) Eliminate the 8% municipal penalty and withholding of State provided funds for non-payment of uncollected State Education Funds;

2) Take the responsibility of borrowing to pay unpaid State Education Taxes until the economic emergency created by COVID-19 is over and the vast majority of taxpayers are able to repay unpaid education taxes; interest charges to taxpayers should match the rate the State is able to arrange for a statewide borrowing for the Statewide Education Tax, which is much less than the compounded rate the towns are forced to charge.

Please feel free to contact me with any questions.

Sincerely,

Aaron Frank
Colchester Town Manager

Julie Greater
Colchester Clerk/Treasurer

3

Herb Durfee

From: Herb Durfee
Sent: Wednesday, April 15, 2020 3:03 PM
To: Claudette Brochu; Roger Arnold
Cc: Miranda Bergmeier; Bonnie Munday
Subject: FW: Dog Penalty

FYI, parking lot item for May 13 Board meeting. She's leaning on seeking waiving any late fee from May 1, 2020 through March 31, 2021 (i.e., the balance of this "Doggie Year"!)

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: Bonnie Munday
Sent: Wednesday, April 15, 2020 2:35 PM
To: Herb Durfee
Subject: Dog Penalty

Hi Herb,

I would like to ask the Selectboard to either waive the dog penalty for this year or at least extend it until July 1, 2020.

I do not believe that even with the hope of a ¼ turn reopening of society towards the end of May, that Veterinarians will be amongst that few.

Thank you for your consideration.

Bonnie

3

Herb Durfee

From: Stuart Richards <srichards@globalrescue.com>
Sent: Thursday, April 16, 2020 11:29 AM
To: Herb Durfee
Cc: Miranda Bergmeier; Tom Candon; Tony Daigle; Teague, Jamie; Mary Layton; John Langhus; Claudette Brochu; Bob Gere; Roger Arnold
Subject: MARION CROSS WASTEWATER SYSTEM UPDATE $$$$
Attachments: MCS Pathways Report 11-4-19 .pdf

Herb,

Please include the note below and the attachment in the next Selectboard correspondence. I'll be posting this on the listserv.

Many thanks,

Stuart

Dear Selectboard Members,

I hope that this note finds everyone safe and healthy. Without question our first priority for the repair/replacement of the failed MCS wastewater system is the health and safety of our children, staff and public. Our school board and administrators are expending great efforts to accomplish this goal in addition to being fiscally responsible by carefully examining the possibilities for repair/replacement of the existing system on the Green as well as considering 2 other alternatives – hookup to Hartford and piping to the Dresden fields employing an Eco Machine to treat waste, similar to what has been in use at the Sharon rest stop. It is too soon to say which of these possibilities is the best alternative.

The most recent Norwich School Board meeting on April 1, provided updated information about progress that is being made to repair/replace the 30 year old failed Marion Cross waste water system. You can view the School Board meeting by going to:
CATV: http://catv.cablecast.tv/CablecastPublicSite/show/11606?channel=1&seekto=5231 The septic discussion starts at 1:27:11. A number of questions are answered in the discussion. The Board will be meeting monthly to discuss the continuing testing and other efforts.

The goal appears to be to conclude all work in a way that allows voters to approve the necessary expenses, yet to be determined, by next Town Meeting day. Most of the work done by the Board to date has focused on repairing or replacing the existing system on the Green. So far the primary causes of the current system's failure are thought to be freeze-ups during the winter months, high water table and broken piping. The reasons for failure are still being analyzed and there are hydrological studies ongoing. If anyone reading this is aware of effluent surfacing or smells in other than the winter months it would be very helpful if you would make this information available to the School Board. If there is evidence of system failures in other than the winter months additional explanation and or remediation methods may need to be sought.

The School Board has created a webpage on the SAU70 website where it is posting information related to the assessment: https://www.sau70.org/departments/facilities/norwich-septic-project All Norwich School Board

meetings can be viewed on CATV and minutes are available via BoardDocs through the SAU70 website: https://www.sau70.org/school-boards
The cost of repair/replacement of the existing system is a big issue. It's unclear whether this will be hundreds of thousands of dollars or millions. For those interested in engineering opinions it may be helpful to review Pathways letter dated 11/4/19 at https://tinyurl.com/v7o8tjw In addition, I'm awaiting an update on analysis costs for Pathways' work and other work. Past work has amounted to around $47,000.00.

Voters recently approved $621,474 for the year 20-21 of increased cost for MCS, Richmond School and HHS broken down as follows:
Marion Cross School – 5.99% increase - $351,163.00
Richmond School and Hanover High School - 4.17% increase – 270,311
Total Increase = $621,474.00

Voters also approved $3,000,000 (including interest) for the Tracy Hall energy renovation in Article 8. There is a revote on this expense scheduled in August. There will also be large amounts needed to fix our road system. The constantly increasing spending is worrisome especially when it comes at a time when people are getting laid off or having to work reduced hours but even if this were not happening it's essential that Norwich be fiscally prudent. In 2000 Norwich's population was 3544 today it's around 3300. I've lived here for 36 years and it seems to me that Norwich has become a very expensive place to live and that we're driving out native Vermonters, blue collar and hourly workers among others. At the same time that we make Norwich unaffordable we keep talking about affordable housing. Yet no one saw fit to publicly support a recent effort to build 7 affordable units in Norwich. Personally, I miss many friends who have been forced to move because they couldn't afford to live here. Don't you think it's time to ungate Norwich?

All the best,

Stuart Richards
802-649-3928

http://www.globalrescue.com

PATHWAYS CONSULTING, LLC
Planning • Civil & Environmental Engineering • Landscape Architecture • Surveying • Construction Assistance
2060 Hartford Avenue • Post Office Box 1942 — 240 Mechanic Street, Suite 100
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November 4, 2019

Jamie Teague, Business Administrator
Norwich School District
41 Lebanon Street #2
Hanover, New Hampshire 03755

RE: CONCEPTUAL ALTERNATIVES EVALUATION UPDATE FOR MARION CROSS SCHOOL, NORWICH, VERMONT (Project No. 11647)

Dear Jamie:

Since our initial conceptual alternatives evaluation, summarized in our August 31, 2018 correspondence to you, we have continued to work with Norwich School District (District) representatives and team members to refine the evaluation of the existing Marion Cross School (MCS) on-site wastewater disposal system (System). The following paragraphs present our general efforts to assist the District with better understanding System issues and alternatives.

The MCS System

We have continued to support the District's ongoing desire to explore and exhaust options to repair or replace the existing System on the Green. Our efforts, which emanated from sampling effluent in early 2018, have included the following considerations:

1. **The System and the Problem**: The System was approved based on plans prepared by K.A. LeClair Associates, Inc. (LeClair) in 1988. The LeClair plans relied on hydrogeological analyses prepared by Wagner, Heindel, and Noyes (WHN), contemporaneous with Vermont Agency of Natural Resources (VANR) regulations, and what we infer as significant interaction with VANR representatives.

    a. The LeClair/WHN plans were approved in 1988 by the VANR for a System capacity of approximately 10,000 gallons per day (gpd) as an Indirect Discharge Permit (IDP), which was (and is) required for flows greater than 6,499 gpd, under Permit No. ID-9-0021.
    b. The 1988 System included effluent treatment in four leachfields with a capacity of 5,000 gallons each. System sizing was based on 1.2 gallons per square foot, resulting in bed sizes of 4,200 square feet.

        - The existing System diagram presented as Attachment 5 in our August 31, 2018 report to the District was based on attempting to match 1988 design plans with publically available aerial information; we are not aware of any record drawings or information that document the actual location of the existing System.
        - We have identified likely conflicts between the existing System and setback requirements, which we have discussed with Terry Shearer, VANR District 3 Engineer, and District representatives. Examples include paved walkways, drainage facilities, Girard Drive, and possibly a

water line (all of which need to be identified and vetted if the District chooses to replace the existing System).

c. Anecdotally, the System exhibited problems within 10 years of approval in terms of odors and the apparent effluent breakout at the surface, which has persisted over the years. Our understanding of anecdotal information is that problems appear to have occurred during frozen conditions through winter and spring months.

d. While the public record does not document steps taken by the District to address System issues, the District revised its permit, on March 23, 2008 under permit number WW-3-0026-R to accommodate a reduction in flow to 5,460 gpd for 364 students and staff. Our understanding is that effluent continued to reach the surface in the winter months after 2008.

e. The District asked us to assist with collecting and analyzing samples of apparent effluent reaching the surface on Friday, January 26, 2018 in very cold conditions. We were able to collect samples on Monday, January 29, 2018 for testing. We provided the District with a report on February 2, 2018 indicating the presence of fecal coliform bacteria. Our observations on January 26, 2018 indicated the presence of effluent over much of the surface of the frozen Green.

   - District representatives processed our findings and quickly sought to identify System problems and find solutions, including interaction with Terry Shearer.
   - It is our understanding that peak daily use may have been substantially less than 4,000 gpd at the time of the effluent reaching the surface of the ice above the Green. We are continuing to work with District representatives to understand water meter flows, which will be necessary for permitting repairs and/or replacement of the existing System (we understand that flows in February 2018 may have been less than 2,500 gpd, which is a fraction of the design capacity of the 1988 System).
   - The low flows at the time of our sampling, with respect to the original System design flows, were a source of great concern for us and District representatives relative to the status of the System, the safety of students, and public safety.

f. The District asked us to simultaneously assist with VANR coordination and clarification following a February 2018 Project Review Sheet (PRS) for the inclusion of a Pre-K program. This effort culminated in an updated PRS on June 20, 2018 allowing the Pre-K program with conditions District representatives have continued to address.

g. District representatives asked us to explore off-site alternatives that led to our August 31, 2018 summary. We have assisted the District with further analysis of alternatives, which is discussed later in this document.

2. **Current Rules:** Chapter 1 of the VANR Department of Environmental Conservation Drinking Water and Groundwater Protection Division Environmental Protection Rules is entitled, "Wastewater System and Potable Water Supply Rules" (Rules), Effective April

12, 2019, define System failure under section 1-201 Definitions as follows:

(32) Failed System– means:
(A) a wastewater system that is functioning in a manner:
  (i) that allows wastewater to be exposed to the open air, to pool on the surface of the ground, to discharge directly to surface water, or to back up into a building or structure, unless in any of these instances the approved design of the system specifically requires the system to function in such a manner; or
  (ii) that results in a potable water supply being affirmatively determined by the Secretary to be a failed supply and such determination has been posted on the Agency website.
(B) Notwithstanding the provisions above, a system shall not be a failed system if:
  (i) these effects can be and are remedied solely by a minor repair or minor replacement; or
  (ii) these effects have lasted for only a brief period of time, the cause of the failure has been determined to be an unusual and nonrecurring event, and the system has recovered from the state of failure. Systems that have recurring, continuing, or seasonal failures shall be considered to be failed systems.

In brief summary, our observations of the system in 2018 indicate that the System is in failure and it appears, based on information provided by others, that the System has been in failure for a number of years. It is important to note that the System has not been functioning to manage effluent as designed and improved for 10,000 gpd.

3. **The Existing System as Designed and Approved:** The LeClair/WHN System was presented as Attachment 4B in our August 31, 2018 conceptual summary and inserted on aerial information in Attachment 5. It is not clear whether the System experienced flows in the range of 10,000 gpd as permitted. It is clear that the System has been in failure for many years and that substantially decreased flows from MCS still periodically punctuate the failed condition of the System. District Representatives have asked us to evaluate the existing System, potential rule changes that have affected the System, and offer suggestions to optimize use of the System during the exploration of alternatives.

a. Design plans show that the existing System includes four pressure distribution system (PDS) leachfields as described previously. The System includes:

- 5,000 gallon and 4,000 gallon septic tanks in series.
- A combination "dosing chamber" and pump chamber to direct effluent to each PDS (the dosing chamber provides additional storage for the pump station as designed).
- A valve chamber to manage effluent to the selected PDS.

b. Design plans show that the leachfields include 12-inches of 3/4" to 1-1/2" washed stone. 2-inch diameter PVC pipes are installed as laterals in each PDS with the top of each pipe 2-inches below the top of washed stone beds.

c. Design plans call for 6-inches to 12-inches of cover indicating that the design intent was for the tops of pipes to be 8-inches to 14-inches below ground surface (with bed bottoms 18-inches to 24-inches below ground surface).

d. Given the fact that the existing System appears to have been designed and installed according to the Rules, and WHN findings indicated adequate hydrogeological capacity for the System, why did the System fail so quickly? Our experience with many projects, including systems near the surface, suggest that frost, use of the Green as a playground, use of the Green by the general public, and possibly vehicle loads over the years contributed to System failure. While we believe that System operation may also have contributed to System problems, we are not aware of anecdotal information that suggests problems in early fall months prior to freezing conditions.

   - It is our belief, based on experience with thousands of projects in this area, that frost is the key factor that contributed to, and continues to contribute to, System problems.
   - Vacation time and low use during frozen conditions likely play an important role in freezing conditions.
   - Playground and pedestrian access to the Green eliminates the potential for snow to act as a buffer against freezing.
   - The status of the System with soil "piping," which has distributed effluent in various locations on the Green, suggests that operation of the System needs to be modified as soon as possible.

e. Since we also believe that System operation is likely now a contributing factor to the problems encountered, we are working with District representatives and the District's consulting team to evaluate operational alternatives in the near term in the hope of better managing effluent directed to PDSs, including providing effluent to leachfields during vacations in frozen conditions.

4. **Current Hydrogeological Evaluation:** Although WHN (now Heindel & Noyes) is a reputable firm, we encouraged the District to engage a separate hydrologist, which it did by accepting an initial proposal dated April 25, 2019 from Lincoln Applied Geology, Inc. (LAG).

a. The initial LAG scope was prepared with the knowledge that access to the Green would not be possible during the wettest months of the year (e.g., March, April, and May), after review of the WHN report information provided by the VANR, and in the context of teaming with our staff to evaluate existing conditions. Although the LAG scope acknowledged System design flows of 10,000 gpd, we subsequently discussed with LAG and the District evaluating the Green in consideration of lower flows.

   - Task 1 included soil evaluation, which Steve Revell did in concert with Tim McCormick in our office (who is a Licensed Designer, a Certified Soil Scientist, and a Certified Wetland Scientist) and Terry Shearer on June 13 of this year. Our test pit logs and locations will be included with

LAG's initial services report.

- Task 2 included borings and conversion of borings to monitoring wells. Our surveying staff located borings, which will be shown on a graphic in LAG's initial services report.
- Task 3 included hydraulic conductivity testing of three monitoring wells.
- Task 4 included data analysis of initial service findings.

b. Through our interaction with LAG, it appears that we are in agreement that frost is likely the most significant factor that contributed to initial System issues and problems over ensuing years. We are continuing to discuss System, soil depth, and regulatory issues with LAG and hope to receive input from Terry Shearer in the near future about next steps.

- We have discussed the distribution of effluent over much of the Green, which we presume is the result of "piping" in frozen conditions where effluent sought the path of least resistance during a pump cycle and reached the ground/ice surface. Since we cannot map these subsurface conduits, replacement of the existing System and soil proximate to the System is likely the only way to cut off a future recurrence of this problem in concert with other System modifications.
- At a minimum, pedestrian access on the Green proximate to the System needs to be prevented to allow the accumulation of snow as an insulation buffer.
- We continue to discuss operational modifications during the coming winter with LAG and District representatives; we will also discuss operational modifications with Terry Shearer.

c. Our test pit analysis, which would be the basis for System design, suggest a seasonal high water table (SHWT) between 5.5 and 6 feet below ground surface. Our understanding from preliminary information developed by LAG is that soil borings indicate a water table between 7 and 8 feet, which LAG has noted seems to match WHN's original findings.

- Looking at the original design, which placed bed bottoms at 2 feet below ground surface in consideration of conservative System factors, approximately 3.5 feet exist between bed bottoms and the SWHT in the worst case.
- LAG used industry modeling practices to evaluate effluent mounding as part of its preliminary information gathering. In lay terms, mounding is a means of describing the hydraulic (effluent) depth above the SHWT, which should be below the bottom of a leachfield for a system to work.
    - LAG's preliminary evaluation of mounding for the current PRS flow of 5,460 gpd is 4.20 feet based on the current operation of the System, which exceeds the 3.5 feet available between the SHWT and the bottom of the leachfield.
    - LAG's preliminary evaluation suggests that mounding may be

reduced to 2.10 feet by changing system operation, which theoretically suggests that the existing System may be less likely to exhibit failure with a different approach to applying effluent to the PDSs.

- Discussions with LAG suggest that the original System design and operation to accommodate 10,000 gpd may have generated a theoretical effluent mound above ground surface.

- The uncertainty and complexity of establishing what is actually taking place in the existing System, and the difficulty of providing the District with a replacement system that may be more reliable warrants consideration of other possibilities.

  - We have queried Terry Shearer about the possibility of raising the leachfields to increase the distance between the SHWT and the bottom of each bed. This would create what is referred to as a "mound" in the area of the System.
  - VANR Rules allow cover over the top of beds up to 3 feet. While we would offer concerns about reduced aerobic function with more cover over beds, additional cover would create an additional layer of insulation, but would not increase the distance between the SHWT and the bottom of the System (if the VANR requires the District to maintain the current bed bottom elevation).
  - In all cases, insulation, fencing to prevent access to the System replacement area, and operational modifications will be necessary.

d. Following receipt of guidance from Terry Shearer, we can recommend additional services for LAG including monitoring well evaluation over the winter and from March to May next year, additional mounding analyses for various System and operational approaches, and design input if the District chooses to proceed with a replacement System on the Green.

5. **System Replacement Costs:** In the context of previous requests by District representatives to provide an understanding of relative costs for System replacement and various alternatives, we suggested the following relative costs:

<u>In our August 31, 2018 summary</u>: "For the purpose of order of magnitude budgeting, we would recommend use of $50/gallon to replace the existing system, or approximately $275,000. Although this macro budget considers only System replacement, it is helpful to understand the scale of repair needs, particularly if the 10 year cycle of repair continues."

<u>In our August 18, 2019 email update, we provided the following additional information</u>:

"1. <u>Existing System</u>: In our August 31, 2018 conceptual evaluation, we noted that the existing system is permitted for 5,460 gallons per day (gpd), which includes 364 students and staff. We also suggested a relative unit cost of $50/gallon as a

means of providing a relative system replacement cost of approximately $275,000 without consideration of mechanical improvements.

a. Our evaluation of actual system and soil conditions indicate that the system consists of four beds that were originally designed to address 5,000 gallons each; each bed includes 4,200 square feet (SF) of area. Another conceptual method to evaluate cost could consider the SF for each bed. In this context, we would suggest a conceptual unit cost of $25/SF, or $105,000 to replace each bed. If we assume that all four beds need to be replaced based on historic conditions, potential replacement costs will be in the relative realm of $420,000 for the existing system without consideration of mechanical improvements.

b. Mechanical improvements should include replacing existing valves and controls, adjusting or replacing pumps to adjust dose rates, and inclusion of controls and telemetry to eliminate the need for manually cycling between beds. Although we have not defined specific mechanical modifications, we would suggest a conceptual placeholder of $75,000 for these improvements.

c. Fencing will be needed to prevent access to the new system. Assuming approximately 900 linear feet (LF), at a unit cost of $35/LF, suggests a conceptual cost of $31,500 to protect the new system.

d. Until we know whether all four beds in the existing system need to be replaced, we suggest consideration of a relative conceptual cost between $381,500 and $526,500, which will need to be refined following completion of the LAG evaluation and regulatory input."

District representatives have requested a more definitive understanding of costs to replace the existing system. To assist with clarifying replacement costs, we offer the following:

a. The attached Conceptual Engineer's Opinion of Probable Cost (EOPC) dated October 11, 2019 looks at reconstruction/in-kind replacement of the existing System using the LeClair plan based on our ongoing database that includes many local and regional projects. We anticipate that replacement of only the existing beds to be in the range of $300,000. Mechanical upgrades and fill to change leachfield elevations will likely significantly raise costs for replacement of the existing System to levels near the "high end" of our previous relative numbers.

   - Without further evaluation and concurrence about System operation, it is difficult to suggest a budget for mechanical upgrades.
   - Raising beds three feet will require approximately 2,060 cubic yards (CY) of additional material for each bed, which at a unit cost of $18/CY to $22/CY will cost approximately $40,000 more per bed, or $160,000 for the System.

The Peisch Property

With assistance from the Norwich Public Works Department, we observed 11 test pits on the Peisch property, developed soil logs from our findings, and provided a sketch showing test pit

locations and wetlands connected to the brook and wetlands proximate to the brook. Tim McCormick, CWS, met with Rebecca Chalmers, District Wetland Ecologist, in the summer of 2018 to confirm that wetlands along the brook are Class II, which require a 50-foot setback, including the wetland Tim sketched because it is connected to the brook complex. In brief summary, this site has limited capacity for on-site wastewater disposal and is not a viable replacement option for MCS, which we discussed with Terry Shearer on April 12 of this year. Additionally, using the Vermont Center for Geographic Information (VCGI), we generated a base plan to evaluate the site, but we did not modify or update the base plan or our work after understanding that the Peisch property would not provide a viable replacement solution.

Municipal Connections

Given the District's pursuit of a Memorandum of Understanding with the Town of Hartford, we have not devoted additional effort to job creation funding from CDBG, which we understand allows $40,000/job up to $1,000,000 (e.g., 25 jobs between The Car Store, King Arthur Flour, and Norwich Commerce Park with a Hartford connection). Consequently, we reiterate information presented in our August 18, 2019 email update, which included the following:

"2. Town of Hanover Municipal Connection: We recall assisting the New Hampshire Department of Transportation (NHDOT) with Ledyard Bridge improvements, which included installation of sub-slab piping and bridge foundation penetrations to accommodate water and sewer (we need to confirm actual conditions if the District chooses to proceed with this option).

a. The distance from Girard Drive to the eastern slab of Ledyard Bridge is approximately 4,200 LF. Assuming a conceptual unit cost of $210/LF for directional drilling, the conceptual cost for sewer from MCS to the Bridge will be in the range of $882,000.
b. The Bridge is approximately 500 LF from the Norwich abutment to the Hanover abutment. At an initial conceptual unit cost of $800/LF, "hanging" a sewer line on the Bridge will be in the range of $400,000.
c. Mechanical costs at the MCS site should include telemetry, a new pump station, a generator, and at least a small shed for controls. We suggest a conceptual cost of approximately $155,000 for these elements without consideration of upgrades to existing Town of Hanover facilities.
d. Although we need to better understand all elements of this option, the relative conceptual cost will be in the range of $1,437,000.
e. We understand that this option would require an agreement between the Towns of Norwich and Hanover (e.g., we understand that you have indicated that the District may not enter directly into an agreement with the Town of Hanover).

3. Town of Hartford Municipal Connection: In keeping with our previous evaluation of a municipal connection to the Town of Hartford, we offer the following:

a. The distance from King Arthur Flour to Olcott Drive is approximately 3,200 LF, which, at a unit cost of $210/LF for directional drilling, suggests a conceptual cost of $672,000.
b. The distance from MCS to King Arthur Flour is approximately 3,800 LF, which, at a unit cost of $210/LF for directional drilling, suggests a conceptual cost of

$798,000.

c. Using the same conceptual mechanical upgrades used for a connection to the Town of Hanover suggests a conceptual budget of $155,000.

d. It is not clear to us whether any upgrades to the Hartford system will be needed to accommodate this project. Additionally, although we acknowledge that King Arthur Flour will have additional costs for pump and treatment system modifications, we have not included such improvements in the contest of MCS capital needs.

e. Although we need to better understand all elements of this option, the relative conceptual cost for this option will be in the range of $1,625,000."

Dresden Recreation Fields Property

We have not devoted any additional effort to consider this option and reiterate information presented in our August 18, 2019 email update, which included the following:

"4. Dresden Recreation Fields: Although we have not conducted soil investigations to assess the potential for a system on the Dresden Recreation Fields to serve MCS, we have created a base map using publicly available information. In general, the primary difference between this option and a connection to the Hartford system is a reduction of 2,000 LF, which is the approximate distance between the entrance to the Dresden Recreation Fields and Olcott Drive. Using a unit cost of $210/LF for directional drilling suggests a reduction of $420,000 when compared to the Hartford municipal option, or a relative conceptual cost in the range of $1,205,000."

This summary sought to provide relative information that does not include costs for a new System on the Dresden Recreation Fields property.

Pumping The Existing System

Although we have not previously published this option, we have discussed with District representatives that a possible solution is to pump existing septic tanks on a weekly basis (frequency to be determined) to eliminate the possibility of effluent reaching the surface of the Green. We understand that the District is pursuing an assessment of these costs.

Other Alternatives

We remain prepared to assist the District with evaluating other alternatives. We understand that a member of the public recently suggested use of composting toilets like Vermont Law School (VLS), which we discussed with Terry Shearer. In short, VANR rules allow composting toilets for 25% of flow requirements (the remaining 75% of the flow would need to be treated in a system). Terry noted that VLS is not a good analogy because it receives municipal water and sewer service.

In closing, if the District would like to proceed with replacement of the existing System, we should discuss system sizing based on the need to evaluate the "strength" of the existing waste stream, inclusion of a kitchen, programming, student and staff needs, growth, and design

parameters. Although we can address regulatory requirements, like LeClair and WHN did with the 1988 System design, neither we nor LAG can provide guarantees about a replacement system on the Green because all on-site systems have a limited life span. As a reminder, all of our conceptual efforts have only considered so-called "hard" costs for each alternative, each of which will require further "soft" costs in terms of exploring site conditions, regulator interaction, design, permitting, and implementation. Please let me know if you have any questions about our approach.

Sincerely,

PATHWAYS CONSULTING, LLC

Jeffrey S. Goodrich, P.E.
President

JSG:sef

Enclosure

CONCEPTUAL ENGINEER'S OPINION OF PROBABLE COST
MARION CROSS SCHOOL WASTEWATER SYSTEM REPLACEMENT
REPLACE FIELDS AND PRESSURE DISTRIBUTION IN KIND OPTION
NORWICH, VERMONT
PREPARED BY PATHWAYS CONSULTING, LLC (Project No. 11647)
October 11, 2019

Item No.	Item Description	Quantity	Unit	Unit Cost	Total Cost
1.00	**DEMOLITION (BASE ESTIMATE, FIELDS/DISTRIBUTION)**				
1.01	Stripping Loam from Fields and Screening (Assume 6")	315	CY	$20.00	$6,300.00
1.02	Excavate and Dispose of all Fields to Bottom of Stone (16,800 SF, Assume 6" of Cover and 12" of Stone) (Disposal at Certified Location, Pipe Incidental)	940	CY	$50.00	$47,000.00
1.03	Remove and Dispose of 8" Pressure Main and Valves to Pump Chamber	310	LF	$10.00	$3,100.00
1.04	Miscellaneous Demo Allowance	1	AL	$10,000.00	$10,000.00
DEMOLITION (BASE ESTIMATE, FIELDS/DISTRIBUTION) SUBTOTAL					**$56,400.00**
2.00	**REPLACE FIELDS AND DISTRIBUTION PRESSURE LINE (BASE ESTIMATE)**				
2.01	2" Sch. 40 Perforated Field Piping	2,880	LF	$25.00	$72,000.00
2.02	8" Sch. 40 Field Distribution Pipe	140	LF	$40.00	$5,600.00
2.03	8" to 2" Sch. 40 Manifolds	29	EA	$250.00	$7,250.00
2.04	8" Sch. 40 Pressure Pipe from Pump Chamber (Excavation and Sand Backill Incidental)	310	LF	$60.00	$18,600.00
2.05	8" Gate Valve with Box	2	EA	$2,500.00	$5,000.00
2.06	Field Stone (3/4") 16,800 SF	630	CY	$40.00	$25,200.00
2.07	Field Fabric (Above Stone)	2,100	SY	$4.00	$8,400.00
2.08	6" Sand (Above Stone)	315	CY	$26.00	$8,190.00
2.09	6" Screened Loam from Onsite Material (Fields)	315	CY	$15.00	$4,725.00
2.10	Restoration of Lawns (Trenching areas and Access)	1	AL	$5,000.00	$5,000.00
2.11	Seed and Mulch (Fields)	2,100	SY	$4.00	$8,400.00
REPLACE FIELDS AND DISTRIBUTION PRESSURE LINE (BASE ESTIMATE)					**$168,365.00**
2.00	**MOBILIZATION/DEMOBILIZATION/MISCELLANEOUS WORK AND CLEANUP**				
2.01	Mobilization/Demobilization (Assume 10% of Construction Cost)	1	LS	$22,476.50	$22,476.50
2.02	Miscellaneous Work and Cleanup (Assume 5% of Total Construction Cost)	1	LS	$11,238.25	$11,238.25
MOBILIZATION/DEMOBILIZATION/MISCELLANEOUS WORK AND CLEANUP TOTAL					**$33,714.75**

SUMMARY OF CONCEPTUAL OPINION OF PROBABLE COST	
TOTAL OPINION OF PROBABLE COST	**$258,479.75**
15% CONSTRUCTION CONTINGENCY	**$38,771.96**
TOTAL OPINION OF PROBABLE COST WITH CONTINGENCY	**$297,251.71**

Note: This Engineer's Opinion of Probable Cost (EOPC) was established from the original design plans titled, "Sewage Disposal System Design, Marion Cross School" by K.A. Laclair Assoc., Inc., dated April 21,1988, revised June 26, 1988. In providing this EOPC, the Client understands that Pathways Consulting, LLC (Pathways) has no control over the unit costs or availability of labor, equipment or materials, market conditions, or the Contractor's method of pricing. This EOPC was developed on the basis of experience with similar projects, including current unit prices that have been received by Pathways for similar projects. Pathways makes no warranty, express or implied, that the bid, or the negotiated cost of the work for this project will not vary from this EOPC. Upon completion of the final construction drawings and prior to construction of the project, Pathways may revise this EOPC to reflect actual design parameters and updated construction costs.

Herb Durfee

(3)

From: Linda Gray <linda.c.gray@gmail.com>
Sent: Thursday, April 16, 2020 1:42 PM
To: Herb Durfee; Rod Francis
Subject: notes on Regional Energy Coordinator Kick-Off Meeting
Attachments: Energy Coordinator draft v4.docx; intermunicipal EC draft 2.docx

Draft materials from TRORC attached; meeting notes below.

****
4/16/20
Attending: TRORC staff -- Kevin Geiger, Tory Littlefield, Peter Gregory; TRORC chair Jerry Fredrickson
Barnard - Elizabeth Ferry, EC; Karen Thorkilsen, EC; Rock Webster, SB; Rob Ramrath, SB
Fairlee - Peter Berger, SB
Norwich - Rod Francis, Planning Dir; Linda Gray, EC
Thetford - Nick Clark, SB
Sharon - Ryan Haac, EC
Strafford - Toni Pippy, SB; Doc Bagley, EC; Kevin Grady, EC
Woodstock - Jill Davies, SB; Bill Kerbin, munic mgr

Section-by-section discussion of draft service agreement for Intermunicipal Regional Energy Coordinator (IREC) (attached)...

Participation is by SB action; in answer to question, School districts could also participation, would follow the same rules as towns.
The agreement is effective when all parties have signed.
Modifications are possible, by agreement.
The IREC will be a TRORC employee.
The steering committee will consist of a rep from each town, appointed by the SB; this rep speaks for the Town (except on any changes to agreement and on costs); the IREC will NOT respond to requests from individual residents of Towns.
Expected schedule for the steering committee is monthly, then later perhaps quarterly.
Scope of IREC work -- some tasks by Town (for individual Town alone), others that spread across town boundaries (for the entire group).
Hours worked by IREC would be monitored via TRORC cost codes that they use now.
In answer to a question, for grants awarded for group initiatives, the grant funds would be distributed by % that match Town contributions.
The agreement is for 1 year, a majority of the SB of any Town can vote to withdraw, must give 30 days' notice, no refunds unless existing or new parties step in to fund the withdrawing Town's share.
Future agreements could be multi-year if that's what the Towns want to do.
Proposals for Joint Tasks (for all participating Towns): develop baselines for Town energy usage (comments: and GHG emissions?; could this be extended to school districts too?); develop bid for energy audits of Town facilities (note, each Town would pay for the audit itself); Town energy policy statement.
Proposals for Town-specific work to be decided on within each Town (SB + EC?).
IREC would use cost codes for individual Towns for Town-specific work; a group cost code for Joint tasks (costs here would be split evenly among the 7 Towns)
Funds from Towns are due 1/2 at execution of agreement; 1/2 due 5 months later. The position would run 7/1/20-6/30/21.

TRORC can't use other planning funding for this position; IREC would not work on Enhanced Energy Planning.

NEXT STEPS
- TRORC will circulate a final version of the agreement
- TRORC will schedule another meeting to discuss the draft Job Description (attached); please send comments
- TRORC will inquire with VLCT about reviewing the agreement on behalf of the 7 Towns

Job Description

Intermunicipal Regional Energy Coordinator

General

The Intermunicipal Regional Energy Coordinator (IREC) will be a TRORC contract position supervised by the TRORC Executive Director and tasked to work with several towns jointly. The protocol for management and direction is laid out in the separate Intermunicipal Regional Energy Coordinator Service Agreement.

The aim of the position is to reduce overall energy use through conservation and efficiency measures, as well as to shift energy use from fossil fuels to renewable sources (primarily electricity and biomass). This will provide quantifiable benefits to communities in terms of cost savings and also in terms of carbon reductions. It is understood that many energy measures will have initial capital costs, but the goal is that annualized costs (direct financial and externalized carbon costs) will be reduced.

Expected Functions

It is expected that there will be different actions across the several towns, but some items will be universal and will benefit from scale. Towns vary in their facilities/needs from having several buildings and a vehicle fleet, to a few buildings and vehicles. Most towns have only a few paid staff. The actions will also change over time, but the following are all potential responsibilities of this position:

- Education – public education to individuals and businesses on conservation practices and programs, rebates, incentives, energy goals, progress on meeting goals, and state and local initiatives.
- Physical projects – energy audits of public buildings, follow-up efficiency measures, LED lighting upgrades, research and recommendation on purchasing of vehicles, operations practices to improve efficiency, EV charging stations, park and ride lots, expansion of transit, new building assistance in incorporating energy goals.
- Grants – grant writing and management to support actions.
- Planning, policy, and data – updating local energy plans, solar siting, gathering local energy/carbon data, drafting local codes, and supporting legislation.
- Basic office functions as needed, such as data entry, file management, and customer service

Knowledge

- Basic understanding of municipal government operations at the small scale
- Specific knowledge relating to solar energy generation, weatherization, non-fossil fuel thermal systems, building audits, reduction of transportation energy needs, electric vehicles, and connections of land use planning to energy use.
- Competency in Microsoft Office and Internet applications

Skills

- Strong written and oral communication skills, including presentation before groups
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment and with a variety of personalities
- Flexibility and humor

Minimum Qualifications

College degree. At least one year experience in related areas of knowledge. Able to operate in the field. Must have reliable transportation and ability to attend night meetings.

Draft
Intermunicipal Regional Energy Coordinator Service Agreement (IRECSA)
Version 2, 4/7/20

Purpose

The purpose of this agreement is to lessen overall energy use within participating towns, lower greenhouse gas emissions, and move to renewable generation of electricity. These actions will further state, regional and local energy goals. Actions will be focused towards energy efficiency, conservation, use, and renewable production by the participating municipalities in their operations. As desired by the participating towns, the agreement may also achieve these goals for other public or non-profit organizations in the towns, as well as their broader general populations.

Participation

Participation by a municipality in this municipal service agreement is voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law, by the legislative body of the municipality. Other parties besides municipalities may be included as well upon agreement by all parties as may be relevant to a particular service.

Effective Date

This agreement shall become effective only upon execution by a duly authorized agent of the regional planning commission and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement.

Modification

Any modification to this service agreement shall not become effective unless approved by all parties to the service agreement, including the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

Governance

TRORC has adopted provisions in Article 4 of its bylaws pursuant to Title 24, section 4345b regarding intermunicipal service agreements. This agreement (IRECSA) is made in accordance with those bylaws, and the adopted policies of the participating municipalities.

The IREC will be a TRORC employee managed on a day-to-day basis by the TRORC Executive Director. Each participating town shall appoint a representative to a steering committee, which may provide input into IREC work activities, subject to budget limits, and be the venue for overall direction of tasks. Representatives are responsible for keeping their respective Selectboards apprised of progress and for communicating town concerns to TRORC. Each town representative shall have an equal vote on the Steering Committee and be vested by their Selectboards with the full authority to represent their town except in matters of amending this agreement or approving costs.

Local energy coordinators/committees have a wealth of knowledge and their input through the representative is welcomed as well. The IREC will not work for citizens directly, and communications to and from individual citizens is largely expected to take place through the representatives.

Withdrawal and Termination

This Agreement shall terminate one year from execution, unless extended by all parties. During the Agreement period, parties may withdraw from the agreement prior to the termination date by majority vote of the members of the legislative body seeking withdrawal and at least 30 days' notice. As this Agreement covers a dedicated position that is based on full funding, no refunds of payments will be made unless a new party, or existing parties, decide to fund the remainder of the withdrawing town's prorated share to date.

Services

TRORC will provide a full-time Intermunicipal Regional Energy Coordinator (IREC) staff position dedicated solely to this Agreement. This will be a one-year contract position (renewable if desired). Services shall be prorated shares of the IREC's time as follows.

- Barnard approximately 172 hours per year
- Fairlee (?) approximately 160 hours per year
- Norwich approximately 472 hours per year
- Thetford approximately 228 hours per year
- Sharon approximately 92 hours per year
- Strafford approximately 109 hours per year
- Woodstock approximately 566 hours per year

Joint work

All towns will have their current municipal energy usage baseline determined by the IREC. This will include town-owned buildings and facilities, streetlights, contracted town services, any municipal sewer and water, town vehicles.

All towns will be provided the opportunity to be involved in a bulk town building energy audit bid for all towns in this Agreement. Where energy audits have been done recently for town buildings, copies of those audits will be supplied to the IREC. This Agreement does not cover actual audit costs, just preparation of a bid document and bid review.

All towns will be provided a basic energy policy for adoption or customization by the Selectboard.

All towns will receive monthly public outreach materials from the IEC, and will be provided monthly updates on work tasks.

Town-specific work

Individual town energy task priorities may change over the course of the year, based on direction from the designated town representative. Initial priorities by town are:

- Barnard
- Fairlee (?)
- Norwich
- Thetford
- Sharon
- Strafford
- Woodstock

Limitiations

TRORC shall not have the following powers under this Agreement:

(1) essential legislative functions;
(2) taxing authority; or
(3) eminent domain.

Funding

Work under this Agreement shall be supported solely by municipal funds.
Annual funding by municipality shall be as follows, and is due in two installments, 50% at execution and 50% five months later:

Barnard	$11,100
Fairlee (?)	$10,300
Norwich	$30,600
Thetford	$14,800
Sharon	$5,900
Strafford	$7,000
Woodstock	$36,700

Funds provided for regional planning under section 4341a or 4346 of Title 24 shall not be used to provide services under this Agreement without prior written authorization from the State agency or other entity providing the funds, nor shall TRORC use municipal funds or grants provided for regional planning services under Title 24, chapter 117 to cover the costs of providing services under any service agreement under this section.

Agreed to this _____day of _____, 2020.

Town of Barnard Authorized Representative

Sign: _____ Print Name: _____

Town of Fairlee (?) Authorized Representative

Sign: _____ Print Name: _____

Town of Norwich Authorized Representative

Sign: _____ Print Name: _____

Town of Thetford Authorized Representative

Sign: _____ Print Name: _____

Town of Sharon Authorized Representative

Sign: _____ Print Name: _____

Town of Strafford Authorized Representative

Sign: _____ Print Name: _____

Town of Woodstock Authorized Representative

Sign: _____ Print Name: _____

TRORC Executive Director

Sign: _____ Print Name: _____

3

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
BAYSTATE	BAY STATE ELEVATOR CO.	04/01/20	Maintenance 529539	01-5-706107.00 ELEVATOR MAINTENANCE	270.40	--------	--/--/--
BENS	BEN'S UNIFORMS	04/08/20	cleaning uniform 91231	01-5-500582.00 UNIFORMS	60.00	--------	--/--/--
SWENBR	BRIE SWENSON	04/13/20	Membership at BJ's BJ MEMBER	01-5-425333.00 WOMEN'S CLUB GRANT	170.00	--------	--/--/--
SWENBR	BRIE SWENSON	04/16/20	Rec - face mask FACEMASK	01-5-425182.00 OFFICE SUPPLIES	40.00	--------	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	03/31/20	24 New Boston Rd 033120/24NBR	01-5-705500.00 PURCHASED SERVICES	12.00	--------	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	03/31/20	26 New Boston Rd 033120/26NBR	01-5-703507.00 SUPPLIES	12.00	--------	--/--/--
EVANSMOTO	EVANS GROUP, INC.	04/01/20	Diesel 209 gal 7550	01-5-703405.00 PETROLEUM PRODUCTS	288.84	--------	--/--/--
EVANSMOTO	EVANS GROUP, INC.	04/08/20	Diesel 300 gal 7696	01-5-704405.00 PETROLEUM PRODUCTS	413.40	--------	--/--/--
EVANSMOTO	EVANS GROUP, INC.	04/15/20	Diesel 150 gal 7823	01-5-703405.00 PETROLEUM PRODUCTS	191.90	--------	--/--/--
HAUN	HAUN WELDING SUPPLY, INC.	04/01/20	DPW - March 2020 rental U905291	01-5-703507.00 SUPPLIES	22.40	--------	--/--/--
DURFEE	HERBERT A DURFEE III	04/01/20	mailing of a pkg MAIIL	01-5-005538.00 POSTAGE	12.05	--------	--/--/--
FRANK	JENNIFER FRANK	03/27/20	Cleaning supplyCOVID CLEANING	01-5-500501.00 ADMINISTRATION	7.00	--------	--/--/--
FRANK	JENNIFER FRANK	04/03/20	postage for pen pal progr STAMPS-PP	01-5-500202.00 COMMUNITY RELATNS	18.30	--------	--/--/--
PETESTIRE	PETE'S TIRE BARNS, INC	04/14/20	Trk 10 summer tire 262313	01-5-703403.00 PARTS & SUPPLIES	787.50	--------	--/--/--
PETESTIRE	PETE'S TIRE BARNS, INC	04/01/20	FD - tire repair 573110	01-5-555528.00 FIRE TRK R & M	21.00	--------	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	04/15/20	April 2020 monthly bill APRIL20	01-5-703501.00 ELECTRICITY	64.53	--------	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	04/15/20	April 2020 monthly bill APRIL20	01-5-706101.00 ELECTRICITY	783.60	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	04/15/20	Apr 2020 Solar net bill 2004-01	01-5-500204.00 SPEED SIGNS	144.00	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	04/15/20	Apr 2020 Solar net bill 2004-01	01-5-485233.00 ELECTRICITY	531.00	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	04/15/20	Apr 2020 Solar net bill 2004-01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	90.00	--------	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	04/15/20	Apr 2020 Solar net bill 2004-01	01-5-705501.00 ELECTRICITY	135.00	--------	--/--/--
TEXASREFI	TEXAS REFINERY CORP	04/07/20	grease tubs - DPW 195672	01-5-703403.00 PARTS & SUPPLIES	348.00	--------	--/--/--
HANOVERTO	TOWN OF HANOVER	04/01/20	FY19-20 alarm monitor 316	01-5-706105.00 ALARM MONITORING	118.75	--------	--/--/--
HANOVERTO	TOWN OF HANOVER	04/01/20	FY19-20 alarm monitor 316	01-5-485303.00 ALARM MONITORING	118.75	--------	--/--/--
HANOVERTO	TOWN OF HANOVER	04/01/20	FY19-20 alarm monitor 316	01-5-703509.00 ALARM MONITORING	118.75	--------	--/--/--

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
HANOVERTO	TOWN OF HANOVER	04/03/20	Qtrly ambulance bill 2020 340	01-5-555901.00 AMBULANCE CONTRACT	10509.41	--------	--/--/--
HANOVERTO	TOWN OF HANOVER	04/03/20	Qtrly ambulance bill 2020 340	01-5-555901.00 AMBULANCE CONTRACT	10509.42	--------	--/--/--
HANOVERTO	TOWN OF HANOVER	04/03/20	Qtrly ambulance bill 2020 340	01-5-555901.00 AMBULANCE CONTRACT	10509.42	--------	--/--/--
HARTFORD	TOWN OF HARTFORD	04/01/20	Apr-Jun dispatch srvc 10838	01-5-500536.00 DISPATCH SERVICES	5139.37	--------	--/--/--
HARTFORD	TOWN OF HARTFORD	04/01/20	Apr-Jun dispatch srvc 10838	01-5-500536.00 DISPATCH SERVICES	5139.38	--------	--/--/--
HARTFORD	TOWN OF HARTFORD	04/01/20	Apr-Jun dispatch srvc 10838	01-5-500536.00 DISPATCH SERVICES	5139.37	--------	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/06/20	DPW uniforms 35 4473389	01-5-703311.00 UNIFORMS	217.20	--------	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/06/20	DPW uniforms 35 4473389	01-5-703507.00 SUPPLIES	89.33	--------	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/06/20	B & G uniforms 35 4473714	01-5-704311.00 UNIFORMS	76.78	--------	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/13/20	DPW - uniforms 35 4475436	01-5-703507.00 SUPPLIES	89.33	--------	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/13/20	DPW - uniforms 35 4475436	01-5-703311.00 UNIFORMS	217.20	--------	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/13/20	B &G unifroms 35 4475760	01-5-704311.00 UNIFORMS	76.78	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/05/20	DPW Apr-May ph bill 9851870553-1	01-5-703505.00 TELEPHONE	41.51	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/05/20	DPW Apr-May ph bill 9851870553-2	01-5-703505.00 TELEPHONE	41.51	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/01/20	FD Ipad April 2020 bill 9851870553FD	01-5-555625.00 TELEPHONE & INTERNET	40.01	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/01/20	JF Apr-May ph bill 9851870553JF	01-5-500501.00 ADMINISTRATION	57.33	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/05/20	LW Apr-May ph bill 9851870553LW	01-5-703505.00 TELEPHONE	41.51	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/01/20	PD Apr-May 2020 ph bill 9851870553PD	01-5-500501.00 ADMINISTRATION	41.51	--------	--/--/--
VERIZWIRE	VERIZON WIRELESS	04/01/20	TM Apr-May 2020 ph bill 9851870553TM	01-5-005532.00 T MNGR CELL PHONE	107.06	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	03/27/20	DPW - ear plugs 209240392	01-5-703507.00 SUPPLIES	33.99	--------	--/--/--
WBMASON	W.B. MASON CO., INC.	03/30/20	TS - Marker board 209272316	01-5-705403.00 PARTS & SUPPLIES	79.99	--------	--/--/--
ROBERT HA	ACCOUNTEMPS	03/31/20	Contract help in finance 55623847	01-5-200112.00 FINL ASSISTANT WAGE	1968.78	8896	04/25/20
ROBERT HA	ACCOUNTEMPS	04/08/20	Contract help in finance 55669346	01-5-200112.00 FINL ASSISTANT WAGE	1916.24	8896	04/25/20
ROBERT HA	ACCOUNTEMPS	04/14/20	Contract help in finance 55689630	01-5-200112.00 FINL ASSISTANT WAGE	1578.11	8896	04/25/20
ADVANCE	ADVANCE AUTO PARTS	04/14/20	Trk 6 brake repair 0418	01-5-703403.00 PARTS & SUPPLIES	200.41	8897	04/25/20

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	04/07/20	Trk 6 Frt end repairs 1381	01-5-703403.00 PARTS & SUPPLIES	403.90	8897	04/25/20
ADVANCE	ADVANCE AUTO PARTS	04/07/20	Trk 6 R & M 1382	01-5-703403.00 PARTS & SUPPLIES	67.69	8897	04/25/20
ADVANCE	ADVANCE AUTO PARTS	04/09/20	B & G trailer brake repai 1448	01-5-704403.00 PARTS & SUPPLIES	716.64	8897	04/25/20
ANYTIME	ANYTIME CARPET CARE & CLE	03/26/20	WK 3/22 & 3/26 cleaning 964904	01-5-485304.00 CLEANING	360.00	8898	04/25/20
ANYTIME	ANYTIME CARPET CARE & CLE	03/22/20	deep clean COVID-19 964907	01-5-485304.00 CLEANING	270.00	8898	04/25/20
ANYTIME	ANYTIME CARPET CARE & CLE	04/09/20	Wk 4/2 & 4/9 cleaning 964913	01-5-485304.00 CLEANING	360.00	8898	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-500123.00 HEALTH INS	5020.32	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-703123.00 HEALTH INSUR	7685.22	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-704123.00 HEALTH INSURANCE	2624.29	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-100123.00 HEALTH INS	2605.23	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-555123.00 HEALTH INSURANCE	1811.75	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-425123.00 HEALTH INS	2529.37	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-005123.00 HEALTH INSUR	3928.10	8900	04/25/20
BCBS	BLUE CROSS/BLUE SHIELD OF	04/01/20	Apr 2020 insurance 104431273	01-5-350123.00 HEALTH INS	1555.20	8900	04/25/20
BUSINESS	BUSINESS CARD	03/25/20	Hard drive - COVID-19 BEST BUY	01-5-005900.00 MISCELLANEOUS	268.95	8901	04/25/20
CANON	CANON SOLUTIONS AMERICA,	03/29/20	TH - copier maintetnance 4032393822	01-5-275620.00 PHOTOCOPIER	442.76	8902	04/25/20
COMCAST	COMCAST	03/20/20	DPW phone APR 2020	01-5-703505.00 TELEPHONE	113.64	8903	04/25/20
COMCAST	COMCAST	04/01/20	PSF ph bill APR 2020 PSF	01-5-485238.00 PHONE & INTERNET	424.83	8903	04/25/20
COMCAST	COMCAST	04/06/20	TH Apr 2020 Internet APR 2020 TH	01-5-275632.00 SERVER MAINTENANCE	19.95	8903	04/25/20
D&W	DAN & WHIT'S GENERAL STOR	03/25/20	Safety glasses COVID 6033685	01-5-500501.00 ADMINISTRATION	47.94	8904	04/25/20
D&W	DAN & WHIT'S GENERAL STOR	04/03/20	hardware COVID19 6037666	01-5-500501.00 ADMINISTRATION	14.97	8904	04/25/20
D&W	DAN & WHIT'S GENERAL STOR	04/03/20	TS supplies 6037682	01-5-705515.00 ADMINISTRATION	7.56	8904	04/25/20
D&W	DAN & WHIT'S GENERAL STOR	04/09/20	Ant traps 6040673	01-5-485302.00 REPAIRS & MAINTENANCE	13.18	8904	04/25/20
D&W	DAN & WHIT'S GENERAL STOR	04/13/20	Bleach COVID19 6042787	01-5-485301.00 BUILDING SUPPLIES	6.99	8904	04/25/20
D&W	DAN & WHIT'S GENERAL STOR	04/14/20	B & G took 6043180	01-5-704413.00 TOOLS	27.99	8904	04/25/20

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
DEADRIVER	DEAD RIVER COMPANY	04/08/20	Oil 190 gal 43553	01-5-706103.00 HEATING	416.10	8905	04/25/20
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	04/03/20	Trk 8 R & M LP304311	01-5-703403.00 PARTS & SUPPLIES	80.72	8906	04/25/20
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	04/09/20	DPW returning part LP304520	01-5-703403.00 PARTS & SUPPLIES	13.77	8906	04/25/20
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	04/10/20	credit on return part LP304576	01-5-703403.00 PARTS & SUPPLIES	-13.77	8906	04/25/20
GNOMON	GNOMON COPY	03/31/20	Info on Covid-19 for town 57582	01-5-005900.00 MISCELLANEOUS	32.00	8907	04/25/20
GNOMON	GNOMON COPY	04/02/20	Trail signs - COVID19 57593	01-5-425182.00 OFFICE SUPPLIES	90.00	8907	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	300 Main Bandstand MAR2020-1	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	1.06	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	Union Vlg Speed sign MAR2020-10	01-5-500204.00 SPEED SIGNS	1.70	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/31/20	26 New Boston Rd MAR2020-11	01-5-703501.00 ELECTRICITY	377.72	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/31/20	300 Main St MAR2020-12	01-5-706101.00 ELECTRICITY	387.15	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/31/20	111 Turnpike EV Charge MAR2020-13	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	32.28	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/31/20	319 Main St Solar MAR2020-14	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	22.23	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	Main St Tower MAR2020-2	01-5-575233.00 TOWER POWER	32.56	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/24/20	Main St P7 Sign MAR2020-3	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	29.53	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/30/20	Street lIghts MAR2020-4	01-5-703307.00 STREETLIGHTS	1101.30	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	24 New Boston Rd MAR2020-5	01-5-705501.00 ELECTRICITY	86.32	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	Church St Taglet(speedsig MAR2020-6	01-5-500204.00 SPEED SIGNS	0.70	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	Rt 10 Speed Sign MAR2020-7	01-5-500204.00 SPEED SIGNS	2.35	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	Turnpike Rd Speed Sign MAR2020-8	01-5-500204.00 SPEED SIGNS	1.06	8908	04/25/20
GMPC	GREEN MOUNTAIN POWER CORP	03/25/20	BeaverMdw Speed sign MAR2020-9	01-5-500204.00 SPEED SIGNS	4.37	8908	04/25/20
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	04/07/20	TS-Shed-COVID19 23030	01-5-705413.00 SMALL EQUIPMENT	729.00	8910	04/25/20
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	04/08/20	FD - batteries 83876	01-5-555424.00 EMS TOOLS/ EQUIP	89.94	8910	04/25/20
SCHUMA	MASAKI SCHUETTE	04/08/20	face mask for TH & Rec FACEMASK	01-5-425182.00 OFFICE SUPPLIES	176.00	8911	04/25/20
MCNEIL	MCNEIL, LEDDY & SHEAHAN,	04/01/20	Professional 33567	01-5-005300.00 PROFESS SERV	857.50	8912	04/25/20
MODERN	MODERN CLEANERS & TAILORS	03/31/20	uniform cleaning 1341	01-5-500583.00 UNIFORMS CLEANING	110.50	8913	04/25/20

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
RICHARDSO	N	04/06/20	Monthly server maintenanc 1872	01-5-275632.00 SERVER MAINTENANCE	450.00	8914	04/25/20
NEMRC	NEW ENGLAND MUNI RESOURCE	04/11/20	Cloud set-up /Covid-19 45403	01-5-005900.00 MISCELLANEOUS	840.00	8915	04/25/20
NORNURSE	NORTHERN NURSERIES	04/07/20	Rec - field main/care M51445	01-5-425322.00 REC FIELD CARE	1243.50	8916	04/25/20
PARROS	PARROS GUN SHOP & POLICE	04/03/20	PD - holster for officer 110143	01-5-500582.00 UNIFORMS	159.00	8917	04/25/20
ROYCO	ROYCO DISTRIBUTORS INC	04/14/20	OIl restock 148232	01-5-703405.00 PETROLEUM PRODUCTS	169.23	8918	04/25/20
SABIL	SABIL & SONS INC	03/31/20	State inspection 87521	01-5-703401.00 OUTSIDE REPAIRS	75.00	8919	04/25/20
TARRANT	TARRANT, GILLIES & RICHAR	03/31/20	Professional srvc 13649	01-5-005300.00 PROFESS SERV	440.00	8920	04/25/20
UI INSUR	UI INSURANCE SERVICES, IN	03/19/20	FD - UI insurance 9209	01-5-555620.00 FIREFIGHTERS CASUL INS	4475.00	8921	04/25/20
USBANK	US BANK	04/01/20	Interest only on bonds VMBBNOR176-1	01-5-575105.00 DEBT SERVICE TOWER INTERE	1819.94	8922	04/25/20
USBANK	US BANK	04/01/20	Interest only on bonds VMBBNOR176-1	01-5-800235.00 DEBT INTEREST	23932.40	8922	04/25/20
VALLEYNEW	VALLEY NEWS	04/11/20	Legal - Woody Adams Fores 273213	01-5-005540.00 ADVERTISING	195.50	8923	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-300531.00 TELEPHONE	39.47	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-275531.00 TELEPHONE	39.47	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-350531.00 TELEPHONE	39.47	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-705505.00 TELEPHONE	36.44	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-425127.00 TELEPHONE	39.47	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-005531.00 ADMIN TELEPHONE	39.47	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-100531.00 TELEPHONE	39.47	8924	04/25/20
EARTHLINK	WINDSTREAM	04/01/20	local directory listing 72455272	01-5-200531.00 TELEPHONE	39.48	8924	04/25/20

Vendor	Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				128740.99		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ***128,740.99
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Becky Grammer TOWN MANAGER: Herbert Durfee, Town Manager

SELECTBOARD:

Claudette Brochu, Chair | Roger Arnold, Vice Chair | Robert Gere | John Langhus | Mary Layton

All Invoices For Check Acct 03(General) 04/25/20 To 04/25/20

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	03/09/20	Trk 4 engine repair LR40269	07-5-700322.00 HIGHWAY EQUIP. PURCHASES	24189.22	8906	04/25/20
	Report Total				24189.22		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ****24,189.22
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR TOWN MANAGER:

Becky Grammer Herbert Durfee, Town Manager

SELECTBOARD:

Claudette Brochu	Roger Arnold	Robert Gere	John Langhus	Mary Layton
Chair	Vice Chair			

Town of Norwich Accounts Payable

Check Warrant Report # 20-21 Current Prior Next FY Invoices For Fund (CITIZEN ASSISTANCE FUND)

All Invoices For Check Acct 03(General) 04/25/20 To 04/25/20

Vendor	Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
REDACTED —	04/17/20	Citizens Assist Fund CAF # 1	33-5-005702.00 CITIZEN ASSISTANCE	600.00	8899	04/25/20
Report Total				600.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ *******600.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR _____ TOWN MANAGER: _____

Becky Grammer

Herbert Durfee, Town Manager

SELECTBOARD:

Claudette Brochu	Roger Arnold	Robert Gere	John Langhus	Mary Layton
Chair	Vice Chair			

(3)

DRAFT Minutes of the Selectboard Meeting of
Wednesday, April 8, 2020 at 6:30 pm

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

There were about 16 people in the audience.

Also participating: Jaci Allen, Doug Wilberding, Linda Cook, Stuart Richards, Bonnie Munday, Pamela Smith, Police Chief Jennifer Frank, Sharon Racusin, Kathleen Shepherd, Juan Quinonez Zapata, George Clark.

The meeting was conducted via Zoom.

1. Approval of Agenda. Roger Arnold explained the meeting ground rules and procedures regarding the Zoom meeting. Brochu welcomed everyone to the meeting and Selectboard (SB) members agreed to proceed with the agenda as drafted.

2. Public Comment. Jaci Allen, Norwich Planning Commission (PC) Chair, asked for SB feedback on the PC's proposal to return to 7 members; she said that at least 5 of 8 PC members are in favor of decreasing the membership to 7. Brochu said they won't be discussing that tonight but can look at putting the issue on a future agenda. Doug Wilberding wants to know the status of EEI letter of intent and contract. He asked about the remuneration for the Tracy Hall project's clerk of the works and asked if the work was put out to bid. Wilberding said the economy is in depression and lots of challenges for town spending; he expressed concern about private financing for the Tracy Hall project. Wilberding wants to see the town return to the Energy Committee's strategic plan they developed in the past. Linda Cook said she wants to know if town committee meetings are being warned and posted as usual; she was told that yes, they are. Stuart Richards asked if the Tracy Hall project notes would be posted on the listserv. Durfee said that yes, they will be. Durfee also said the project's clerk of the works position is unpaid and that there is currently no contract with EEI, and the letter of intent is in the process of being signed by both parties (the town and EEI).

3. Consent Agenda. Arnold **moved** (2nd Langhus) to approve the consent agenda. **Motion passed unanimously.** Brochu **moved** (2nd Gere) to authorize the Selectboard Chair or Vice Chair to sign the approved warrants during this COVID19 emergency. **Motion passed unanimously.**

4. Reconsider Date of Special Town Meeting. Bonnie Munday, Norwich Town Clerk said that the Vermont Secretary of State suggests postponing public votes until at least August 2020. Munday said she would be much more comfortable with August than with a May vote because of the availability of people to count votes, and there will be clearer instruction from the Secretary of State by then and the peak of the pandemic should hopefully have passed. Under current physical distancing requirements, it would be very difficult to conduct the vote safely. Conducting the vote solely by the mail has its own dangers, as well. Arnold said he is in favor of waiting until August when we'll have more procedures in place from the Secretary of State. Gere asked if we know yet what the warning procedures will be and can we further postpose, if needed. Durfee said w would need to warn the special meeting with the Town Meeting petitioned article in mind. Brochu said we can't push the vote off past 2020. Langhus said he supports postponing the vote until August, as well. Stuart Richards suggested that no further money should be spent on this project beyond what has been authorized. Pamela Smith asked where the $15,000 authorized come from. Durfee said it can either come from professional services or the Tracy Hall designated fund. Langhus **moved** (2nd Gere) to

postpone the Special Town Meeting to conduct the Tracy Hall project reconsideration vote regarding Article 8, originally scheduled for May 12, 2020, and reschedule said Special Town Meeting on August 11, 2020. **Motion passed unanimously.**

5. Article(s) for Special Town Meeting. No discussion or action was conducted on this item.

6. Norwich Representative to Regional Energy Commission. After brief discussion, Langhus **moved** (2nd Arnold) to appoint Linda Gray as representative and Rod Francis as alternative representative to the Regional Energy Commission. **Motion passed unanimously.**

7. Enhanced Fair & Impartial Policing Policy (FIPP). Arnold gave a summary of the discussion concerning and advocated for the approval of the FIPP per his memo, which is part of the meeting's SB packet. Norwich Police Chief Jennifer Frank said the and other Norwich Police Department (NPD) members are concerned with the fact that the FIPP is in violation of existing federal statute. Frank said that the SB has the power to enact FIPP as a personnel policy, because the SB cannot require or enact police policy. Frank said that the Winooski Chief of Police told her directly that Winooski has not gotten any Byrne/JAG money since the passage of their city's FIPP. Frank said that asking police officers to go against federal law would cause them to violate their oaths. Layton said she is very bothered by this policy proposal and is feeling very negative about asking police officers to go against their oaths. Layton said she is inclined to vote against it. Langhus said that police officers swear oaths to the state and federal constitutions, not to uphold federal law. Langhus said Norwich voters overwhelmingly voted in favor of the FIPP and he doesn't think the federal authorities should be asking local police to the federal work. Durfee said he doesn't think this is necessarily the best tie during the COVID crisis to tackle this issue and negatively affect morale. Arnold said he is sympathetic to that, but he is thinking about possible harm to the affected community. Brochu asked about Act 41 and what it does. Arnold said that Vermont Act 41 allows towns to add further enhancements to the state's model FIPP. Frank clarified that the agencies and constables can include enhancements to their policies. Act 41 allows police departments to add to their policies. Arnold said he thinks the SB has the power to enact such a policy. Sharon Racusin said this is not a comment on the performance of the NPD; the town voters overwhelmingly voted for this. Racusin strongly supports this enhanced FIPP. Kathleen Shepherd said she sees the adoption of the enhanced FIPP as a moral imperative we need to send a message by adopting this policy. Juan Quinonez Zapata said he is a Dartmouth student and activist and said passing this FIPP would make undocumented people feel safer in this community. What is in place now as a policy is not good enough and we need the enhanced FIPP; now is the right time to approve this policy because the people who would be protected by it are the same people who tend to be essential workers – in food service and farming. Chief Frank said the enhanced FIPP is problematic because we are asking officers to violate section 1373 of the federal statute; Frank recommended that the SB make this a personnel policy. Langhus **moved** (2nd Arnold) to adopt a Town Enhanced Fair and Impartial Policing Policy, as advised by the voters at the March 3, 2020 Norwich Town Meeting without amendment. **Motion passed 4 to 1 (yes – Arnold, Brochu, Gere, Langhus; no – Layton).**

8. Social Media Policy Revision. SB members discussed the draft policy, especially how to handle committee websites. Langhus **moved** (2nd Arnold) to adopt the Town of Norwich Digital Media Policy (aka the Social Media Policy), as drafted and included in this meeting's packet. **Motion passed unanimously.**

9. Cybersecurity Policy. Layton said that she based the draft policy on a national organization's recommendations. Durfee asked for guidance and deadlines on the actions detailed in the policy. SB members discussed the draft policy. Gere said the breadth of scope might be too much for the

town at this time; SB agreed that adopting this policy right now is too soon – more things need to be put into place first. Layton suggested the SB table this issue for the next 6 months and reconsider adopting the policy at that time. SB members agreed to table this motion until a July meeting.

10. Tigertown Road culverts. Durfee said that VTrans requires a local concerns meeting related to the Tigertown culvert work that need to be upsized. This gives members of the public the opportunity to discuss the plan with town officials; this discussion at this SB meeting will provide that opportunity. Durfee said that an engineer has put together plans for the culvert work – these are in tonight's meeting packet. The project has gone out to bid on the project, we have received proposals and are evaluating those proposals. The VTrans department governing this project grant has shut down because of COVID19.

11. Fire Dept. Request to Expend Money From Designated Fund. After brief discussion, Langhus **moved** (2nd Arnold) to authorize the expenditure of up to $3,094.03 from the Fire Station Designated Fund for the payment of repairs to Fire Station equipment and building infrastructure. **Motion passed unanimously.**

12. Hazard Mitigation Plan. Layton asked if the bids were received under an FRP. Durfee said that yes, it went out and we received 2 bids. After some discussion, Langhus **moved** (2nd Layton) to authorize the Town Manager to execute a contract with TRORC to develop a duly approved FEMA Hazard Mitigation Plan, according to the Town's RFP dated January 27, 2020, for an amount not to exceed $10,122.00, 75% of which will be reimbursed by the State via a FEMA grant up to $7,612.50. **Motion passed unanimously.**

13. COVID19 Update. Layton asked Durfee how it is going in the town offices. Durfee said that town employees are practicing physical distancing. Arnold asked Durfee what things the SB should be considering regarding COVID19 issues. Durfee suggested that the SB take a future meeting to discuss various things the town can do in more detail. Pamela Smith said that Jim Masland had told her that the State of Vermont may not have Vermont property tax credits available in time for our July tax bills. Durfee said he will be coming out with an updated contingency plan soon. Linda Cook said there is no burning in the town until further notice.

14. Town Manger Report. Durfee said that he will put out an updated contingency plan in the next few days. Durfee asked for clarity from the SB about what they want to see happen regarding employee pay when an employee doesn't work. Town employees are asking why they can't stay at home and be paid. Langhus said he remembers the SB members agreed at an earlier meeting that employees should be paid while they do what's necessary to be safe – either staying home or wherever they work; and if we can do without an employee, we should send them home. Layton said she wants anyone who can work at home to work at home. Arnold said the state has classified who is essential and not; so that Durfee doesn't need to make that determination. Brochu said the money is in the budget, so we should pay people and not have them suffer any loss. Durfee thanked the SB for clarifying. Durfee told the SB that he needs their authorization to submit paving grant requests to the state; the town's funding match would come out of next fiscal year's funding. Langhus **moved** (2nd Layton) to authorize the Town Manager to submit applications for grant funding from the annual VTrans Structures and Paving Grants programs related to paving a portion of Beaver Meadow Rd (to address the potholing in the interim of completing the sidewalk scoping project), paving Union Village Rd (from Old Coach Rd to Willey Hill Rd), and replacing the Rte. 132 box culvert – engineering only request. **Motion passed unanimously.**

16. Adjournment. Layton **moved** (2nd Arnold) to adjourn. **Motion passed (yes – Arnold, Brochu,**

Gere, Layton; abstain – Langhus).

Meeting adjourned at 10:14 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____ , 2020

_____
Claudette Brochu
Selectboard Chair

Next Meeting – April 22, 2020 – Meeting at 6:30

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

4.1

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

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

Name: Irv Thomae

Address: 528 New Boston Rd (mail: PO Box 281)

Day phone: 649-5617 Evening phone: 649-5617

E-mail: irvthomae@alum.mit.edu

Position Applied For: delegate to East Central VT Telecomm District (ECFiber)

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 4 since reorg as ECVTD Years: 12 in all

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   Serving as ECFiber Chair since before transition to municipal status has involved working for passage of the enabling legislation, as well as advocacy for full-strength rural broadband throughout Norwich and the entire state.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   East Central Vt Telecommunications District Governing Board (currently chair)
   Past: member, sometimes chair, of the elected Norwich Finance Committee (thereby also Dresden Finance Committee) for ~16 years total, starting ~1990
   Advocacy since early 1990's for income-based school funding mechanisms

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Location:
Title: Retired since Sept. 2006 (Dartmouth)
Describe your work:

6. Pertinent Education and/or Experience:

Educ'n: SB, PhD , both from MIT.

Experience: engineering educator (Thayer School & elsewhere); independent software developer; volunteer community advocate

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

Comments:

Full-strength internet connectivity is essential for sustainability of rural life and communities throughout Vermont, but commercial providers avoid sparsely populated areas that most need it. As the state's first Communications Union District, ECFiber is showing that a multi-community approach can overcome this challenge, and I'm proud to be part of it.

Signature Date

April 16, 2020

Please note that this application is considered a public document

4.2

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

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

Name: Robert Gere

Address: 1399 Union Village Rd.

Day phone: 802-649-5267 Evening phone: 802-649-5267

E-mail: rgere@mac.com

Position Applied For: Alternate Norwich representative to ECFiber Board of Gove

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

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

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

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

   Justice of the Peace, Board of Civil Authority, Board of Abatement

   Developement Review Board, Finance Committee

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Dresden School District Location: Hanover, NH
Title: IT Specialist
Describe your work:
Maintaining Hanover High School computers and network services

6. Pertinent Education and/or Experience:

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

Comments:

Signature

Date

4/8/2020

Please note that this application is considered a public document

4.3

Herb Durfee

From: John Farrell <jjtwister@gmail.com>
Sent: Saturday, February 29, 2020 1:00 PM
To: Herb Durfee; Miranda Bergmeier
Subject: TOWN SERVICE OFFICER

Greetings Miranda and Herb:

I would like to reapply for another year as TSO. This past year was relatively quiet with the exception of the 2 week period that I covered for David Hubbard (wood lot) when we had 2 requests for wood. Eric Friets made both deliveries which was very nice of him.
Thanks,
John M. Farrell

4.4

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

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

Name: Sage McGinley-Smith

Address: 37 Beaver Meadow Rd. Norwich VT 05055

Day phone: 8026492233 Evening phone: 8026492233

E-mail: sagemcginleysmith@hanovernorwichschools.org

Position Applied For: Conservation Commission

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

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   I have already attended several meetings of the conversation commission, and feel that I could provide a valuable youth perspective on the many pressing issues discussed by the board. I currently am a part of the Hanover High School Environmental Club as well as the Climate Action Plan Integration Team at the high school. Additionally, I recently attended a four month semester program focused on sustainability and ecology.

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

Please note that this application is considered a public document

5. Education and Current Employment

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

6. Pertinent Education and/or Experience:

Current 11th grader at Hanover High School in Hanover, NH. Previously attended Island School semester program in Deep Creek Eleuthera, Bahamas.

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

Comments:

Signature
Sage McGinley-Smith

Date
3/18/20

Please note that this application is considered a public document

Miranda Bergmeier

From: Sage McGinley-Smith <sagemcginleysmith@hanovernorwichschools.org>
Sent: Wednesday, March 18, 2020 4:56 PM
To: Miranda Bergmeier
Subject: Conservation Commission application
Attachments: WebPage.pdf; ATT00001.htm

Hello!

My name is Sage McGinley-Smith and I am a current 11th grader at Hanover High School. I have been communicating with Craig Layne, the chair of the Norwich Conservation Commission about joining the commission, and he directed me to this application form to apply for the recently vacated position on the commission. I have filled out the form and am sending it to this address as he directed. Please let me know if there is anything else I should do.
Best,
Sage McGinley-Smith

(4.5

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

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

Name: richard stucker

Address: P.O. Box 201, Norwich

Day phone: (802) 649-2025 Evening phone: same

E-mail: richardlstucker@gmail.com

Position Applied For: Development Review Board

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: 3 Years: 8

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   Served six years on Planning Commission, two ad hoc Town committees, and

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

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Retired for past 14 years Location:
Title: Associate Director
Describe your work:
Museum Administrator at Hopkins Center, Hood Museum, and Montshire Museum

6. Pertinent Education and/or Experience:
MBA and 38 years as senior museum administrator

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

Comments:
I look forward to again serving on the DRB

Signature [signature] Date 3/16/20

Please note that this application is considered a public document

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

RECEIVED
APR 13 2020
By TH

4.5

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

Name: Arline Rotman

Address: 95 Douglas Road

Day phone: 649-2046 Evening phone:

E-mail: arliner@gmail.com

Position Applied For: Development Review Board

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

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   I have served on this board for years. I have a J.D. degree and practiced law for 25 years, 12 of which were as a Massachusetts judge. I am a certified mediator.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   Past Member of the Worcester Housing Authority for years, resigning when appointed to the judiciary
   Board member and past President of the Association of Family & Conciliation Courts – (an international association –
   Bd. Member & Past President of Norwich Womens Club
   Present Bd. member of the Bd. of Civil Authority & Bd. of Abatement

Please note that this application is considered a public document

5. Education and Current Employment

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

6. Pertinent Education and/or Experience:
Masters degree - Education -
J.D -
See answer to question 4

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

Comments: My experience as a lawyer/judge will be valuable with the adoption of a new Town plan - and the forthcoming amendments to the zoning by-laws & subdivision regulations

Signature
Anne S. Rotman

Date
March 23, 2020

Please note that this application is considered a public document

4.6

1 Hazen St.

Norwich, Vt. 05055

March 1, 2020

Dear Mr. Durfee,

I have been instructed to contact you concerning my wish to serve another term on the Development Review Board. My understanding is that, after review, you will refer this to the Select Board for consideration, and I would appreciate it if you would do just this.

I have served for three years as an alternate to the board and wish to continue in this capacity. I finally feel I am up to speed! I like to think I am an asset to the DRB in that I am timely in all responses to email alerts, attend all meetings for which I am in town, and make all site visits when they are warned. Along with that I read all pertinent materials for current cases before the board, and have used CATV to catch up on what I have missed.

Since my husband and I are away for at least two months a year, I prefer to continue in the alternate capacity. In fact, we will be gone during the month of April just when you will conduct board applicant interviews. I therefore ask that you schedule my interview before March 28, when we leave, or immediately after our return on May 2.

I look forward to hearing from you on this matter.

Very sincerely,

Sue Pitiger

4.7

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

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

Name: Jeff Goodrich

Address: 228 Church Street, Norwich, Vermont 05055

Day phone: (603) 448-2200 Evening phone: (603) 208-8880

E-mail: jeff.goodrich@pathwaysconsult.com

Position Applied For: Planning Commission

1. If you are re-applying for the same board/commission, how many terms/years have you already served?
   Terms: Cannot recall, but believe since 1990 with break from 2004 to 2007. Years: 25+/-

2. Would you be available for evening and/or morning meetings?
   Evening: (Yes ● No) ○ Morning: (Yes ● No). ○
   Are there other restrictions on your availability? If so, please describe:
   Conflicts with other meetings (e.g., Norwich SB) and youth coaching responsibilities.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   In addition to many years with the Planning Commission, I interact with many similar bodies in a number of municipalities and work constantly with regulations from the local level to the federal level. My experience as a professional planner/engineer and service in a number of volunteer capacities over many years particularly suit my reappointment. My licensure and experience orient me to critically think about issues and work in a professional, collegial setting that seeks to build on collaborative efforts.

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

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Pathways Consulting, LLC Location: Hartford, Vermont and Lebanon, New Hampshire
Title: President
Describe your work:
My role consists of assisting more than 300 clients annually with a wide variety of projects (e.g., individual home owners, municipalities, state and federal agencies, institutions, businesses, private clients, etc.).

6. Pertinent Education and/or Experience:
Although I am a licensed Professional Engineer my primary focus is strategic planning over more than three decades serving thousands of local and regional clients.

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

Comments:
I am committed to sustainable principles that optimize living, working, and shopping in a walkable community including buying locally (food, contractors, and professional services), planning that contemplates costs from energy to taxes, treating one another with dignity and respect, particularly when we have differing view points.

Signature [signature] Date April 14, 2020

Please note that this application is considered a public document

4.8

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

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

Name: JEFF SWENSON

Address: 122 BLOOD HILL RD, NORWICH, VT 05055

Day phone: Evening phone: 603-266-9199 cell (day and evening)

E-mail: jeffswenson@hotmail.com

Position Applied For: FINANCE COMMITTEE

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1. If you are re-applying for the same board/commission, how many terms/years have you already served? No
   Terms: Years:

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

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   Audit, Internal Controls, Budgeting, Forecasting
   Capital Planning and Financial Analysis

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

5. Education and Current Employment
Name of Company: Marker Volkl USA Location: Lebanon, NH
Job Title: Director of Finance and Operations
Description of work:
Supervise 26 employees in Finance, Customer Service, and Warehouse Departments of a $50 M ski equipment company

6. Pertinent Education and/or Experience:
M.S. Accounting and M.B.A., Northeastern Univ
1999 3.93 GPA
Certified Public Accountant
21 years in various accounting and finance positions

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes) No).
If yes, please explain:
My wife, Brie Swenson, is the Recreation Director for the Town of Norwich. Therefore, I would recuse myself from any decisions of the committee impacting her directly.

Comments:

Signature Jeff Swenson Date 3/20/20

4.8

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

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

Name: John Pepper

Address: 95 Elm Street

Day phone: 617-947-6467 Evening phone:

E-mail: seabird37@gmail.com

Position Applied For: Finance Committee

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

2. Would you be available for evening and/or morning meetings?
   Evening: (Yes ● No) ○ Morning: (Yes ● No). ○
   Are there other restrictions on your availability? If so, please describe:
   I travel and have other obligations but I try to prioritize town-related commitments first

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
   Selectboard Norwich 2017-2020, MBA Tuck, current treasurer and chair of finance committee for local non-profit, CFO of my own companies at various stages

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
   Selectboard 2017-2020

Please note that this application is considered a public document

5. Education and Current Employment

Name of Company: Worthee, Inc. & Boloco Location: Hanover, NH
Title: Founder & Chief Worker Advocate
Describe your work:
I've started and operated 3 companies since graduating from Tuck 23 years ago.

6. Pertinent Education and/or Experience:
Dartmouth 1991, Tuck 1997

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

Comments:

Signature Date

Please note that this application is considered a public document

4.9

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

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

Name: Thad Goodwin

Address: 183 Turnpike Rd Norwich VT

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

E-mail: GoodwinTree and Tractor@gmail.com

Position Applied For:

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

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

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

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

Please note that this application is considered a public document

5. Education and Current Employment

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

6. Pertinent Education and/or Experience:

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

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

Comments: Look Forward to helping Norwich + residents deal with the towns trees.

Signature Thomas Goodwin Date 3-3-20

Thomas Goodwin

Please note that this application is considered a public document

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
ASSET		
01-1-001 CASH		
01-1-001001.00 PETTY CASH-RECEIPTS DRWR	0.00	50.00
01-1-001002.00 PETTY CASH-POLICE DEPT	0.00	100.00
01-1-001003.00 PETTY CASH-RECREATION	0.00	100.00
01-1-001004.00 PETTY CASH-SOLID WASTE	0.00	100.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	100.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	5,224,444.15
01-1-001102.00 CASH-MASCOMA RECREATION	0.00	4,792.70
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	726.47
Total CASH	**0.00**	**5,230,413.32**
01-1-002 INVESTMENTS		
Total INVESTMENTS	**0.00**	**0.00**
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003001.00 ACCTS REC-POST OFFICE	0.00	0.00
01-1-003002.00 ACCTS REC-NORW FIRE DIST	0.00	0.00
01-1-003004.00 ACCTS REC-HISTORICAL SOC	0.00	0.00
01-1-003005.00 ACCOUNTS REC-TRACY HALL R	0.00	0.00
01-1-003006.00 ACCTS REC-LIBRARY	0.00	0.00
01-1-003007.00 ACCTS REC-TOWN CLERK	0.00	0.00
01-1-003008.00 ACCTS REC-POLICE DEPT	0.00	0.00
01-1-003009.00 ACCTS REC-RECREATION	0.00	0.00
01-1-003010.00 ACCTS REC-SOLID WASTE	0.00	0.00
01-1-003011.00 ACCTS REC-SCHOOL DISTRICT	0.00	0.00
01-1-003012.00 ACCTS REC-PLANNING	0.00	0.00
01-1-003013.00 ACCTS REC-FIRE	0.00	0.00
01-1-003014.00 ACCTS REC-HIGHWAY	0.00	0.00
01-1-003015.00 ACCTS REC-CEMETERY COMM	0.00	0.00
01-1-003016.00 ACCTS REC-STATE OF VT	0.00	0.00
01-1-003017.00 ACCTS REC-LISTERS	0.00	0.00
01-1-003018.00 ACCTS REC- RETIREMENT	0.00	0.00
01-1-003019.00 A/R ADMINISTRATION	0.00	0.00
01-1-003020.00 A/R HEALTH INSURANCE	0.00	0.00
01-1-003021.00 A/R WORKERS COMPENSATION	0.00	0.00
01-1-003022.00 A/R COBRA	0.00	0.00
01-1-003023.00 A/R IRS	0.00	13,247.67
01-1-003024.00 VLCT - INSURANCE CLAIMS	0.00	0.00
01-1-003025.00 A/R - VT WITHOLDING TAX	0.00	1,428.75
Total ACCOUNTS RECEIVABLE	**0.00**	**14,676.42**
01-1-0031 GRANT RECEIVABLE		
01-1-003102.00 GRANT REC-SOLID WASTE	0.00	0.00
01-1-003103.00 GRANT REC-ENERGY COMM.	0.00	0.00

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
01-1-003104.00 GRANT REC-CONSERV COMM	0.00	0.00
01-1-003105.00 GRANT RECEIV-FIRE DEPT	0.00	-2,818.00
01-1-003106.00 GRANT REC-POLICE DEPT	0.00	0.00
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	1,000.00
01-1-003110.00 GRANT REC-PLANNING DEPT.	0.00	5,590.00
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	542,485.21
01-1-003114.00 GRANT RECEIVABLE-RECREATI	0.00	0.00
Total GRANT RECEIVABLE	**0.00**	**546,257.21**
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE	**0.00**	**0.00**
01-1-0034 TAXES RECEIVABLE		
01-1-003401.00 CURRENT TAX RECVBLE	0.00	0.00
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	278,189.93
01-1-003403.00 TAX INTEREST RECV	0.00	47,404.79
01-1-003404.00 PENALTY RECEIVABLE	0.00	22,255.28
01-1-003405.00 FEDERAL PILOT PAYMENT REC	0.00	0.00
Total TAXES RECEIVABLE	**0.00**	**347,850.00**
Total RECEIVABLES	**0.00**	**908,783.63**
01-1-004 OTHER ASSETS		
01-1-004099.00 HTFD RECY COUPON INVENTRY	0.00	0.00
01-1-004102.00 PREPAID EXPENSES	0.00	5,634.37
01-1-004104.00 INVENTORY	0.00	36,804.23
Total OTHER ASSETS	**0.00**	**42,438.60**
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-2,200,973.78
Total Asset	**0.00**	**3,980,661.77**
LIABILITY		
01-2-001 ACCOUNTS PAYABLE		
01-2-001101.00 ACCRUED PAYROLL PAYABLE	0.00	0.00
01-2-001102.00 Healthy Insurance	0.00	0.00
01-2-001103.00 FICA TAX PAYABLE	0.00	0.00
01-2-001105.00 MEDICARE TAX PAYABLE	0.00	0.00
01-2-001107.00 FED W/H TAX PAYABLE	0.00	0.00
01-2-001109.00 VT W/H TAX PAYABLE	0.00	0.00
01-2-001111.00 VEMRS GRP B PAYABLE	0.00	0.00
01-2-001112.00 VMERS DEF CONTRB PAY	0.00	0.00
01-2-001113.00 VEMRS GRP C PAYABLE	0.00	0.00
01-2-001114.00 HSA LIABILITY	0.00	0.00

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
01-2-001115.00 CHILD SUPPORT PAYABLE	0.00	0.00
01-2-001116.00 DEFERRED COMPENSATION	0.00	0.00
01-2-001116.10 ROTH PLAN 457	0.00	0.00
01-2-001117.00 UNION DUES PAYABLE	0.00	207.00
01-2-001118.00 DUE TO IRS	0.00	0.00
01-2-001119.00 DUE TO TOWN OF HARTFORD	0.00	0.00
01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	0.00	25.00
01-2-001121.00 VT ANIMAL RETURN	0.00	870.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	342.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	0.00	2,430,542.77
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	490.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	0.00	-3,518.20
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	1,078.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	0.00	-90.30
01-2-001127.00 DELTA DENTAL-PAYROLL	0.00	0.00
01-2-001128.00 DUE TO WINDSOR COUNTY	0.00	-209.03
01-2-001147.00 DUE TO TAXPAYER FROM STAT	0.00	0.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	2,243.33
01-2-001149.00 TAX CLEARING ACCOUNT	0.00	-30.00
01-2-001150.00 VENDORS PAYABLE	0.00	-1,752.78
01-2-001160.00 ACCOUNTS PAY. YEAR END	0.00	0.00
01-2-001165.00 ENCUMBRANCES	0.00	0.00
Total ACCOUNTS PAYABLE	**0.00**	**2,430,295.49**
01-2-002 GRANT LIABILITY		
01-2-002104.00 PLANNING GRANT-LIABILITY	0.00	0.00
01-2-002106.00 FEMA GRANT LIABILITY	0.00	0.00
01-2-002108.00 ENERGY COMM. GRANT LIABI	0.00	0.00
Total GRANT LIABILITY	**0.00**	**0.00**
01-2-003 OTHER LIABILITIES		
01-2-003009.00 INTERACCOUNT TRANSFERS	0.00	0.00
01-2-003010.00 PREPAID TAXES	0.00	0.00
01-2-003010.20 PREPAID TAXES- NONCURRENT	0.00	0.00
01-2-003011.00 TAX SALE/REDEMPTIONS	0.00	0.00
01-2-003012.00 PREPAID RECREATION FEES	0.00	0.00
01-2-003013.00 STORR'S POND FEES	0.00	0.00
01-2-003014.00 PREPAID STICKER PERMIT	0.00	0.00
01-2-003015.00 PROP TAX APPEAL LIABILITY	0.00	0.00
01-2-003016.00 MSB-FEMA LINE OF CREDIT	0.00	0.00
01-2-003017.00 MSB 5 YEAR LOAN	0.00	0.00
Total OTHER LIABILITIES	**0.00**	**0.00**
01-2-004 DEFERRED REVENUES		
01-2-004001.00 DEFERRED REV-TAXES	0.00	196,334.38
01-2-004002.00 DEFERRED REV-RECREATION	0.00	0.00

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
01-2-004003.00 DEFERRED REVENUE-T HALL	0.00	0.00
01-2-004004.00 DEFERRED REV-GRANTS	0.00	549,075.21
Total DEFERRED REVENUES	**0.00**	**745,409.59**
Total Liability	**0.00**	**3,175,705.08**
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE		
01-3-001105.00 RESERVE-RECREATION DPT	0.00	0.00
01-3-001107.00 RESERVE-FIRE DEPT	0.00	0.00
01-3-001109.00 RESERVE-POLICE DEPT	0.00	0.00
01-3-001111.00 RESERVE-TOWN CLERK	0.00	0.00
01-3-001113.00 RESERVE-HIGHWAY DEPT	0.00	0.00
01-3-001115.00 RESERVE-SOLID WASTE DEPT	0.00	0.00
01-3-001117.00 RESERVE-PLANNING COMM.	0.00	0.00
01-3-001119.00 RESERVE-BANDSTAND	0.00	0.00
01-3-001122.00 RESERVE-CONSERVATION COMM	0.00	0.00
Total RESERVE-FUND BALANCE	**0.00**	**0.00**
01-3-0013 UNRESTRICTED FUNDS		
01-3-001300.00 GENERAL FUND BAL-UNREST	0.00	-321,836.40
01-3-001301.00 FUND BALANCES-ENCUMB	0.00	0.00
Total UNRESTRICTED FUNDS	**0.00**	**-321,836.40**
Total Prior Years Fund Balance	**0.00**	**-321,836.40**
Fund Balance Current Year	0.00	1,126,793.09
Total Fund Balance	**0.00**	**804,956.69**
Total Liability,Reserves,Fund Balance	**0.00**	**3,980,661.77**

(5)

Account	Budget	Actual	Actual % of Budget	
01-4-0000 PROPERTY TAX REVENUES				
01-4-000001.00 TOWN PROPERTY TAX	3,397,291.00	3,790,355.82	111.57%	
01-4-000002.00 PROPERTY TAX OTHER MONETA	436,226.00	0.00	0.00%	
01-4-000005.00 RAILROAD TAX	0.00	0.00	0.00%	
01-4-000010.00 VT LAND USE TAX	180,196.00	185,847.50	103.14%	
01-4-000014.00 PROP TAX INTEREST	25,000.00	28,927.43	115.71%	
01-4-000015.00 PROP TAX COLL FEE	17,000.00	25,617.46	150.69%	
Total PROPERTY TAX REVENUES	**4,055,713.00**	**4,030,748.21**	**99.38%**	
01-4-0001 LICENSE & PERMIT				
01-4-000101.00 LIQUOR LICENSE	670.00	0.00	0.00%	C-19 affected
01-4-000103.00 DOG LICENSE	2,750.00	677.00	24.62%	C-19 affected
01-4-000107.00 HUNT & FISH LICENSE	220.00	-64.00	-29.09%	C-19 affected
01-4-000109.00 PEDDLER LICENSE	100.00	0.00	0.00%	
01-4-000120.00 BLDG/DEVEL PERMIT	8,000.00	2,887.89	36.10%	slow & C-19 affected
01-4-000130.00 LAND POSTING PERMIT	350.00	175.00	50.00%	
Total LICENSE & PERMIT	**12,090.00**	**3,675.89**	**30.40%**	
01-4-0002 INTERGOVERNMENTAL				
01-4-000201.00 VT HIWAY GAS TAX	153,000.00	117,282.27	76.66%	
01-4-000202.00 VT ACT 60	15,300.00	0.00	0.00%	
01-4-000206.00 ST. OF VT. LISTER TRAININ	0.00	0.00	0.00%	
01-4-000208.00 PILOT	12,500.00	9,445.00	75.56%	
01-4-000210.00 VT NATURAL RESRCS	3,200.00	2,395.80	74.87%	
01-4-000211.00 EDUCATION TAX REFUND-2010	0.00	0.00	0.00%	
01-4-000212.00 VT EDUC FUND .5% FEE	0.00	0.00	0.00%	
? 01-4-000214.00 EDUC TAX RETAINER .225 o	25,000.00	0.00	0.00%	
01-4-000216.00 LATE FEES-REVISED BILLS	0.00	0.00	0.00%	
Total INTERGOVERNMENTAL	**209,000.00**	**129,123.07**	**61.78%**	
01-4-0003 SERVICE FEE				
01-4-000301.00 RECORDING FEE	23,000.00	22,602.00	98.27%	
01-4-000302.00 RESTORATION	0.00	4.00	100.00%	
01-4-000303.00 DOCUMENT COPY FEE	2,200.00	1,642.50	74.66%	
01-4-000305.00 USE OF RECRDS FEE	225.00	418.00	185.78%	
01-4-000307.00 VITAL STATISTIC FEE	800.00	800.00	100.00%	
01-4-000309.00 MTR VEH REG RNWL FEE	80.00	42.00	52.50%	
01-4-000311.00 PHOTOCOPYING FEE	10.00	94.32	943.20%	
01-4-000315.00 PASSPORT	0.00	0.00	0.00%	
01-4-000317.00 EV CHARGING FEES	600.00	855.56	142.59%	
01-4-000320.00 TRACY HALL RNTL FEE	7,000.00	4,689.92	67.00%	C-19 affected
01-4-000325.00 POLICE RPT FEE	500.00	695.55	139.11%	
01-4-000326.00 POLICE ALRM RESP FEE	150.00	0.00	0.00%	
01-4-000327.00 SPECIAL POLICE DUTY FEES	0.00	160.00	100.00%	
01-4-000350.00 PLNG DOC COPY FEE	0.00	803.00	100.00%	
01-4-000352.00 PLANNING MAPS	0.00	0.00	0.00%	
01-4-000355.00 RECREATION FEES	171,300.00	149,469.35	87.26%	C-19 affected

Account	Budget	Actual	Actual % of Budget
01-4-000360.00 TRNSFR STATION STICKERS	28,000.00	29,684.50	106.02%
01-4-000362.00 MISC SOLID WASTE	2,500.00	2,614.23	104.57%
01-4-000363.00 E-WASTE	2,400.00	2,512.00	104.67%
01-4-000364.00 TRASH COUPON	110,000.00	67,658.75	61.51% — maybe C-19 affected
? 01-4-000365.00 RECYCLING REBATES	5,000.00	768.78	15.38%
01-4-000366.00 C & D WASTE	9,000.00	7,442.80	82.70%
Total SERVICE FEE	**362,765.00**	**292,957.26**	**80.76%**
01-4-0004 GRANT REVENUE			
01-4-000401.00 HIWAY PAVING GRANT	0.00	0.00	0.00%
01-4-000402.00 HIWAY BRIDGE GRANT	0.00	0.00	0.00%
01-4-000403.00 FEMA MITIGATION GRANT	0.00	0.00	0.00%
01-4-000403.10 USDA NRCS-DEBRIS REMOVAL	0.00	0.00	0.00%
01-4-000404.00 RC&D LOCAL ROADS GRANT	0.00	0.00	0.00%
01-4-000405.00 FEMA GRANT	0.00	1,799,067.31	100.00%
01-4-000406.00 BETTER BACK ROADS GRANT	0.00	0.00	0.00%
01-4-000407.00 VT Trans TAP Grant (Tiger	0.00	0.00	0.00%
01-4-000410.00 PLANNING GRANT	0.00	0.00	0.00%
01-4-000410.10 HISTORIC PRESERVATION GRA	0.00	7,500.00	100.00%
01-4-000411.00 ST OF VT-BIKE & PEDE GRAN	0.00	0.00	0.00%
01-4-000412.00 RECREATION DPT. GRANT	0.00	0.00	0.00%
01-4-000415.00 CONSERV COMM GRANT	0.00	0.00	0.00%
01-4-000416.00 CON COMM-KEEPING TRACK	0.00	0.00	0.00%
01-4-000417.00 DRY HYDRANT GRANT	0.00	0.00	0.00%
01-4-000418.00 ENERGY GRANT	0.00	0.00	0.00%
01-4-000419.00 EVCS GRANT	0.00	0.00	0.00%
01-4-000420.00 LOCAL LAW ENF GRNT	0.00	0.00	0.00%
01-4-000422.00 COPS GRANT	0.00	0.00	0.00%
01-4-000424.00 US JUSTICE DPT.VEST GRANT	0.00	0.00	0.00%
01-4-000426.00 VT COMM ENFORCEMENT GRANT	0.00	0.00	0.00%
01-4-000430.17 FY17 HOMELAND SEC #1731	0.00	0.00	0.00%
01-4-000435.17 FY17 HOMELAND SEC #1731	0.00	0.00	0.00%
01-4-000436.00 OP/DUI (GHSP)	0.00	47.13	100.00%
01-4-000437.00 HIGH RISK RURAL ROADS	0.00	0.00	0.00%
01-4-000438.00 INTEROPERABLE COMM GRANT	0.00	0.00	0.00%
01-4-000441.00 VLCT PACIF GRANT	0.00	2,849.94	100.00%
01-4-000442.17 2017 GOVERNORS HWY SAFETY	0.00	0.00	0.00%
01-4-000443.00 PRESERVATION TRUST-TREE	0.00	0.00	0.00%
01-4-000444.00 NORWICH WOMENS CLUB GRANT	0.00	650.00	100.00%
01-4-000445.00 FIRE & EMER RECRUITMENT	0.00	0.00	0.00%
01-4-000446.00 2017 VTRANS BIKE & PED	0.00	0.00	0.00%
01-4-000447.00 2017 VTRANS BIKE & PED GR	0.00	0.00	0.00%
01-4-000460.00 SOLID WASTE GRANT	0.00	0.00	0.00%
01-4-000470.00 ENERGY COMM GRANT-NEGRASS	0.00	0.00	0.00%
Total GRANT REVENUE	**0.00**	**1,810,114.38**	**100.00%**
01-4-0008 OTHER TOWN REVENUES			
01-4-000808.00 TOWN REPORT	2,000.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
01-4-000810.00 BANK INTEREST	20,000.00	30,629.57	153.15%
01-4-000810.10	0.00	0.00	0.00%
01-4-000811.00 TRANSFER IN DESIG. FUND	0.00	0.00	0.00%
01-4-000812.00 TAX SALE	0.00	0.00	0.00%
01-4-000813.00 INSURANCE CLAIMS	0.00	247,814.12	100.00%
01-4-000814.00 FIELD RENTAL	32,000.00	23,710.00	74.09%
01-4-000817.00 SALE OF TOWN ASSETS	0.00	0.00	0.00%
01-4-000822.00 LINE OF CREDIT-FEMA PROCE	0.00	0.00	0.00%
Total OTHER TOWN REVENUES	**54,000.00**	**302,153.69**	**559.54%**
01-4-001 PUBLIC SAFETY REVENUES			
01-4-001005.00 POLICE FINE	10,000.00	7,669.49	76.69%
01-4-001007.00 PARKING FINE	300.00	495.00	165.00%
01-4-001008.00 DOG FINE	150.00	300.00	200.00%
Total PUBLIC SAFETY REVENUES	**10,450.00**	**8,464.49**	**81.00%**
01-4-009 MISCELLANEOUS REVENUE			
01-4-009001.00 DAILY OVER/SHORT	0.00	-60.11	100.00%
01-4-009002.00 VLCT LEADER PROGRAM	0.00	0.00	0.00%
01-4-009005.00 AMBULANCE BILLS PAID	0.00	0.00	0.00%
01-4-009007.00 DONATIONS	0.00	50.00	100.00%
01-4-009009.00 DONATIONS-KEEPING TRACK	0.00	0.00	0.00%
01-4-009011.00 DONATIONS-HISTORIC PRESER	0.00	0.00	0.00%
01-4-009100.00 TOWN CLRK MISCEL	0.00	126.00	100.00%
01-4-009200.00 FIN DEPT MISCEL	0.00	0.75	100.00%
01-4-009300.00 LISTER DEPT MISCEL	0.00	0.00	0.00%
01-4-009350.00 PLAN DEPT MISCEL	0.00	0.00	0.00%
01-4-009425.00 RECRE DEPT MISCEL	0.00	2.00	100.00%
01-4-009500.00 POLICE DEPT MISC	0.00	69.95	100.00%
01-4-009555.00 FIRE DEPT. MISCEL	0.00	732.29	100.00%
01-4-009600.00 COBRA REIMBURSEMENT	0.00	491.68	100.00%
01-4-009700.00 HIWAY DEPT MISCEL	0.00	-2,080.00	100.00%
01-4-009800.00 CONSERVATION COMM.	0.00	117.00	100.00%
01-4-009900.00 MISCELLANEOUS	4,000.00	7,982.42	199.56%
Total MISCELLANEOUS REVENUE	**4,000.00**	**7,431.98**	**185.80%**
Total Revenues	**4,708,018.00**	**6,584,668.97**	**139.86%**
01-5-005 TOWN ADMIN. EXPENSE			
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	750.00	30.00%
01-5-005111.00 TOWN MANAGER WAGE	89,076.00	63,288.64	71.05%
01-5-005111.10 TM BENEFITS	0.00	0.00	0.00%
01-5-005113.00 TREASURER STIPEND	1,750.00	875.00	50.00%
01-5-005114.00 ADMIN ASSIST WAGE	52,456.00	35,987.02	68.60%
01-5-005114.10 ADMIN ASST OT	500.00	0.00	0.00%
01-5-005121.00 FICA TAX	9,069.00	6,189.45	68.25%

BEC = 249,720 (EXP)

- C-19 affected

6,584,668.97
- 1,799,067.31 FEMA
- 247,814.12 BEC
4,537,787.54
96.4% of Budget

Account		Budget	Actual	Actual % of Budget	
01-5-005122.00	MEDI TAX	2,121.00	1,447.62	68.25%	
01-5-005123.00	HEALTH INSUR	42,971.00	36,508.74	84.96%	
01-5-005124.00	DISABILITY/LIFE INSUR	1,721.00	1,094.33	63.59%	
01-5-005125.00	DENTAL INSURANCE	432.00	503.16	116.47%	UNDER BUDGETED DUE TO NORMAL RATE RELEASE IN MAY AFTER BUDGET SEASON
01-5-005126.00	VT RETIREMENT	7,989.00	6,018.89	75.34%	
01-5-005126.01	VT RETIREMENT ADJUSTMENT	0.00	-6,420.59	100.00%	REFUND OF OVER-PAYMENT
01-5-005250.00	TOWN MNGR RECRT	0.00	0.00	0.00%	
01-5-005252.00	TMGR RELOCATION EXPENSE	0.00	0.00	0.00%	
01-5-005300.00	PROFESS SERV	51,667.00	58,226.20	112.70%	EXPLAINED PREVIOUSLY
01-5-005301.00	PROF SERVICES-DAM LITIGAT	0.00	250.00	100.00%	
01-5-005302.00	VLCT MEMBERSHIP	5,117.00	5,117.00	100.00%	
01-5-005310.00	TOWN REPORT	5,000.00	3,105.75	62.12%	
01-5-005531.00	ADMIN TELEPHONE	625.00	527.56	84.41%	
01-5-005532.00	T MNGR CELL PHONE	650.00	387.88	59.67%	
01-5-005538.00	POSTAGE	100.00	222.26	222.26%	
01-5-005540.00	ADVERTISING	1,000.00	279.09	27.91%	
01-5-005550.00	PRINTING	0.00	0.00	0.00%	
01-5-005580.00	T MNGR VEHICLE	0.00	0.00	0.00%	
01-5-005581.00	MILEAGE	350.00	201.95	57.70%	
01-5-005610.00	OFFICE SUPPLIES	500.00	739.63	147.93%	
01-5-005611.00	OFFICE EQUIP	300.00	369.99	123.33%	
01-5-005615.00	DUES/MTS/EDUC	1,800.00	778.00	43.22%	
01-5-005701.00	COMMITTEE	50.00	0.00	0.00%	
01-5-005701.10	ENERGY COMMITTEE GRANT	0.00	0.00	0.00%	
01-5-005701.20	ENERGY COMMITTEE	1,500.00	18,347.45	1,223.16%	GRANT REIMBURSEMENT PENDING
01-5-005701.30	EVCS GRANT	0.00	0.00	0.00%	
01-5-005701.40	NEGRASS GRANT	0.00	0.00	0.00%	
01-5-005703.00	GRANT MATCH	0.00	0.00	0.00%	
01-5-005810.00	DES FUND-FACILITIES STUDY	0.00	0.00	0.00%	
01-5-005814.00	DESI FUND-CITIZEN ASSISTA	0.00	0.00	0.00%	
01-5-005900.00	MISCELLANEOUS	500.00	851.63	170.33%	
01-5-005900.01	BEC Payments	0.00	249,720.00	100.00%	BEC
Total TOWN ADMIN. EXPENSE		**279,744.00**	**485,366.65**	**173.50%**	
01-5-010 BCA/BOA EXPENDITURES					
01-5-010110.00	JUSTICES WAGE	450.00	0.00	0.00%	
01-5-010121.00	FICA TAX	0.00	0.00	0.00%	
01-5-010122.00	MEDI TAX	0.00	0.00	0.00%	
01-5-010200.00	CONTRACTED SERVICES	0.00	0.00	0.00%	
01-5-010538.00	POSTAGE	150.00	6.85	4.57%	
01-5-010580.00	TRAVEL REIMB	0.00	0.00	0.00%	
01-5-010610.00	OFFICE SUPPLIES	25.00	0.00	0.00%	
01-5-010615.00	DUES/MTGS/EDUC	300.00	0.00	0.00%	
Total BCA/BOA EXPENDITURES		**925.00**	**6.85**	**0.74%**	
01-5-050 STAT MTGS EXPENDITURES					
01-5-050110.00	POLLWORKERS WAGE	400.00	0.00	0.00%	
01-5-050121.00	FICA TAX	0.00	0.00	0.00%	

Account	Budget	Actual	Actual % of Budget
01-5-050122.00 MEDI TAX	0.00	0.00	0.00%
01-5-050200.00 CONTRACTED SERVICES	0.00	0.00	0.00%
01-5-050538.00 POSTAGE	125.00	0.00	0.00%
01-5-050540.00 ADVERTISING	180.00	207.63	115.35%
01-5-050550.00 PRINTING	2,000.00	2,053.63	102.68%
01-5-050610.00 OFFICE SUPPLIES	120.00	39.89	33.24%
01-5-050612.00 VOTING BOOTHS	0.00	0.00	0.00%
01-5-050650.00 VOTING MACHINE	70.00	0.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	350.00	0.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	2,500.00	1,197.67	47.91%
Total STAT MTGS EXPENDITURES	**5,745.00**	**3,498.82**	**60.90%**
01-5-100 TOWN CLERK EXPENDITURES			
01-5-100110.00 TOWN CLERK WAGE	68,068.00	46,821.42	68.79%
01-5-100112.00 ASST CLK WAGE	43,646.00	31,081.92	71.21%
01-5-100121.00 FICA TAX	6,926.00	4,792.67	69.20%
01-5-100122.00 MEDI TAX	1,620.00	1,120.85	69.19%
01-5-100123.00 HEALTH INS	29,998.00	22,961.59	76.54%
01-5-100124.00 DISABILITY/LIFE INS	1,412.00	889.88	63.02%
01-5-100125.00 DENTAL INSURANCE	864.00	843.34	97.61%
01-5-100126.00 VT RETIREMENT	6,284.00	5,390.86	85.79%
01-5-100207.00 DOG/CAT LICENSE	300.00	253.03	84.34%
01-5-100209.00 VITAL STATISTICS	25.00	0.00	0.00%
01-5-100325.00 CONTRACT LABOR	0.00	0.00	0.00%
01-5-100341.00 RECORD RESTORATION	0.00	0.00	0.00%
01-5-100342.00 Permit/license refund	0.00	30.00	100.00%
01-5-100531.00 TELEPHONE	515.00	357.43	69.40%
01-5-100538.00 POSTAGE	0.00	0.00	0.00%
01-5-100540.00 ADVERTISING	150.00	0.00	0.00%
01-5-100550.00 PRINTING	0.00	0.00	0.00%
01-5-100610.00 OFFICE SUPPLIES	1,500.00	109.19	7.28%
01-5-100611.00 OFFICE EQUIPMENT	175.00	129.99	74.28%
01-5-100613.00 SOFTWARE	3,120.00	2,490.46	79.82%
01-5-100615.00 DUES/MTGS/EDUC	150.00	210.00	140.00%
01-5-100617.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%
01-5-100758.00 DES. FUND-RECORD RESTORAT	0.00	0.00	0.00%
01-5-100760.00 DESIGNATED FUND- EQUIP	0.00	0.00	0.00%
Total TOWN CLERK EXPENDITURES	**164,753.00**	**117,482.63**	**71.31%**
01-5-200 FINANCE DEPARTMENT			
01-5-200112.00 FINL ASSISTANT WAGE	28,259.00	49,699.35	175.87%
01-5-200112.10 FINANCE OFFICER WAGE	71,651.00	37,787.27	52.74%
01-5-200121.00 FICA TAX	6,194.00	2,613.79	42.20%
01-5-200122.00 MEDI TAX	1,449.00	567.97	39.20%
01-5-200123.00 HEALTH INS	45,000.00	0.00	0.00%
01-5-200124.00 DISABILITY/LIFE INS	1,170.00	351.23	30.02%
01-5-200125.00 DENTAL INSURANCE	432.00	869.30	201.23%
01-5-200126.00 VT RETIREMENT	5,620.00	2,813.11	50.06%

MOST OF FISCAL YEAR IN INTERIM MODE; ALSO, INCLUDES NEMRC BULK TIME AGREEMENT

SOME REFUNDS FORTHCOMING (MARCH/APRIL)

Account		Budget	Actual	Actual % of Budget	
01-5-200130.00	CONTRACT LABOR	0.00	0.00	0.00%	
01-5-200320.00	PROFESS SERVICES	0.00	0.00	0.00%	
01-5-200322.00	INDEPENDENT AUDIT	10,815.00	11,740.00	108.55%	— ORIGINALLY DID NOT ANTICIPATE SINGLE-AUDIT "ADDON"
01-5-200531.00	TELEPHONE	500.00	389.61	77.92%	
01-5-200538.00	POSTAGE	0.00	0.00	0.00%	—
01-5-200540.00	ADVERTISING	220.00	0.00	0.00%	
01-5-200550.00	PRINTING	75.00	78.25	104.33%	
01-5-200580.00	MILEAGE REIMBURSEMENT	0.00	0.00	0.00%	
01-5-200610.00	OFFICE SUPPLIES	1,500.00	1,705.81	113.72%	
01-5-200611.00	OFFICE EQUIPMENT	250.00	0.00	0.00%	
01-5-200613.00	SOFTWARE	850.00	902.79	106.21%	
01-5-200615.00	DUES/MTGS/EDUC	250.00	0.00	0.00%	
01-5-200711.00	BANK	0.00	0.00	0.00%	
Total FINANCE DEPARTMENT		**174,235.00**	**109,518.48**	**62.86%**	
01-5-275 GEN ADMIN EXPENDITURES					
01-5-275531.00	TELEPHONE	800.00	432.71	54.09%	
01-5-275536.00	POSTAGE METER RENTAL	700.00	1,089.82	155.69%	— UNDER BUDGETED
01-5-275538.00	POSTAGE	3,000.00	3,093.18	103.11%	— DUE TO EXTRA MAILINGS THAT PROBABLY DIDN'T GET CODED TO FINANCE
01-5-275610.00	OFFICE SUPPLIES	1,000.00	807.08	80.71%	
01-5-275620.00	PHOTOCOPIER	2,500.00	928.41	37.14%	
01-5-275628.00	COMPUTER SOFTWARE	0.00	47.50	100.00%	
01-5-275630.00	COMPUTER HARDWARE	0.00	1,399.31	100.00%	— REPLACED FIREWALL
01-5-275631.00	WEB SITE SUPPORT	500.00	600.00	120.00%	
01-5-275632.00	SERVER MAINTENANCE	7,000.00	3,712.93	53.04%	— COVID-19 AFFECTED
01-5-275760.00	DESIGNATED FUND-EQUIP	0.00	0.00	0.00%	
Total GEN ADMIN EXPENDITURES		**15,500.00**	**12,110.94**	**78.14%**	
01-5-300 LISTER/ASSESSOR EXPENDITU					
01-5-300110.00	LISTER WAGE	4,500.00	2,250.00	50.00%	
01-5-300112.00	OFFICE ASST WAGE	16,955.00	11,038.52	65.10%	
01-5-300114.00	ASSESSOR WAGE	0.00	0.00	0.00%	
01-5-300121.00	FICA TAX	1,330.00	865.91	65.11%	
01-5-300122.00	MEDI TAX	311.00	202.53	65.12%	
01-5-300123.00	HEALTH INS	0.00	0.00	0.00%	
01-5-300124.00	DISABILITY/LIFE INSURANCE	230.00	0.00	0.00%	
01-5-300125.00	DENTAL INSURANCE	0.00	0.00	0.00%	
01-5-300126.00	VT RETIREMENT	954.00	0.00	0.00%	
01-5-300300.00	PROFESS SERVICES	45,000.00	22,043.38	48.99%	
01-5-300320.00	LEGAL SERVICES	0.00	0.00	0.00%	
01-5-300341.00	TAX MAPPING	0.00	0.00	0.00%	
01-5-300360.00	SOFTWARE MAINT/UPDATE	6,100.00	5,751.39	94.29%	
01-5-300531.00	TELEPHONE	530.00	343.29	64.77%	
01-5-300538.00	POSTAGE	600.00	33.55	5.59%	
01-5-300540.00	ADVERTISING	150.00	0.00	0.00%	
01-5-300550.00	PRINTING	150.00	16.50	11.00%	
01-5-300580.00	MILEAGE REIMB	280.00	0.00	0.00%	
01-5-300610.00	OFFICE SUPPLIES	150.00	27.07	18.05%	

Account	Budget	Actual	Actual % of Budget	
01-5-300611.00 OFFICE EQUIPMENT	250.00	0.00	0.00%	
01-5-300615.00 DUES/MTGS/EDUC	300.00	0.00	0.00%	
01-5-300760.00 DESIGNATED FUND-REAPPR	21,700.00	21,700.00	100.00%	- MAXED FOR YEAR
Total LISTER/ASSESSOR EXPENDITU	**99,490.00**	**64,272.14**	**64.60%**	
01-5-350 PLANNING DEPT EXPENDITURE				
01-5-350110.00 PLAN ADMIN WAGE	70,787.00	48,116.16	67.97%	
01-5-350112.00 OFFICE ASST. WAGE	24,301.00	17,503.03	72.03%	
01-5-350121.00 FICA TAX	5,895.00	4,275.16	72.52%	
01-5-350122.00 MEDI TAX	1,379.00	999.84	72.50%	
01-5-350123.00 HEALTH INS	14,924.00	13,044.36	87.41%	
01-5-350124.00 DISABILITY/LIFE INS	878.00	570.67	65.00%	
01-5-350125.00 DENTAL INSURANCE	432.00	371.90	86.09%	
01-5-350126.00 VT RETIREMENT	3,982.00	3,151.67	79.15%	
01-5-350130.00 CONTRACT LABOR	0.00	0.00	0.00%	
01-5-350230.00 TOWN PLAN	5,000.00	512.69	10.25%	
01-5-350320.00 PLANNING SERVICES	3,500.00	0.00	0.00%	
01-5-350321.00 TWO RIVER PLANNING COMM.	5,087.00	5,087.00	100.00%	- MAXED FOR YEAR
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,063.00	1,063.00	100.00%	- MAXED FOR YEAR
01-5-350341.00 MAPPING	3,000.00	400.00	13.33%	
01-5-350405.14 2014 ST OF VT PLAN GRANT	0.00	0.00	0.00%	
01-5-350406.00 BIKE/PED TECHNICAL GRANT	0.00	0.00	0.00%	
01-5-350408.00 HISTORIC PRES COMM.	1,000.00	0.00	0.00%	
01-5-350416.00 HIST PRES GRANT	0.00	8,840.00	100.00%	- HISTORIC GRANT OFFSET = $7,500 -
01-5-350418.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%	
01-5-350531.00 TELEPHONE	450.00	376.25	83.61%	
01-5-350538.00 POSTAGE	350.00	573.80	163.94%	- (1) TOWN PLAN (2) APPEAL REQUIREMENTS
01-5-350540.00 ADVERTISING	600.00	71.40	11.90%	
01-5-350550.00 PRINTING	150.00	11.25	7.50%	
01-5-350580.00 MILEAGE REIMB	500.00	188.50	37.70%	
01-5-350610.00 OFFICE SUPPLIES	350.00	260.57	74.45%	
? - 01-5-350611.00 OFFICE EQUIPMENT	250.00	635.95	254.38%	- RELATED TO NEW COMPUTER
01-5-350615.00 DUES/MTGS/EDUC	2,000.00	45.00	2.25%	
Total PLANNING DEPT EXPENDITURE	**145,878.00**	**106,098.20**	**72.73%**	
01-5-425 RECREA DEPT EXPENDITURES				
01-5-4251 ADMINISTRATION				
01-5-425110.00 RECREATION DIR WAGE	64,165.00	44,606.58	69.52%	
01-5-425113.00 RECREATION ASSISTANT	0.00	0.00	0.00%	
01-5-425115.00 EV Chg @ Huntley Meadow	0.00	0.00	0.00%	
01-5-425121.00 FICA TAX	3,978.00	2,779.54	69.87%	
01-5-425122.00 MEDI TAX	930.00	650.10	69.90%	
01-5-425123.00 HEALTH INS	21,441.00	19,379.05	90.38%	
01-5-425124.00 DISABILITY/LIFE INSUR	862.00	632.55	73.38%	
01-5-425125.00 DENTAL INSURANCE	432.00	503.16	116.47%	
? - 01-5-425126.00 VT RETIREMENT	3,609.00	3,530.36	97.82%	
01-5-425127.00 TELEPHONE	550.00	365.15	66.39%	
01-5-425128.00 POSTAGE	200.00	13.00	6.50%	

Account	Budget	Actual	Actual % of Budget	
01-5-425140.00 ADVERTISING	50.00	0.00	0.00%	
01-5-425150.00 PRINTING	50.00	0.00	0.00%	
01-5-425160.00 DUES/MTGS/EDUC	850.00	325.00	38.24%	
01-5-425170.00 OFFICE EQUIPMENT	100.00	68.82	68.82%	
01-5-425180.00 MILEAGE REIMBURSEMENT	400.00	0.00	0.00%	
01-5-425182.00 OFFICE SUPPLIES	225.00	15.61	6.94%	
Total ADMINISTRATION	**97,842.00**	**72,868.92**	**74.48%**	
01-5-4252 PROGRAM				
01-5-425200.00 INSTRUCTOR FEE	85,000.00	29,372.58	34.56%	
01-5-425206.00 COACHING MATERIALS	450.00	250.78	55.73%	
01-5-425208.00 TEE SHIRT/HAT	4,000.00	1,290.25	32.26%	
01-5-425211.00 EQUIPMENT	4,000.00	795.15	19.88%	
01-5-425212.00 PROGRAM WAGE	13,000.00	32,925.63	253.27%	— DUE TO NEW PROGRAMS
01-5-425214.00 REFERREE/UMPIRE	4,000.00	3,160.00	79.00%	
01-5-425216.00 ENTRY FEE	1,300.00	3,529.00	271.46%	— DUE TO NEW PROGRAMS
01-5-425218.00 REGISTRATION FEES	8,000.00	10,421.34	130.27%	— DUE TO NEW PROGRAMS
01-5-425219.00 M.CROSS SCHOOL RENTAL FEE	13,500.00	6,615.00	49.00%	
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	1,100.00	254.17	23.11%	
01-5-425221.00 FICA TAX	806.00	2,442.57	303.05%	
01-5-425222.00 MEDI TAX	189.00	571.38	302.32%	
01-5-425224.00 UV RAPIDS	0.00	1,249.00	100.00%	
01-5-425244.00 UNIFORMS	700.00	789.90	112.84%	
01-5-425248.00 MIDDLE SCHOOL RECREATION	0.00	0.00	0.00%	
Total PROGRAM	**136,045.00**	**93,666.75**	**68.85%**	— COVID-19 AFFECTED
01-5-4253 RECREATION FACILITIES				
01-5-425322.00 REC FIELD CARE	10,750.00	1,244.98	11.58%	— COVID-19 AFFECTED
01-5-425324.00 HNTLY LINE MARKING	4,000.00	916.66	22.92%	—
01-5-425326.00 PORTABLE TOILET	350.00	1,138.03	325.15%	— ADDITIONAL USED LAST YEAR; NOT YET INSTALLED THIS YEAR
01-5-425330.00 REPAIRS & MAINT	2,000.00	158.47	7.92%	
01-5-425332.00 WATER USAGE	400.00	348.34	87.09%	
01-5-425333.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%	
01-5-425345.00 SITE WORK	0.00	0.00	0.00%	
01-5-425346.00 NORWICH POOL	0.00	0.00	0.00%	
01-5-425347.00 FEMA-POOL GRANT	0.00	0.00	0.00%	
01-5-425350.00 MAHHC Prevention Grant	0.00	3,256.67	100.00%	— 100% REIMBURSABLE AND IT'S A "PASS THRU" GRANT
01-5-425360.00 DESIGNATED FUND-T COURTS	0.00	0.00	0.00%	
01-5-425361.00 DESIGNATED FUND-DAM	0.00	0.00	0.00%	
Total RECREATION FACILITIES	**17,500.00**	**7,063.15**	**40.36%**	
Total RECREA DEPT EXPENDITURES	**251,387.00**	**173,598.82**	**69.06%**	— OFFSETTING REVENUE = $173,179.35
01-5-485 PUBLIC SAFETY FACILITY				
01-5-485232.00 WATER USAGE	1,000.00	620.23	62.02%	
01-5-485233.00 ELECTRICITY	6,250.00	4,247.99	67.97%	

Account	Budget	Actual	Actual % of Budget
01-5-485234.00 HEATING	2,500.00	-534.61	-21.38%
01-5-485234.10 Apparatus Bay FD	0.00	938.86	100.00%
01-5-485238.00 PHONE & INTERNET	0.00	2,640.99	100.00%
01-5-485301.00 BUILDING SUPPLIES	1,000.00	179.54	17.95%
01-5-485302.00 REPAIRS & MAINTENANCE	1,500.00	2,069.09	137.94%
01-5-485302.10 Apparatus (NFD)	0.00	3,070.03	100.00%
01-5-485303.00 ALARM MONITORING	210.00	0.00	0.00%
01-5-485304.00 CLEANING	9,360.00	7,927.00	84.69%
01-5-485760.00 DESIGNATED FUND-POLICE ST	0.00	0.00	0.00%
Total PUBLIC SAFETY FACILITY	**21,020.00**	**21,159.12**	**96.97%**
01-5-500 POLICE DEPT EXPENDITURES			
01-5-5001 WAGES & BENEFITS			
01-5-500110.00 POLICE CHIEF WAGE	81,000.00	55,932.58	69.05%
01-5-500110.10 INT. CHIEF THETFORD	0.00	0.00	0.00%
01-5-500112.00 POLICE OFFICER WAGE	162,962.00	114,743.34	70.41%
01-5-500112.10 ON-CALL WAGES	6,000.00	4,380.87	73.01%
01-5-500113.00 OVERTIME OFFICER WAGE	22,000.00	15,641.89	71.10%
01-5-500114.00 ADMINISTRATIVE WAGE	48,116.00	32,793.53	68.16%
01-5-500115.00 PARTTIME OFFICER WAGE	5,000.00	565.75	11.32%
01-5-500116.00 CROSSING GUARD WAGE	15,200.00	8,851.53	58.23%
01-5-500117.00 GOVERNOR'S HWY SAFETY GRA	0.00	224.80	100.00%
01-5-500118.00 SPECIAL DUTY WAGE	0.00	160.00	100.00%
01-5-500120.00 FEMA	0.00	0.00	0.00%
01-5-500121.00 FICA TAX	21,097.00	14,960.87	70.91%
01-5-500122.00 MEDI TAX	4,934.00	3,498.86	70.91%
01-5-500123.00 HEALTH INS	68,437.00	49,503.15	72.33%
01-5-500124.00 DISABILITY/LIFE INS	3,708.00	2,193.24	59.15%
01-5-500125.00 DELTA DENTAL	2,160.00	2,143.92	99.26%
01-5-500126.00 VT RETIREMENT	22,764.00	21,297.93	93.56%
Total WAGES & BENEFITS	**463,378.00**	**326,892.26**	**70.55%**
01-5-5002 COMMUNITY POLICING			
01-5-500201.00 ANIMAL CONT/LEASH LAW	800.00	1,623.36	202.92%
01-5-500201.10 Dog fine refund	0.00	50.00	100.00%
01-5-500202.00 COMMUNITY RELATNS	1,200.00	362.84	30.24%
01-5-500204.00 SPEED SIGNS	1,200.00	1,254.68	104.56%
01-5-500206.00 NORWICH CADET PROGRAM	500.00	0.00	0.00%
Total COMMUNITY POLICING	**3,700.00**	**3,290.88**	**88.94%**
01-5-5003 EQUIPMENT & MAINTENANCE			
01-5-500301.00 RADIO MAINTENANCE	800.00	315.00	39.38%
01-5-500302.00 PETROLEUM PRODUCTS	8,000.00	2,180.84	27.26%
01-5-500304.00 CRUISER VIDEO EQUIP	500.00	0.00	0.00%
01-5-500306.00 CRUISER MAINT	7,500.00	4,430.35	59.07%
01-5-500308.00 CRUISER SUPPLIES	500.00	117.52	23.50%
Total EQUIPMENT & MAINTENANCE	**17,300.00**	**7,043.71**	**40.72%**

NEED TO "JOURNAL ENTRY" TO FD STATION DESIG. FUND

SOME REPAIRS DUE TO PAST WARRANTY

COULD-A AFFECTED

ATTRIBUTABLE TO RIVER DR VET SERVICES

Account	Budget	Actual	Actual % of Budget
01-5-5004 GRANTS			
01-5-500423.13 EQUIPMENT INCENTIVE GRANT	0.00	0.00	0.00%
01-5-500423.14 2014 EQUIPMENT INCENTIVES	0.00	0.00	0.00%
01-5-500423.15 2015 EQUIP INCENTIVE GRAN	0.00	0.00	0.00%
01-5-500423.17 FY17 OP/DUI EQUIPMENT GRA	0.00	0.00	0.00%
01-5-500428.00 PACIF EQUIP GRANT	0.00	0.00	0.00%
01-5-500430.00 DOJ BULLET PROOF VESTS GR	0.00	0.00	0.00%
01-5-500432.00 NORWICH WOMENS CLUB GRANT	0.00	649.24	100.00%
01-5-500436.00 2015 DUI ENFORCEMENT GRAN	0.00	0.00	0.00%
Total GRANTS	**0.00**	**649.24**	**100.00%**
01-5-5005 SUPPORT			
01-5-500501.00 ADMINISTRATION	7,000.00	3,349.52	47.85%
01-5-500535.00 VIBRS	3,500.00	1,740.43	49.73%
01-5-500536.00 DISPATCH SERVICES	62,817.00	46,254.38	73.63%
01-5-500538.00 TRAINING	2,500.00	88.50	3.54%
01-5-500543.00 TRAINING SUPPLIES	500.00	19.98	4.00%
01-5-500580.00 MILEAGE REIMB	200.00	74.24	37.12%
01-5-500581.00 DUES/MTGS/EDUC	750.00	714.14	95.22%
01-5-500582.00 UNIFORMS	2,500.00	1,890.29	75.61%
01-5-500583.00 UNIFORMS CLEANING	1,500.00	1,104.70	73.65%
01-5-500584.00 BULLET PROOF VESTS	0.00	0.00	0.00%
Total SUPPORT	**81,267.00**	**55,236.18**	**67.97%**
01-5-5007 CAPITAL EXPENDITURES			
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	2,500.00	2,885.45	115.42% - MAXED FOR YEAR
01-5-500702.00 DESIGNATED FUND-CRUISER	10,000.00	10,000.00	100.00% - MAXED FOR YEAR
01-5-500703.00 DESIGNATED FUND-POLICE ST	0.00	0.00	0.00%
Total CAPITAL EXPENDITURES	**12,500.00**	**12,885.45**	**103.08%**
Total POLICE DEPT EXPENDITURES	**578,145.00**	**405,997.72**	**70.22%**
01-5-555 FIRE/FAST DEPT. EXPENSES			
01-5-5551 FIRE WAGES			
01-5-555108.00 FIRE CHIEF WAGES	62,230.00	45,408.11	72.97%
01-5-555110.00 FIRE OFFICER STIPEND	1,500.00	0.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	34,000.00	18,573.09	54.63%
01-5-555114.00 FF DRILLS/MTGS WAGE	3,000.00	1,500.00	50.00%
01-5-555116.00 DRY HYDRANT WAGE	0.00	0.00	0.00%
01-5-555121.00 FICA TAX	6,245.00	4,062.52	65.05%
01-5-555122.00 MEDI TAX	1,461.00	949.41	64.98%
01-5-555123.00 HEALTH INSURANCE	15,966.00	13,780.10	86.31%
01-5-555124.00 DISABILITY/LIFE INSURANCE	817.00	530.64	64.95%
01-5-555125.00 VT RETIREMENT	3,500.00	3,287.17	93.92%
01-5-555126.00 DENTAL INSURANCE	324.00	353.81	109.20%
Total FIRE WAGES	**129,043.00**	**88,444.85**	**68.54%**

Account	Budget	Actual	Actual % of Budget	
01-5-5552 EMS WAGES				
01-5-555212.00 EMS WAGE	6,000.00	5,090.32	84.84%	— FUNCTION OF MEMBERSHIP AND # OF CALLS FOR SERVICE
01-5-555215.00 EMS DRILL WAGE	1,800.00	1,220.00	67.78%	
01-5-555221.00 EMS FICA TAX	484.00	388.14	80.19%	
01-5-555222.00 EMS MEDI TAX	113.00	91.37	80.86%	
Total EMS WAGES	**8,397.00**	**6,789.83**	**80.86%**	
01-5-5553 EDUCATION & TRAINING				
01-5-555338.00 FIRE EDUC/TRAINING	1,000.00	481.82	48.18%	
01-5-555340.00 EMS EDUC/TRNG	1,400.00	520.00	37.14%	
01-5-555342.00 FIRE DUES/MTGS/EDUC	750.00	205.00	27.33%	
01-5-555343.00 EMS DUES/MTGS	0.00	0.00	0.00%	
Total EDUCATION & TRAINING	**3,150.00**	**1,206.82**	**38.31%**	
01-5-5554 TOOLS & EQUIPMENT				
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,000.00	2,729.55	68.24%	
01-5-555424.00 EMS TOOLS/ EQUIP	1,900.00	778.36	40.97%	
01-5-555426.00 RADIO PURCH/REPAIR	1,000.00	0.00	0.00%	
Total TOOLS & EQUIPMENT	**6,900.00**	**3,507.91**	**50.84%**	
01-5-5555 MAINTENANCE				
01-5-555528.00 FIRE TRK R & M	14,000.00	12,946.50	92.48%	
? — 01-5-555530.00 EQUIPMENT MAINTENANCE	2,000.00	3,031.16	151.56%	
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	0.00%	
01-5-555534.00 SOFTWARE MAINTENANCE	400.00	119.88	29.97%	
01-5-555536.00 COMPUTER MAINTENANCE	450.00	0.00	0.00%	
01-5-555538.00 PETROLEUM PRODUCTS	3,000.00	1,836.45	61.22%	
Total MAINTENANCE	**20,350.00**	**17,933.99**	**88.13%**	
01-5-5556 SUPPORT				
01-5-555614.00 RECRUITMENT	100.00	0.00	0.00%	
01-5-555616.00 VEHICLE ALLOWANCE	0.00	0.00	0.00%	
01-5-555617.00 FIRETRUCK STORAGE	0.00	0.00	0.00%	
01-5-555618.00 POSTAGE	75.00	0.00	0.00%	
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00%	
01-5-555620.00 FIREFIGHTERS CASUL INS	4,900.00	4,270.84	87.16%	
01-5-555625.00 TELEPHONE & INTERNET	1,800.00	567.10	31.51%	
01-5-555630.00 OFFICE SUPPLIES	400.00	267.67	66.92%	
01-5-555632.00 DISPATCH SERVICE	20,985.00	20,985.00	100.00%	— MAXED OUT FOR YEAR
01-5-555633.00 UNIFORM	225.00	0.00	0.00%	
01-5-555634.00 HYDRANT RENTAL	22,500.00	22,499.00	100.00%	— MAXED OUT FOR YEAR
01-5-555635.00 DRY HYDRANT	200.00	4.99	2.50%	
01-5-555636.00 OSHA COMPLIANCE	1,100.00	0.00	0.00%	
Total SUPPORT	**52,385.00**	**48,594.60**	**92.76%**	

Account	Budget	Actual	Actual % of Budget	
01-5-5557 CAPITAL EXPENDITURES				
01-5-555756.00 DESIGNATED FUND-FIRE STAT	0.00	0.00	0.00%	
01-5-555758.00 DESIGNATED FUND-APPARATUS	30,000.00	30,000.00	100.00%	– MAXED FOR YEAR
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	20,610.00	20,610.00	100.00%	– MAXED FOR YEAR
Total CAPITAL EXPENDITURES	**50,610.00**	**50,610.00**	**100.00%**	
01-5-5558 GRANT EXPENSE				
01-5-555824.00 VLCTPACIF GRANT	0.00	0.00	0.00%	
01-5-555830.00 DRY HYDRANT GRANT	0.00	2,585.00	100.00%	
01-5-555852.00 FY17 HOMELAND SEC #1731	0.00	0.00	0.00%	
Total GRANT EXPENSE	**0.00**	**2,585.00**	**100.00%**	
01-5-5559 AMBULANCE SERVICES				
01-5-555901.00 AMBULANCE CONTRACT	130,235.00	94,584.75	72.63%	
01-5-555903.00 AMBULANCE BILLS	12,000.00	2,888.30	24.07%	
Total AMBULANCE SERVICES	**142,235.00**	**97,473.05**	**68.53%**	
Total FIRE/FAST DEPT. EXPENSES	**413,070.00**	**317,146.05**	**76.78%**	
01-5-575 EMERGENCY MANAGEMENT				
01-5-575100.00 DEBT SERVICE TOWER PRINCI	32,078.00	27,500.00	85.73%	
01-5-575105.00 DEBT SERVICE TOWER INTERE	0.00	2,089.88	100.00%	
01-5-575233.00 TOWER POWER	600.00	277.82	46.30%	
01-5-575600.00 EMERG MAN ADMIN	100.00	0.00	0.00%	
01-5-575610.00 EMERG MNGMT SUPPLIES	50.00	0.00	0.00%	
01-5-575612.00 GENERATOR FUEL	300.00	66.42	22.14%	
01-5-575620.00 EMERG GEN MAINT	6,200.00	1,125.85	18.16%	
01-5-575622.00 EMERG GEN INSTALL	0.00	0.00	0.00%	
01-5-575628.00 PUBLIC WORKS GENERATOR	0.00	0.00	0.00%	
01-5-575630.00 BASE RADIO MAINTENANCE	500.00	0.00	0.00%	
01-5-575650.00 EMERG GENERATOR REPAIR	0.00	0.00	0.00%	
01-5-575740.00 DESIGNATED FUND-GENERATOR	25,000.00	25,000.00	100.00%	– MAXED FOR YEAR
01-5-575760.00 DESIGNATED FUND- COMMUNIC	0.00	0.00	0.00%	
Total EMERGENCY MANAGEMENT	**64,828.00**	**56,059.97**	**86.47%**	
01-5-650 CONSERVATION				
01-5-650538.00 POSTAGE	0.00	0.00	0.00%	
01-5-650550.00 PRINTING	0.00	0.00	0.00%	
01-5-650605.00 DONATIONS	0.00	0.00	0.00%	
01-5-650610.00 OFF SUPP & EMAIL	0.00	0.00	0.00%	
01-5-650615.00 DUES/MTGS/EDUC	850.00	50.00	5.88%	
01-5-650620.00 SPKRS/PUBLIC INFO	300.00	0.00	0.00%	
01-5-650625.00 PUBLICITY	300.00	0.00	0.00%	
01-5-650630.00 TRAILS	3,000.00	96.00	3.20%	
01-5-650632.00 WATER QUAL MONIT	500.00	0.00	0.00%	

Account		Budget	Actual	Actual % of Budget
01-5-650635.00	MILT FRYE NATURE AREA	1,000.00	0.00	0.00%
01-5-650640.00	GILE MT	0.00	0.00	0.00%
01-5-650700.00	NATRL RESRCS INVEN	1,000.00	0.00	0.00%
01-5-650710.00	PROJECT RESTORATION	1,000.00	0.00	0.00%
01-5-650725.00	GRANT	0.00	0.00	0.00%
01-5-650727.00	WOMENS CLUB GRANT	0.00	0.00	0.00%
Total	**CONSERVATION**	**7,950.00**	**146.00**	**1.84%**
01-5-675	**CEMETERY COMMISSION**			
01-5-675110.00	CEMETERY WAGES	0.00	0.00	0.00%
01-5-675121.00	FICA	0.00	0.00	0.00%
01-5-675122.00	MEDI	0.00	0.00	0.00%
01-5-675126.00	RETIREMENT	0.00	0.00	0.00%
01-5-675232.00	WATER	0.00	132.30	100.00%
01-5-675301.00	SUPPLIES	0.00	0.00	0.00%
01-5-675430.00	REPAIRS & MAINT.	0.00	0.00	0.00%
01-5-675500.00	PURCHASED SERVICE	0.00	0.00	0.00%
01-5-675520.00	WORKERS' COMPENSATION	0.00	0.00	0.00%
01-5-675522.00	VLCT LIABILITY INSURANCE	0.00	0.00	0.00%
01-5-675538.00	POSTAGE	0.00	0.00	0.00%
01-5-675611.00	EQUIPMENT PURCHASE	0.00	0.00	0.00%
01-5-675612.00	CAPITAL IMPROVEMENTS	0.00	0.00	0.00%
01-5-675614.00	EQUIPMENT RENTAL	0.00	0.00	0.00%
01-5-675700.00	STONE CLEANING	0.00	0.00	0.00%
Total	**CEMETERY COMMISSION**	**0.00**	**132.30**	**100.00%**
01-5-70	**PUBLIC WORKS DEPT.**			
01-5-703	**HIGHWAY DIVISION**			
01-5-7031	**HIGHWAY WAGES & BENEFITS**			
01-5-703110.00	DIRECTOR OF PUBLIC WORKS	80,924.00	57,423.77	70.96%
01-5-703112.00	ROAD CREW WAGES	264,258.00	176,408.36	66.76%
01-5-703114.00	ROAD CREW OVERTIME	29,000.00	42,194.18	145.50% — DUE TO WEATHER AND CHANGE TO HISTORIC PROTOCOL
01-5-703116.00	PAGER COMPENSATION	2,750.00	550.00	20.00%
01-5-703121.00	FICA	23,319.00	17,149.55	73.54%
01-5-703122.00	MEDICARE	5,517.00	4,032.47	73.09%
01-5-703123.00	HEALTH INSUR	103,856.00	66,868.54	64.39%
01-5-703124.00	DISABILITY/LIFE	4,434.00	4,036.81	91.04%
01-5-703125.00	DENTAL INSURANCE	2,592.00	2,520.73	97.25%
01-5-703126.00	RETIREMENT	21,202.00	20,390.21	96.17%
Total	**HIGHWAY WAGES & BENEFITS**	**537,852.00**	**391,574.62**	**72.80%**
01-5-7032	**MATERIALS**			
01-5-703201.00	SALT & CHEMICALS	120,000.00	102,574.38	85.48% — WEATHER
01-5-703203.00	SAND	65,000.00	101,909.98	156.78% — WEATHER
01-5-703205.00	DUST CONTROL	18,000.00	14,232.84	79.07%
01-5-703207.00	GRAVEL & STONE	50,000.00	44,722.34	89.44%
01-5-703209.00	CULVERTS & ROAD SUPPLIES	5,000.00	5,734.11	114.68%

Account	Budget	Actual	Actual % of Budget	
01-5-703211.00 ASPHALT PRODUCTS	5,000.00	1,464.00	29.28%	
01-5-703213.00 BRIDGE REPAIR & MAINT.	2,000.00	0.00	0.00%	
01-5-703215.00 OTHER PROJECTS	5,000.00	645.27	12.91%	
01-5-703217.00 SIGNS	3,000.00	493.67	16.46%	
Total MATERIALS	**273,000.00**	**271,776.59**	**99.55%**	
01-5-7033 CONTRACTED SERVICES				
01-5-703301.00 PLOWING & SANDING	24,000.00	7,145.20	29.77%	
01-5-703303.00 ROAD SWEEPING	3,500.00	0.00	0.00%	
01-5-703305.00 LEAF REMOVAL	6,000.00	2,250.00	37.50%	
01-5-703307.00 STREETLIGHTS	11,500.00	8,436.01	73.36%	
01-5-703309.00 TREE CUTTING & REMOVAL	12,500.00	4,450.00	35.60%	
01-5-703311.00 UNIFORMS	9,000.00	9,009.59	100.11%	— RATE INCREASE
01-5-703313.00 PAVING	30,000.00	6,300.00	21.00%	
01-5-703315.00 OTHER PROJECTS	7,500.00	5,340.00	71.20%	
01-5-703317.00 CRACK SEALING	35,000.00	0.00	0.00%	
01-5-703319.00 PAVEMENT MARKING	21,000.00	19,651.74	93.58%	— FROM LAST FALL
01-5-703321.00 BRIDGES	0.00	0.00	0.00%	
Total CONTRACTED SERVICES	**160,000.00**	**62,582.54**	**39.11%**	
01-5-7034 EQUIPMENT				
01-5-703401.00 OUTSIDE REPAIRS	45,000.00	27,751.21	61.67%	
? — 01-5-703403.00 PARTS & SUPPLIES	42,250.00	40,641.27	96.19%	
? — 01-5-703405.00 PETROLEUM PRODUCTS	43,000.00	39,407.23	91.64%	
Total EQUIPMENT	**130,250.00**	**107,799.71**	**82.76%**	
01-5-7035 HIGHWAY GARAGE				
01-5-703501.00 ELECTRICITY	3,000.00	3,552.26	118.41%	— DUE TO BLDG ADDITION
01-5-703503.00 PROPANE	10,000.00	3,992.49	39.92%	
01-5-703505.00 TELEPHONE	4,000.00	2,201.30	55.03%	
? — 01-5-703507.00 SUPPLIES	1,500.00	6,942.65	462.84%	—
01-5-703509.00 ALARM MONITORING	500.00	0.00	0.00%	
01-5-703511.00 REPAIRS & MAINTENANCE	5,000.00	3,528.76	70.58%	
01-5-703513.00 TOOLS	11,500.00	7,043.64	61.25%	
01-5-703515.00 ADMINISTRATION	5,000.00	1,620.00	32.40%	
Total HIGHWAY GARAGE	**40,500.00**	**28,881.10**	**71.31%**	
01-5-7036 CAPITAL EXPENDITURES				
? — 01-5-703601.00 DESIGNATED FUND-EQUIPMENT	40,000.00	43,753.61	109.38%	— MAXED FOR YEAR
01-5-703603.00 DESIGNATED FUND-SIDEWALK	0.00	0.00	0.00%	
01-5-703605.00 DESIGNATED FUND-PAVING	0.00	0.00	0.00%	
01-5-703607.00 DESIGNATED FUND-BRIDGES	88,000.00	88,000.00	100.00%	— MAXED FOR YEAR
01-5-703609.00 DESIGNATED FUND-GARAGE	35,000.00	35,000.00	100.00%	— MAXED FOR YEAR
Total CAPITAL EXPENDITURES	**163,000.00**	**166,753.61**	**102.30%**	

Account	Budget	Actual	Actual % of Budget	
01-5-7037 GRANTS				
01-5-703701.00 PAVING GRANT	0.00	0.00	0.00%	
01-5-703703.00 FEMA GRANT	0.00	98,024.29	100.00%	— NEEDHAM RD CULVERT D.A.C.
01-5-703705.00 VT PUBLIC SFTY-RADIO GRAN	0.00	0.00	0.00%	
01-5-703707.00 NRCS GRANT	0.00	0.00	0.00%	
01-5-703709.00 TWO RIVERS-BETR BACK ROAD	0.00	0.00	0.00%	
01-5-703710.00 ST. OF VT-BETTER BACK RD	0.00	0.00	0.00%	
01-5-703711.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%	
01-5-703713.00 2017 VTRANS BIKE & PED GR	0.00	524.00	100.00%	
01-5-703714.00 VT Trans - TAP Grant (Tig	0.00	27,338.10	100.00%	— 80% GRANT REIMBURSABLE (APPLICABLE REQUESTS MADE)
Total GRANTS	**0.00**	**125,886.39**	**100.00%**	
Total HIGHWAY DIVISION	**1,304,602.00**	**1,155,254.56**	**88.55%**	
01-5-704 BUILDINGS & GROUNDS DIVIS				
01-5-7041 B & G WAGES & BENEFITS				
01-5-704113.00 BUILDINGS & GROUNDS WAGES	85,805.00	57,598.69	67.13%	
01-5-704114.00 OT BLDGS & GROUNDS	5,000.00	3,130.91	62.62%	
01-5-704116.00 PAGER COMPENSATION	1,100.00	0.00	0.00%	
01-5-704121.00 FICA	5,531.00	3,944.92	71.32%	
01-5-704122.00 MEDICARE	1,500.00	922.59	61.51%	
01-5-704123.00 HEALTH INSURANCE	29,340.00	25,813.02	87.98%	
01-5-704124.00 DISABILITY/LIFE	1,140.00	651.86	57.18%	
01-5-704125.00 DENTAL INSURANCE	432.00	793.57	183.70%	
01-5-704126.00 RETIREMENT	5,170.00	5,137.58	99.37%	
Total B & G WAGES & BENEFITS	**135,018.00**	**97,993.14**	**72.58%**	
01-5-7042 MATERIALS				
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,600.00	417.58	26.10%	
Total MATERIALS	**1,600.00**	**417.58**	**26.10%**	
01-5-7043 CONTRACTED SERVICES				
01-5-704301.00 FOLEY PARK & MEDIANS	4,750.00	0.00	0.00%	
01-5-704311.00 UNIFORMS	2,000.00	3,143.15	157.16%	— PRICE INCREASE
Total CONTRACTED SERVICES	**6,750.00**	**3,143.15**	**46.57%**	
01-5-7044 EQUIPMENT				
01-5-704401.00 OUTSIDE REPAIRS	1,600.00	1,891.50	118.22%	
01-5-704403.00 PARTS & SUPPLIES	2,500.00	1,970.45	78.82%	
01-5-704405.00 PETROLEUM PRODUCTS	2,800.00	414.46	14.80%	
01-5-704413.00 TOOLS	500.00	0.00	0.00%	
Total EQUIPMENT	**7,400.00**	**4,276.41**	**57.79%**	
01-5-7046 CAPITAL EXPENDITURES				
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	0.00	0.00	0.00%	

Account	Budget	Actual	Actual % of Budget	
Total CAPITAL EXPENDITURES	**0.00**	**0.00**	**0.00%**	
Total BUILDINGS & GROUNDS DIVIS	**150,768.00**	**105,830.28**	**70.19%**	
01-5-705 SOLID WASTE DIVISION				
01-5-7051 SW WAGES & BENEFITS				
01-5-705112.00 TRNSF STATION WAGE	38,838.00	27,275.93	70.23%	
01-5-705121.00 FICA TAX	2,421.00	1,783.85	73.68%	
01-5-705122.00 MEDI TAX	550.00	417.22	75.86%	
Total SW WAGES & BENEFITS	**41,809.00**	**29,477.00**	**70.50%**	
01-5-7053 CONTRACTED SERVICES				
01-5-705301.00 GUVSWMD ASSESSMENT	37,554.00	37,554.00	100.00%	— MAXED FOR YEAR
01-5-705303.00 MUNICIPAL SOLID WASTE	46,000.00	33,836.63	73.56%	
01-5-705305.00 RECYCLING	45,000.00	29,827.08	66.28%	
01-5-705306.00 C & D WASTE DISPOSAL	9,000.00	9,032.20	100.36%	— DUE TO PARTICIPATION AND CHANGES IN HARTFORD
01-5-705307.00 HOUSEHOLD HAZARDOUS WASTE	0.00	0.00	0.00%	
01-5-705308.00 FOOD WASTE DISPOSAL	2,500.00	4,902.09	196.08%	— DUE TO HIGH PARTICIPATION BY RESIDENTS
01-5-705311.00 UNIFORMS	500.00	0.00	0.00%	
Total CONTRACTED SERVICES	**140,554.00**	**115,152.00**	**81.93%**	
01-5-7054 EQUIPMENT				
01-5-705403.00 PARTS & SUPPLIES	1,000.00	285.43	28.54%	
01-5-705405.00 ST OF VT GRANT	0.00	0.00	0.00%	
? — 01-5-705411.00 REPAIRS & MAINTENANCE	2,000.00	1,841.41	92.07%	
01-5-705413.00 SMALL EQUIPMENT	500.00	99.99	20.00%	
Total EQUIPMENT	**3,500.00**	**2,226.83**	**63.62%**	
01-5-7055 TRANSFER STATION				
? — 01-5-705500.00 PURCHASED SERVICES	1,170.00	1,940.65	165.87%	
? — 01-5-705501.00 ELECTRICITY	1,000.00	1,358.95	135.90%	
01-5-705503.00 PROPANE	650.00	370.50	57.00%	
01-5-705505.00 TELEPHONE	450.00	327.09	72.69%	
01-5-705515.00 ADMINISTRATION	2,500.00	200.00	8.00%	
01-5-705517.00 VERMONT FRANCHISE TAX	2,100.00	942.84	44.90%	
Total TRANSFER STATION	**7,870.00**	**5,140.03**	**65.31%**	
01-5-7056 CAPITAL EXPENDITURES				
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	0.00	0.00	0.00%	
Total CAPITAL EXPENDITURES	**0.00**	**0.00**	**0.00%**	
Total SOLID WASTE DIVISION	**193,733.00**	**151,995.86**	**78.46%**	
01-5-706 TRACY HALL				

Account	Budget	Actual	Actual % of Budget	
01-5-7061 BUILDING EXPENSES				
01-5-706100.00 WATER USAGE	550.00	559.89	101.80%	
01-5-706101.00 ELECTRICITY	12,000.00	10,915.84	90.97%	— RATES & GREATER USE OF BLDG
01-5-706103.00 HEATING	11,000.00	9,028.92	82.08%	
01-5-706105.00 ALARM MONITORING	600.00	0.00	0.00%	
01-5-706107.00 ELEVATOR MAINTENANCE	3,100.00	2,594.62	83.70%	— HAVING REPEATED ISSUES
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	100.00	0.00	0.00%	
01-5-706109.00 BUILDING SUPPLIES	4,200.00	2,271.85	54.09%	
01-5-706111.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%	
01-5-706113.00 REPAIRS & MAINTENANCE	10,000.00	8,062.97	80.63%	
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	900.00	1,626.41	180.71%	— PARTLY FUNCTION OF SOLAR OFFSETS
01-5-706115.10 EV Chg St @ Huntley Meado	0.00	119.14	100.00%	
01-5-706117.00 DESIGNATED FUND-TRACY HAL	20,000.00	20,000.00	100.00%	— MAXED FOR YEAR
Total BUILDING EXPENSES	**62,450.00**	**55,179.64**	**88.36%**	
Total TRACY HALL	**62,450.00**	**55,179.64**	**88.36%**	
Total PUBLIC WORKS DEPT.	**1,711,553.00**	**1,468,260.34**	**85.79%**	
01-5-8002 DEBT SERVICE EXPENDITURES				
01-5-800205.00 TRACY HALL PRINCIPAL	0.00	0.00	0.00%	
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	47,000.00	100.00%	— MAXED FOR YEAR
01-5-800235.00 DEBT INTEREST	48,269.00	24,336.60	50.42%	
01-5-800236.00 DEBT INTEREST (FEMA)	18,000.00	0.00	0.00%	
01-5-800237.00 LOC Principal Pmt	0.00	1,400,000.00	100.00%	— REPAYMENT OF LINE OF CREDIT FEMA-JULY 1, 2017 STORM
01-5-800238.00 LOC Interest	0.00	9,838.36	100.00%	
Total DEBT SERVICE EXPENDITURES	**113,269.00**	**1,481,174.96**	**1,307.66%**	
01-5-8003 APPROPRIATION EXPENDTURES				
01-5-800302.00 NORWICH PUBLIC LIBRARY	283,000.00	283,000.00	100.00%	
01-5-800303.00 NORWICH PUBLIC LIBRARY RE	50,000.00	50,000.00	100.00%	
01-5-800304.00 NORWICH SENIOR ACT COUNCL	0.00	0.00	0.00%	
01-5-800306.00 NORWICH LIONS CLUB	3,000.00	3,000.00	100.00%	
01-5-800308.00 NORWICH NEWSLETTER	0.00	0.00	0.00%	
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	1,500.00	100.00%	
01-5-800314.00 NORWICH SPECIAL EVENTS	0.00	0.00	0.00%	
01-5-800315.00 NORWICH HISTORICAL SOC.	8,000.00	8,000.00	100.00%	
01-5-800316.00 NORWICH CEMETERY ASSOCATN	20,000.00	20,000.00	100.00%	
01-5-800317.00 NORWICH CEMETERY-RESTORE	0.00	0.00	0.00%	
01-5-800318.00 NORWICH AFFORDABLE HOUSIN	0.00	0.00	0.00%	
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	4,348.00	100.00%	
01-5-800326.00 HCRS OF SE VERMONT	0.00	0.00	0.00%	
01-5-800328.00 VSTNG NRS/HSP APPR	15,600.00	15,600.00	100.00%	
01-5-800330.00 SERG	0.00	0.00	0.00%	
01-5-800350.00 THE FAMILY PLACE	6,000.00	6,000.00	100.00%	
01-5-800352.00 ADVANCE TRANSIT	13,514.00	13,514.00	100.00%	
01-5-800354.00 HEADREST	2,500.00	2,500.00	100.00%	
01-5-800356.00 WINDSOR COUNTY PARTNERS	1,000.00	1,000.00	100.00%	

Account	Budget	Actual	Actual % of Budget	
01-5-800358.00 CATV/6 APPROP	3,000.00	3,000.00	100.00%	
01-5-800360.00 THE UPPER VALLEY HAVEN	0.00	0.00	0.00%	
01-5-800362.00 WISE	2,500.00	2,500.00	100.00%	
01-5-800364.00 RSVP	0.00	0.00	0.00%	
01-5-800366.00 SEVCA	3,750.00	3,750.00	100.00%	
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	3,000.00	100.00%	
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	1,200.00	100.00%	
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	5,300.00	100.00%	
01-5-800375.00 PUBLIC HEALTH COUNC UV	337.00	337.00	100.00%	
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	2,000.00	100.00%	
01-5-800384.00 VALLEY COURT DIVERSION PR	0.00	0.00	0.00%	
01-5-800386.00 GOOD BEGINNINGS	3,000.00	3,000.00	100.00%	
01-5-800388.00 GREEN MTN ECO DEV CORP	1,677.00	1,677.00	100.00%	
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	2,000.00	100.00%	
Total APPROPRIATION EXPENDTURES	**436,226.00**	**436,226.00**	**100.00%**	— ALL MAXED FOR YEAR
01-5-8004 TAX EXPENDITURES				
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	3,500.00	1.78	0.05%	
01-5-800410.00 INTEREST	0.00	0.00	0.00%	
Total TAX EXPENDITURES	**3,500.00**	**1.78**	**0.05%**	
01-5-8005 INSURANCE				
01-5-800501.00 HRA ADMINISTRATION FEES	0.00	0.00	0.00%	
01-5-800502.00 HEALTH REIMBURSEMENT ACCO	0.00	-26.50	100.00%	
01-5-800503.00 HEALTH INSURANCE	0.00	0.00	0.00%	
01-5-800505.00 SOCIAL SECURITY TAX	0.00	0.00	0.00%	
01-5-800506.00 COBRA	0.00	391.61	100.00%	
01-5-800517.00 UNEMP INS RATE ASSMT	2,000.00	2,526.00	126.30%	— MAXED FOR YEAR
01-5-800518.00 PROP & CAS INSURANCE	86,000.00	72,432.00	84.22%	— MAXED FOR YEAR
01-5-800520.00 WORKER'S COMP INS	132,000.00	124,295.00	94.16%	— MAXED FOR YEAR
Total INSURANCE	**220,000.00**	**199,618.11**	**90.74%**	
Total Expenditures	**4,708,018.00**	**5,457,875.88**	**115.93%**	5,457,875.88
Total General	**0.00**	**1,126,793.09**		— 249,720.00 BEL
04-4-000804.00 DONATIONS-BBOOTH TRAIL	0.00	0.00	0.00%	— 98,024.29 NEEDHAM
04-4-000806.00 DONATIONS	0.00	0.00	0.00%	— 1,400,000.00 LOC
04-4-000808.00 GILE MOUNTAIN DONATIONS	0.00	0.00	0.00%	
04-4-000810.00 BANK INTEREST	0.00	528.92	100.00%	3,710,131.59 =
04-4-000812.00 MILT FRYE NATURE AREA	0.00	0.00	0.00%	78.8%
Total Revenues	**0.00**	**528.92**	**100.00%**	of BUDGET
04-5-650640.00 GILE MTN. EXPENSE	0.00	0.00	0.00%	

Account	Budget	Actual	Actual % of Budget
04-5-650680.00 B BOOTH TRAIL	0.00	0.00	0.00%
04-5-650700.00 LAND CONSERVATION	0.00	20,000.00	100.00%
04-5-650701.00 CONS COMM LOAN	0.00	0.00	0.00%
04-5-650702.00 MFNA EXPENSE	0.00	0.00	0.00%
04-5-650703.00 BBOOTH TRAIL EXPENSE	0.00	0.00	0.00%
Total Expenditures	**0.00**	**20,000.00**	**100.00%**
Total CONSERVATION COMM FUND	**0.00**	**-19,471.08**	
05-4-000800.00 J GIRARD FUND DONATIONS	0.00	1,753.77	100.00%
05-4-000801.10 Huntley Mdw Bridge Fund D	0.00	10,350.00	100.00%
05-4-000802.00 ICE RINK DONATIONS	0.00	-400.00	100.00%
05-4-000804.00 PLAYGROUND DONATIONS	0.00	0.00	0.00%
05-4-000805.00 BARRETT BREAD OVEN DONATI	0.00	0.00	0.00%
05-4-000806.00 RECREATION FUND-DONATIONS	0.00	0.00	0.00%
05-4-000808.00 GRANTS	0.00	500.00	100.00%
05-4-000810.00 BANK INTEREST	0.00	185.63	100.00%
Total Revenues	**0.00**	**12,389.40**	**100.00%**
05-5-425345.00 EQUIPMENT PURCHASES	0.00	0.00	0.00%
05-5-425422.00 HUNTLEY MEADOW IMPROVEMEN	0.00	0.00	0.00%
05-5-425422.10 Huntley Meadow Bridge	0.00	0.00	0.00%
05-5-425424.00 GRANT	0.00	500.00	100.00%
05-5-425426.00 PLAYGROUND	0.00	0.00	0.00%
05-5-425428.00 BARRETT BREAD OVEN	0.00	0.00	0.00%
05-5-425430.00 ICE RINK PROJECT	0.00	0.00	0.00%
05-5-425540.00 ADVERTISING	0.00	0.00	0.00%
05-5-425560.00 BYRNE FOUN BATTING CAGE	0.00	0.00	0.00%
05-5-425580.00 J GIRARD FUND EXPENSE	0.00	0.00	0.00%
Total Expenditures	**0.00**	**500.00**	**100.00%**
Total RECREATION FACILITY & IMP	**0.00**	**11,889.40**	
06-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	30,000.00	100.00%
06-4-000810.00 BANK INTEREST REVENUE	0.00	1,886.96	100.00%
06-4-000812.00 INSURANCE CLAIM	0.00	0.00	0.00%
06-4-000817.00 EQUIPMENT SALES	0.00	0.00	0.00%
Total Revenues	**0.00**	**31,886.96**	**100.00%**
06-5-555322.00 FIRE EQUIPMENT PURCHASES	0.00	1,295.35	100.00%
Total Expenditures	**0.00**	**1,295.35**	**100.00%**
Total FIRE APPARATUS FUND	**0.00**	**30,591.61**	

Account		Budget	Actual	Actual % of Budget
07-4-000760.00	DESIG. GEN. FUND INCOME	0.00	40,000.00	100.00%
07-4-000810.00	BANK INTEREST	0.00	592.76	100.00%
07-4-000813.00	INSURANCE CLAIM	0.00	0.00	0.00%
07-4-000817.00	EQUIPMENT SALES	0.00	7.00	100.00%
07-4-000818.00	VT BOND BANK	0.00	0.00	0.00%
07-4-000820.00	FEMA GRANT ANTICIPATION N	0.00	0.00	0.00%
07-4-000822.00	ALT FEMA GRANT	0.00	0.00	0.00%
Total Revenues		**0.00**	**40,599.76**	**100.00%**
07-5-700322.00	HIGHWAY EQUIP. PURCHASES	0.00	0.00	0.00%
07-5-700324.00	LOAN INTEREST	0.00	0.00	0.00%
Total Expenditures		**0.00**	**0.00**	**0.00%**
Total HIGHWAY EQUIPMENT FUND		**0.00**	**40,599.76**	
08-4-000760.00	DESIG. GEN. FUND	0.00	35,000.00	100.00%
08-4-000810.00	BANK INTEREST	0.00	23.80	100.00%
08-4-000820.00	FEMA GRANT ANTICIPATION	0.00	0.00	0.00%
08-4-000822.00	ALT FEMA GRANT REVENUE	0.00	0.00	0.00%
08-4-000824.00	LOAN PROCEEDS	0.00	132,784.00	100.00%
08-4-009900.00	MISC REVENUES	0.00	3.00	100.00%
Total Revenues		**0.00**	**167,810.80**	**100.00%**
08-5-700324.00	LOAN INTEREST	0.00	0.00	0.00%
08-5-702690.00	HWY GARAGE BLDGS	0.00	0.00	0.00%
08-5-702692.00	FEMA ALTERNATIVE PROJECTS	0.00	7,000.00	100.00%
Total Expenditures		**0.00**	**7,000.00**	**100.00%**
Total HIGHWAY GARAGE FUND		**0.00**	**160,810.80**	
09-4-000760.00	DESIG. GEN. FUND INCOME	0.00	0.00	0.00%
09-4-000810.00	BANK INTEREST	0.00	116.85	100.00%
Total Revenues		**0.00**	**116.85**	**100.00%**
09-5-600322.00	SOLID WASTE EQUIP	0.00	0.00	0.00%
Total Expenditures		**0.00**	**0.00**	**0.00%**
Total SOLID WASTE EQUIP FUND		**0.00**	**116.85**	
10-4-000760.00	DESIG. GEN. FUND INCOME	0.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
10-4-000810.00 BANK INTEREST	0.00	36.61	100.00%
Total Revenues	**0.00**	**36.61**	**100.00%**
10-5-500322.00 POLICE STATION	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total POLICE STATION FUND	**0.00**	**36.61**	
11-4-000760.00 DESIG. GEN. FUND INCOME	0.00	10,000.00	100.00%
11-4-000810.00 BANK INTEREST	0.00	278.09	100.00%
11-4-000817.00 SALE OF POLICE EQUIPMENT	0.00	0.00	0.00%
11-4-000819.00 DRUG ENFORCEMENT INCOME	0.00	0.00	0.00%
11-4-000820.00 INSURANCE CLAIM	0.00	0.00	0.00%
11-4-000821.00 2016 EQUIP INCENTIVE GRAN	0.00	0.00	0.00%
Total Revenues	**0.00**	**10,278.09**	**100.00%**
11-5-500322.00 POLICE CRUISER	0.00	0.00	0.00%
11-5-500423.16 2016 EQUIP INCENTIVE GRAN	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total POLICE CRUISER	**0.00**	**10,278.09**	
12-4-000760.00 DESIG. GEN FUND INCOME	0.00	21,700.00	100.00%
12-4-000810.00 BANK INTEREST	0.00	22.13	100.00%
Total Revenues	**0.00**	**21,722.13**	**100.00%**
12-5-300322.00 REAPPRAISAL	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total TOWN REAPPRAISAL FUND	**0.00**	**21,722.13**	
13-4-000410.00 GRANT	0.00	0.00	0.00%
13-4-000760.00 DESIG. GEN. FUND INCOME	0.00	20,000.00	100.00%
13-4-000810.00 BANK INTEREST	0.00	157.67	100.00%
13-4-000812.00 GAZEBO DONATIONS	0.00	0.00	0.00%
Total Revenues	**0.00**	**20,157.67**	**100.00%**
13-5-450322.00 TRACY HALL BUILDING	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**

Account	Budget	Actual	Actual % of Budget
Total TRACY HALL FUND	**0.00**	**20,157.67**	
14-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
14-4-000810.00 BANK INTEREST	0.00	128.49	100.00%
Total Revenues	**0.00**	**128.49**	**100.00%**
14-5-100611.00 GEN ADMIN EQUIP	0.00	2,608.90	100.00%
Total Expenditures	**0.00**	**2,608.90**	**100.00%**
Total GENERAL ADMIN. FUND	**0.00**	**-2,480.41**	
15-4-000800.00 DONATION GRANITE BENCH	0.00	1,525.00	100.00%
15-4-000810.00 BANK INTEREST	0.00	3.45	100.00%
Total Revenues	**0.00**	**1,528.45**	**100.00%**
15-5-425345.00 EQUIPEMENT PURCHASE	0.00	0.00	0.00%
15-5-425422.00 GRANITE BENCH MATERIALS	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total Granite bench with crysta	**0.00**	**1,528.45**	
16-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
16-4-000810.00 BANK INTEREST	0.00	5.88	100.00%
16-4-000820.00 FEMA ALT PROJECT REVENUE	0.00	0.00	0.00%
Total Revenues	**0.00**	**5.88**	**100.00%**
16-5-425346.00 DAM IMPROVEMENT	0.00	600.19	100.00%
16-5-425348.00 FEMA ALT PROJECT	0.00	0.00	0.00%
Total Expenditures	**0.00**	**600.19**	**100.00%**
Total RECREATION FUND-DAM	**0.00**	**-594.31**	
17-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
17-4-000808.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%
17-4-000810.00 BANK INTEREST	0.00	21.99	100.00%
Total Revenues	**0.00**	**21.99**	**100.00%**
17-5-425345.00 TENNIS COURT	0.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total RECREATION FUND-TENNIS CO	**0.00**	**21.99**	
19-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
19-4-000810.00 BANK INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**
19-5-100611.00 TWN CLK EQUIP	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total TOWN CLERK EQUIP FUND	**0.00**	**0.00**	
21-4-000760.00 DESIG. GEN. FUND INCOME	0.00	2,500.00	100.00%
21-4-000810.00 BANK INTEREST	0.00	39.29	100.00%
21-4-000817.00 EQUIPMENT SALES	0.00	0.00	0.00%
21-4-000818.00 BULLET PROOF VEST	0.00	431.50	100.00%
Total Revenues	**0.00**	**2,970.79**	**100.00%**
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	9,857.20	100.00%
Total Expenditures	**0.00**	**9,857.20**	**100.00%**
Total POLICE SPEC EQUIP FUND	**0.00**	**-6,886.41**	
22-4-000806.00 DONATIONS	0.00	0.00	0.00%
22-4-000810.00 BANK INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**
22-5-500543.00 KIDS & COPS PROGRAM .	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total KIDS & COPS FUND	**0.00**	**0.00**	
23-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	0.00%
23-4-000806.00 DONATIONS	0.00	0.00	0.00%
23-4-000810.00 BANK INTEREST	0.00	122.89	100.00%
Total Revenues	**0.00**	**122.89**	**100.00%**

Account	Budget	Actual	Actual % of Budget
23-5-580150.00 ESCROW ACCOUNT DEPOSIT	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total AFFORDABLE HOUSING FUND	**0.00**	**122.89**	
24-4-000700.00 TIMBER SALE	0.00	0.00	0.00%
24-4-000808.00 GRANT INCOME	0.00	845.04	100.00%
24-4-000810.00 BANK INTEREST	0.00	70.55	100.00%
24-4-000814.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00%
Total Revenues	**0.00**	**915.59**	**100.00%**
24-5-580150.00 LAND MGMT COUNCIL	0.00	178.08	100.00%
24-5-580170.00 Women's Club Grant Expens	0.00	1,743.58	100.00%
Total Expenditures	**0.00**	**1,921.66**	**100.00%**
Total LAND MANAGEMENT COUNCIL F	**0.00**	**-1,006.07**	
25-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
25-4-000810.00 BANK INTEREST	0.00	36.11	100.00%
Total Revenues	**0.00**	**36.11**	**100.00%**
25-5-555322.00 FIRE STATION	0.00	1,603.36	100.00%
Total Expenditures	**0.00**	**1,603.36**	**100.00%**
Total FIRE STATION FUND	**0.00**	**-1,567.25**	
26-4-000760.00 DESIG. GEN FUND INCOME	0.00	20,610.00	100.00%
26-4-000780.00 FY07 HOMELAND SECURITY GR	0.00	0.00	0.00%
26-4-000782.00 FY2010 AFG GRANT	0.00	0.00	0.00%
26-4-000784.00 VLCT GRANT	0.00	0.00	0.00%
26-4-000810.00 BANK INTEREST	0.00	228.90	100.00%
Total Revenues	**0.00**	**20,838.90**	**100.00%**
26-5-555322.00 FIRE EQUIPMENT	0.00	0.00	0.00%
26-5-555324.00 FY 2010 AFG GRANT	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total FIRE EQUIPMENT FUND	**0.00**	**20,838.90**	
27-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%

SIDEWALK FUND

Account	Budget	Actual	Actual % of Budget
27-4-000780.00 MISC. REVENUES	0.00	0.00	0.00%
27-4-000810.00 BANK INTEREST	0.00	284.06	100.00%
Total Revenues	**0.00**	**284.06**	**100.00%**
27-5-700300.00 SIDEWALK PROF SERVICES	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total SIDEWALK FUND	**0.00**	**284.06**	
28-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
28-4-000810.00 BANK INTEREST	0.00	83.60	100.00%
Total Revenues	**0.00**	**83.60**	**100.00%**
28-5-001300.00 FACILITY STUDY	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total LONG TERM FACILITY STUDY	**0.00**	**83.60**	
29-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
29-4-000810.00 BANK INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**
Total TOWN MANAGER VEHICLE FUND	**0.00**	**0.00**	
30-4-000760.00 DESIGN. GEN FUND INCOME	0.00	0.00	0.00%
30-4-000806.00 GAZEBO DONATIONS	0.00	0.00	0.00%
30-4-000807.00 DONATION FOR RELOCATION	0.00	0.00	0.00%
30-4-000808.00 GRANT RECEIPTS	0.00	0.00	0.00%
30-4-000810.00 BANK INTEREST	0.00	3.67	100.00%
Total Revenues	**0.00**	**3.67**	**100.00%**
30-5-450901.00 BANDSTAND	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total BANDSTAND RENOVATION FUND	**0.00**	**3.67**	
31-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00%
31-4-000810.00 BANK INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**

Account	Budget	Actual	Actual % of Budget
31-5-555320.00 TRANSFER OUT TO TOWER FUN	0.00	0.00	0.00%
31-5-555322.00 COMMUNICATIONS STUDY	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total COMMUNICATIONS STUDY FUND	**0.00**	**0.00**	
33-4-000808.00 TRANSFER FROM GENERAL FUN	0.00	5,362.56	100.00%
33-4-000810.00 INTEREST	0.00	2.12	100.00%
33-4-000812.00 DONATIONS	0.00	0.00	0.00%
Total Revenues	**0.00**	**5,364.68**	**100.00%**
33-5-005702.00 CITIZEN ASSISTANCE	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total CITIZEN ASSISTANCE FUND	**0.00**	**5,364.68**	
34-4-000810.00 INTEREST	0.00	4.91	100.00%
Total Revenues	**0.00**	**4.91**	**100.00%**
Total WCTU FOUNTAIN	**0.00**	**4.91**	
35-4-000810.00 INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**
35-5-706113.00 TREE PURCHASE	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total CORRIDOR TREE	**0.00**	**0.00**	
36-4-000810.00 iNTEREST	0.00	1.37	100.00%
Total Revenues	**0.00**	**1.37**	**100.00%**
Total ALURA GRANT	**0.00**	**1.37**	
37-4-000810.00 INTEREST	0.00	3.33	100.00%
37-4-000812.00 FLAG DONATIONS	0.00	0.00	0.00%
Total Revenues	**0.00**	**3.33**	**100.00%**

Account	Budget	Actual	Actual % of Budget
37-5-375610.00 SUPPLIES	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total MAIN STREET FLAGS	**0.00**	**3.33**	
38-4-000810.00 INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**
38-5-000010.00 TRANSFER TO TRUSTEES	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total SCHOOL LEASELAND	**0.00**	**0.00**	
39-4-000810.00 INTEREST	0.00	0.00	0.00%
Total Revenues	**0.00**	**0.00**	**0.00%**
39-5-000010.00 TRANSFER TO TRUSTEES	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total GOSPEL LEASELAND	**0.00**	**0.00**	
40-4-000760.00 DESIGNATED GEN FUND CONTR	0.00	0.00	0.00%
40-4-000810.00 BANK INTEREST	0.00	13.66	100.00%
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	0.00	0.00%
Total Revenues	**0.00**	**13.66**	**100.00%**
40-5-425248.00 SCHOLARSHIPS	0.00	67.00	100.00%
Total Expenditures	**0.00**	**67.00**	**100.00%**
Total RECREATION SCHOLARSHIPS	**0.00**	**-53.34**	
41-4-000402.00 ST. OF VT BRIDGE GRANT	0.00	0.00	0.00%
41-4-000405.00 FEMA & VT ERAF GRANT	0.00	0.00	0.00%
41-4-000760.00 DESIG. GEN FUND INCOME	0.00	88,000.00	100.00%
41-4-000810.00 BANK INTEREST	0.00	609.33	100.00%
Total Revenues	**0.00**	**88,609.33**	**100.00%**
41-5-700675.00 BRIDGE REHAB	0.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
41-5-703321.00 VAOT GRANT EXPENSE	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total DPW-BRIDGE FUND	**0.00**	**88,609.33**	
42-4-000402.00 ST OF VT PAVING GRANT	0.00	0.00	0.00%
42-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	0.00	0.00%
42-4-000810.00 INTEREST	0.00	784.30	100.00%
Total Revenues	**0.00**	**784.30**	**100.00%**
42-5-700565.00 PAVING	0.00	48,691.53	100.00%
42-5-703701.00 ST OF VT PAVING GRANT	0.00	0.00	0.00%
Total Expenditures	**0.00**	**48,691.53**	**100.00%**
Total DPW-PAVING FUND	**0.00**	**-47,907.23**	
43-4-000760.00 DESIGNATED FUND CONTRIB	0.00	0.00	0.00%
43-4-000810.00 INTEREST	0.00	306.87	100.00%
Total Revenues	**0.00**	**306.87**	**100.00%**
43-5-704601.00 B & G EQUIPMENT PURCHASES	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total BUILDINGS & GROUNDS	**0.00**	**306.87**	
44-4-000810.00 INTEREST	0.00	34.20	100.00%
44-4-000811.00 INTEREST MASCOMA BANK	0.00	0.00	0.00%
44-4-000812.00 INTEREST-LEDYARD BANK	0.00	0.00	0.00%
44-4-000818.00 TAX EXEMPT LEASE PURCHASE	0.00	0.00	0.00%
44-4-000819.00 BOND PROCEEDS	0.00	0.00	0.00%
44-4-000820.00 GRANT HOMELND SECURITY	0.00	0.00	0.00%
44-4-000821.00 TRANSFER IN COMM. FUND	0.00	0.00	0.00%
Total Revenues	**0.00**	**34.20**	**100.00%**
44-5-000818.00 TAX EXEMPT LEASE PURCHASE	0.00	0.00	0.00%
44-5-500428.00 FY-10HOMELANDSECURITYGRAN	0.00	0.00	0.00%
44-5-575100.00 Debt Service Tower Princi	0.00	0.00	0.00%
44-5-575622.00 CONSTRUCTION	0.00	0.00	0.00%
44-5-800235.00 INTEREST	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**

Account	Budget	Actual	Actual % of Budget
Total COMMUNICATIONS CONSTRUCTI	**0.00**	**34.20**	
45-4-000302.00 RESTORATION REVENUE	0.00	8,019.50	100.00%
45-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	0.00%
45-4-000810.00 INTEREST	0.00	40.66	100.00%
Total Revenues	**0.00**	**8,060.16**	**100.00%**
45-5-100341.00 RESTORATION EXPENSE	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total RECORDS RESTORATION	**0.00**	**8,060.16**	
46-4-000760.00 DESIG. GEN FUND INCOME	0.00	25,000.00	100.00%
46-4-000810.00 INTEREST	0.00	73.03	100.00%
Total Revenues	**0.00**	**25,073.03**	**100.00%**
Total GENERATOR FUND	**0.00**	**25,073.03**	
47-4-000760.00 PROCEEDS FROM DEBT ISSUAN	0.00	0.00	0.00%
47-4-000802.00 DONATIONS	0.00	0.00	0.00%
47-4-000804.00 INSURANCE REFUND	0.00	0.00	0.00%
47-4-000810.00 INTEREST US BANK	0.00	0.00	0.00%
47-4-000819.00 BOND /LOAN PROCEEDS	0.00	107,216.00	100.00%
Total Revenues	**0.00**	**107,216.00**	**100.00%**
47-5-575622.00 CONSTRUCTION COSTS	0.00	0.00	0.00%
Total Expenditures	**0.00**	**0.00**	**0.00%**
Total PUBLIC SAFETY FACILITY	**0.00**	**107,216.00**	
Total All Funds	**0.00**	**1,600,587.35**	

(6)

Herb Durfee

From: Garrett Baxter <gbaxter@vlct.org>
Sent: Thursday, April 09, 2020 1:35 PM
To: Herb Durfee
Subject: RE: Municipal Cash Flow

Good afternoon Herb,

Borrowing in anticipation of taxes doesn't actually require voter approval though some towns do continue to place such a question on their annual town meeting warning. Here is our list of all known instances in which the selectboard can borrow without first going to the voters: https://www.vlct.org/can-selectboard-borrow-money-without-voter-approval-0

I hope this helps. Please let me know if you have any other questions.

Sincerely,

Garrett A. Baxter

Garrett A. Baxter, Esq.
Senior Staff Attorney, Municipal Assistance Center
Vermont League of Cities and Towns
1-800-649-7915

For the latest information VLCT has on COVID-19, please go to our website: https://www.vlct.org/coronavirus.

Due to COVID-19, the VLCT Municipal Assistance Center (MAC) is experiencing a high volume of questions and therefore it may take longer than usual for MAC to respond. Please also understand that if your question is unrelated to COVID-19 or is not an urgent matter, our response time will be extended. If you have an urgent matter and you haven't received a response from MAC, please contact your municipal attorney.

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) to whom it is addressed above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is prohibited. If you are not the intended recipient, please contact the sender by reply email or telephone and destroy all copies of the original message. Thank you.

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Thursday, April 9, 2020 12:19 PM
To: Abigail Friedman <afriedman@vlct.org>
Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>; Frank, Jennifer <Jennifer.Frank@vermont.gov>
Subject: Municipal Cash Flow

This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hi, Abby. Typically, Norwich does not have an article at Town meeting seeking voter authorization to borrow in anticipation of taxes. This is because our normal property tax process has a tax payment due in mid-August annually. This year with C-19 and the impact it is having on postponed deadlines (e.g., tax filing, Homestead Declaration filing, Grand List certification, etc.), I'm concerned that we won't be able to conduct a "normal" tax setting/billing process. Thus, cash flow for the early part of our fiscal year (beginning July 1, 2020) may be "light".

Though the Selectboard does not have authority to take out a Tax Anticipation Note, can they still rely on their other regular borrowing authority, if need be, to have funds for operational and other regular Selectboard budget expenses? Thx in advance for your insight.

Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
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802-698-3000 (cell)
802-649-0123 (fax)

VERMONT LEAGUE OF CITIES & TOWNS

Published on *Vermont League of Cities and Towns* (https://www.vlct.org)

Can the Selectboard Borrow Money Without Voter Approval?

There are nine situations in which a selectboard may borrow funds without voter approval. Outside of these situations, there must be specific voter approval at an annual or special town meeting. 24 V.S.A. § 1786a(b).

A public vote to borrow is not required in the following instances:

1. *Borrowing to paying current expenses* so long as the term is one year or less. 24 V.S.A. § 1786. There is no statutory definition or explanation of a "current expense." Our rule of thumb is that a current expense is one that will be paid for in a year or less. A current expense could arise from provision of a service or from the acquisition of a public improvement or asset. In our opinion, simply because something is an asset or a public improvement does not mean that it cannot be considered a current expense under 24 V.S.A. § 1786. We view the term of the note (one year or less/more than one year) as the defining characteristic.
2. *Borrowing in anticipation of taxes so long as the term is one year or less and the amount borrowed does not exceed 90% of the municipal taxes assessed for that year.* 24 V.S.A. § 1786.
3. *Borrowing in anticipation of the sale of bonds as long as the term is one year or less*. 24 § V.S.A. § 1773(a).
4. *Borrowing in anticipation of grants as long as the term is one year or less*. 24 V.S.A. § 1773(c).
5. *Borrowing for the purchase of tools, equipment and materials necessary for the construction, maintenance or repair of highways and bridges for a term of five years or less*. 19 V.S.A. § 304(a)(3); 24 V.S.A. § 1786a(b).
6. *Borrowing from the State Municipal Equipment Loan Fund for the purchase of construction, fire, emergency or heavy equipment or vehicles*. 19 V.S.A. § 304(a)(3); 24 V.S.A. § 1786a(b); 29 V.S.A. § 1601.
7. *Alternative financing of personal property, fixtures, technology and intellectual property*. 24 V.S.A. § 1789. The selectboard may enter into leases, lease-purchase agreements, installment sales agreements, and similar agreements to acquire assets for the municipality either singly or as a participant in an interlocal contract. Such an agreement, however, must contain a "non-appropriation clause" that states that the annual payments by the municipality must be approved by the voters.
8. *Borrowing to retire a deficit with "refunding bonds."* The selectboard may opt to convert a deficit into debt by issuing municipal refunding bonds for an amount equaling the deficit. 24 V.S.A. § 1771. This bond acts by creating a replacement debt which will be paid off over a period of years.
9. *Borrowing for the preparation of engineering studies or plans for public water/wastewater supply systems/facilities provided such debt is included in any subsequent public authorization of municipal indebtedness to construct the project for which the planning loans were used*. 24

V.S.A. § 4756(e). If the municipal borrowing does not fit into any of the above nine categories, there must be specific voter approval at a regular or special town meeting. "The voters of a municipality may authorize specific public improvements and the acquisition of capital assets and finance the same, temporarily or permanently, through debt instruments other than bonds for a term not to exceed the reasonably anticipated useful life of the improvements or assets as provided in this section." 24 V.S.A. § 1786a. If the improvements or assets are to be financed for a term of five years or less, the borrowing is approved at a regular or special town meeting. If the financing is for a term of more than five years, the municipality must go through the traditional bond authorization process, even if the final form of the borrowing is not a bond. 24 V.S.A. §§ 1755, 1756, and 1786a(c). For more information about the bonding process, see Chapter 17 of the VLCT Selectboard Handbook, available for purchase on the VLCT website, https://www.vlct.org/store/product/handbook-vermont-selectboards-2011. [1]

This article updates one previously printed in the November 2016 *VLCT News*.

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

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Links
[1] https://www.vlct.org/store/product/handbook-vermont-selectboards-2011.

(6)

2020 PACIF Grant Application

A program exclusively for VLCT PACIF Members

VLCT USE ONLY

_____Date Received _____Date Completed

_____Open Recs _____Open High Recs

_____% Award _____Prior Year Status

500_____Org ID _____App ID _____Max Award Amount

PACIF Member Name (Municipality):
Town of Norwich

Applicant Name & Title:
Herbert Durfee III

Primary Phone:
(802) 649-1419

Applicant Email Address:
HDurfee@norwich.vt.us

Department(s) equipment is intended for:
Norwich Fire Department & Norwich Police Department

If you have not read all of the rules and guidelines, please do so now. Click here to access this document.

1. Itemize the items requested and the cost for each item or groups of like items. Additional items should be listed separately on the Equipment Itemization Worksheet. Click here to access the worksheet. Be sure to include the cost of installation and/or shipping charges. **Vendor quote(s) and supporting documentation must accompany this application.**

Item Description	Quantity	Quoted Cost per Item	Quoted Shipping Cost	Are vendor quotes attached?	Quoted Total Cost
Globe Structural Firefighting PPE Pants	**3**	**$1,045**	**$**	**Yes**	**$ 3,135**
Galls 3M Law Enforcement Ballistic Helmet	**4**	**$309.00**	**$**	**Yes**	**$ 1,236**
Mighty Might Entry Shield	**3**	**$1,260**	**$**	**Yes**	**$ 3,780**
Globe Structural Firefighting PPE Pants $50 Shipping per PPE Pant		**$**	**$ 150**	☐	**$ 150**
		$	**$**	☐	**$**

2. Combine the ***quoted total cost*** of all items above and those listed on the itemization worksheet (if used).	**Subtotal**	**$ 8,301**
3. Enter the amount of any external (non-VLCT PACIF) grant funds you have requested or received for the items listed above. Enter "0" if none. (e.g. funding for body armor through the USDOJ, etc.)	**External Grant Total**	**$ 0**
4. Subtract line 3 (**External Grant Total**) from line 2 (**Subtotal**).	**Net Total Cost**	**$ 8,301**

5. Why is this equipment needed and how will it reduce the potential for PACIF claims? Attach additional pages if necessary.

Purchase of FD PPE Pants will reduce Workers Comp. claims due to thermal burns and unprotected leg injuries; Purchase of PD helmets and entry shields will reduce Workers Comp. claims due to gun shots to the head and body.

Applicant Signature:	Date:
Senior Municipal Official Signature:	Date:
Senior Municipal Official Printed Name:	Senior Municipal Official Title:

Please use the Application Checklist on page 7 of the Rules & Guidelines before sending this application.

Submit application, vendor quotes, supporting documentation, and questions to VLCT, Attn: Adam Davis.
Email to adavis@vlct.org; fax to 802-229-2211; or mail to VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602

BERGERON PROTECTIVE CLOTHING
a limited liability company

1024 Suncook Valley Hwy., Unit 5-D
Epsom NH, 03234
TEL: 603.736.8500
www.BergeronProtectiveClothing.com

QUOTATION

No. : 207265

Doc. Date : 04/06/2020
Payment Terms : NET30
Valid Until: 12/31/2020
Customer PO:
Salesperson : Rich Hillsgrove
Page : Page 1 of 2

Bill To

Norwich Fire Department
Chief Alex Northern
PO Box 376
Norwich VT 05055

Ship To :

Chief Alex Northern
300 Main St.
Norwich VT 05055

Globe G-Xtreme 3.0 Jacket + GPS Pant 2020

Quantity	Style	Description	Your Cost
1	157	Globe GXT 3.0 Jacket, Agility * Contains PFAS Chemicals	697.20
		Color: Gold	
1	62	G-Xtreme 3.0 Jacket Liner, Glide Ice 2 Layer	334.20
1	E	GXT 3.0 Jacket Moisture Barrier, Stedair 3000 * Contains PFAS Chemicals	173.40
1	179703G	Scotchlite Triple Trim, NYC 3"	111.01
		Color: LY	
1	1910413C	Pocket, #13P-C Radio 2"x 3.5"x 8"	46.03
		Location: Left Chest	
1	1910564	Self Mic Strap	2.65
		Location: Above Radio Pocket	
1	N110267	Helmet Snap/Mic Strap/ 2.5 x 9 Holder	22.18
		Location: Right Chest Flashlight Holder	
11	19721	Letter, 3" Scotchlite	33.00
		Color: LY NORWICH (Row A) FIRE (Row B)	
1	N110132	Letter Patch, Hanging 5"x 20"	33.72
		For last names	
8	19721	Letter, 3" Scotchlite	24.00
		Add $3/letter for last names sewn on hanging letter patch. For planning purposes this quote uses an example of 8 letters per name.	
1	1910506	Reinforcements, Cuffs, Self Material	8.48
		Color: Gold	
		Subtotal:	**$1,485.87**

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. $25 returned check fee MC/ Visa /Discover accepted.

From: BERGERON PROTECTIVE CLOTHING LLC
To: Norwich Fire Department

Document No. : 207265
Doc. Date : 04/06/2020

Quantity	Style	Description	Your Cost
1	F57	Globe Pant System, GPS Pant, Agility * Contains PFAS Chemicals Color: Gold	552.60
1	62	GPS Pant Thermal Liner, Glide Ice 2Lyr	276.00
1	E	GPS Pant Moisture Barrier, Stedair 3000 * Contains PFAS Chemicals	139.20
1	27903	Scotchlite Triple Trim, 3" Around Cuffs	24.22
1	290105L	Grey Suede Knees	18.59
1	N2FL102	Silizone Padded Knees	34.12
1	290108	Pant Grey Suede Cuffs	
1	GPSSUS	GPS STD Black Padded H-Back Suspender	
		Subtotal:	**$1,044.73**

Subtotal	2,530.60
Shipping & Handling	50.00
Total	2,580.60

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. $25 returned check fee MC/ Visa /Discover accepted.

0

Search

GO

Max Pro Armor / Item# TE622 BLK / Mfg# 7010350685

3M Law Enforcement Ballistic Helmet BA3A

2 Reviews | 5 Questions, 2 Answers

$240.00

~~MSRP: $309.00Was $299.99~~

Save $69.00 (22% Off)

COLOR BLACK

In Stock - May Take 1-2 Additional Days To Ship

Galls restricts the sale of body armor and related products to public safety professionals, military, security officers. Appropriate documentation will be required. If shipping to Connecticut, you must ship to law enforcement agency address. Click HERE for more information.

1 $240.00

ADD TO CART

ADD TO WISHLIST

RELATED ITEMS...

ProTech Tactical Delta 4 Tactical Helmet

Max Pro IIIA Combat Cut Helmet, Comfort Fit

Paraclete PASGT Style IIIA Ballistic Helmet

3M Ceradyne Law Enforcment Ballistic Helmet, BA3A w/ Integrated Face Shield

3M Ceradyne Ballistic Helm

DETAILS

3M LAW ENFORCEMENT BALLISTIC HELMET BA3A

3M™ Law Enforcement Ballistic Helmets BA3A feature a PASGT-style cut and are designed to deliver optimal safety with less weight than comparable protective gear. Among the lightest ballistic helmets on the market, yet still provide outstanding ballistic protection. Built with dimensions similar to the U.S. military PASGT-style helmet, it features an integrated visor and flared sides to accommodate double canister gas masks, communications gear and goggles.

SPECS

- EAR controlled product
- NIJ Level IIIA ballistic penetration protection
- Universal fit to avoid sizing issues
- Available with standard or comfort fit retention system

WHY CUSTOMERS CHOOSE 3M?

THE SAFARILAND GROUP

Quote Request

13386 international Parkway
Jacksonville, FL 32218
Phone (603) 361-1932

Delivery Type	Date

jim.berry@safariland.com

		DATE: 3/12/2020	CUSTOMER ORDER #:
TO:	Chief Jennifer Frank	SHIP TO:	
COMPANY	Norwich Police Dept	Same	
STREET:	10 Hazen Dr		
CITY:	Norwich, VT		
ZIP	05055	SALES PERSON:	TAX EXEMPT NO:
PHONE NO:		Jim Berry	

STOCK NO:	DESCRIPTION:	QUANITY	UNIT PRICE	TOTAL
			$0.00	$0.00
	Mighty Mite X 18X30 3-Position Handle-1301040	3	$1,260.00	$3,780.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
	NASPO Contract Pricing		$0.00	$0.00
All prices Quoted, Valid for 30 days unless otherwise specified			TOTAL	$3,780.00

(6)

Local Emergency Management Plan Municipal Adoption Form

Town of Norwich, VT
300 Main Street
Norwich, VT 05055

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Town of Norwich, VT
LEMP Adoption Date	4/22/2020
NIMS Adoption Date	Re-Adopted 4/22/2020
EMD Name	Herb Durfee III
Position	EMD
Primary Phone	802-649-1419
Alternate Phone	802-698-3000
Email	HDurfee@norwich.vt.us
POC 2 Name	Alex Northern
Position	Fire Chief/Deputy EMD
Primary Phone	802-649-1133
Alternate Phone	802-738-2115
Email	anorthern@norwich.vt.us
POC 3 Name	Jennifer Frank
Position	Police Chief
Primary Phone	802-649-1460
Alternate Phone	
Email	Jennifer.frank@vermont.gov

☐ Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed*_____

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed*_____

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

2018 Version (Word): this form is used to report LEMP adoption beginning in 2018. There are no previous versions.

Municipality: ____Norwich_____ Date Updated: _____

Local Emergency Management Plan

1. Emergency Management (EM) planners

These are the people who wrote and/or maintain this plan.	
Town Manager Herb Durfee	
Fire Chief Alexander Northern	
Deputy Fire Chief Matt Swett	

2. Municipal Emergency Operations Center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Who, by position, can activate the EOC?	Herb Durfee-Town Manager Alex Northern- Fire Chief/ Deputy EMD Jennifer Frank-Police Chief

Preferred EOC Positions and Duties	
EOC Director & Fire Chief/ Deputy EMD	Supervises and directs all EOC activities coordinating municipal support and response as established by ICS-402
As assigned	Staffs phones and radio
"	Tracks and answers any Requests For Information (RFI)
"	Tracks and coordinates any Requests For Support (RFS)
"	Produces and posts public information and press releases
"	Field duties as needed

Potential EOC Staff Members	
Name	*Notes / Contact Information*
Herb Durfee-Town Manager	(802) 649-1419 ext.1; HDurfee@norwich.vt.us
Alex Northern- Fire Chief/ Deputy EMD	(802) 649-1133; ANorthern@norwich.vt.us
Jennifer Frank-Police Chief	(802) 649-1460; Jennifer.Frank@vermont.gov
Matt Swett-Deputy Fire Chief	(802) 649-1133
Eric Friets-NFD EOC Support	(802) 649-1133

Primary EOC Location	
Facility / Address:	10 Hazen Street Norwich, VT 05055
Phone Number(s):	(802) 649-1133 or (802) 649-1460
Equipment/Notes:	White Board, Projector, UHF & VHF Fire/Police radios, Tables,

	chairs, counter space, maps, phone, emergency building generator
Alternate EOC Location	
Facility / Address:	Tracy Hall 300 Main ST
Phone Numbers:	(802) 649-1419
Equipment/Notes:	White Board, Projector, Tables, chairs, counter space, maps, phone, emergency building generator (currently OOS)

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:		Town Manager; Police Chief in the absence of the Town Manager
Emergency spending limits:	$25,000	
Businesses with Standing Municipal Contracts		
Type of Contract	*Name*	*Contact Info*
Other Local Resources		
Type of Resources/Skills	*Name*	*Contact Info*
Firefighting - *Resources in support of structural and wildland firefighting.*	Fire Chief Alex Northern Fire Warden Linda Cook	(802) 649-1133; anorthern@norwich.vt.us (603) 208-7847
Transportation - *Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.*	Town school busses; Red Cross (VT & NH offices have merged)	Town School busses-Student Transportation of America (STA) 0600-1600 M-F 1(802) 698-8528 Red Cross-1 (800) 660-9130 or (800) 464-6692

Communications - *Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.*	Incident Commander
	
	Town Manager
	
	Selectboard Chair
		Methods to alert the general population include.
		• The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: norwich@lists.vitalcommunities.org
		• Internet Information.
		• Code Red through Hanover Dispatch.
		• Social Media:
		  ○ Twitter @norwichFD
		  ○ Facebook https://www.facebook.com/Norwichvtpolice/

		○ Facebook https://www.facebook.com/norwichfiredepartment/ • Contact **Vermont Emergency Management** for alerting public using: ○ **Vermont 211**: dial 2-1-1 or 866-652-4636 ○ https://www.vtalert.gov/ Fax: 802-861-2544 Email: info@vermont211.org VEM pager: 240-0728 • **Emergency Broadcast System** (Television and Radio) • **Emergency Notification System** (ENS) • Sandwich boards and bulletins posted in town • Door to door and loud speaker from mobile unit • Local media • Power Outages *http://vtoutages.com/* shows entire state; updated by power companies • VTRANS snow plows can be tracked at http://plowtrucks.vtrans.vermont.gov/ • VT Alert • Town of Norwich List Serve
Public Works & Engineering - *Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.*	Norwich DPW	Larry Wiggins- (W) (802) 649-2209; (Work Cell) (802) 356-3926; (Pager) (802) 742-2386
Emergency Management, Recovery & Mitigation - *Resources in support of the local Incident Commander through a Local Emergency*		Contact Vermont Emergency Management • VEM Watch Officer: (800) 347-0488 • Victoria (Tory) Littlefield-TRORC (802) 457-3188 - phone vlittlefield@trorc.org

Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.		
Mass Care, Food & Water - *Resources available to coordinate sheltering, feeding and first aid for disaster victims.*	American Red Cross of VT & NH (Merger)	(800) 660-9130 or (800) 464-6692
Resource Support - *Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.*		
Health & Medical Services - *Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and*	Vermont Dept. of Health (Hartford) Town of Norwich Health Officer Dartmouth-Hitchcock Hosp. EMS District 9 Medical Director	(802) 295-8820 (802) 649-1585 or (802) 649-1419 ext. 2 Contact through UVComm - PSAP (603) 643-3424 Thomas Trimarco, MD, FACEP; EMS Dist.9 Medical Director; DHART Associate Medical Director- Dartmouth-Hitchcock Medical Center 603-650-

environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.	NFD EMS Division Hanover/Hartford FD Ambulance	7051 thomas.w.trimarco@hitchcock.org 911 911
Search & Rescue - *Resources locally available to locate identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.*	Vermont Urban Search and Rescue (USAR, VT-TF1)	UVComm Dispatch/State VEM Duty Officer- The State Emergency Operations Center (SEOC), (800) 347-0488
Hazardous Materials - *Resources available for response, inspection, containment and cleanup of hazardous materials.*	Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)	UVComm Dispatch/State VEM Duty Officer- The State Emergency Operations Center (SEOC), (800) 347-0488
Agriculture & Natural Resources - *Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency*	VT Agency of Agriculture ANR VT Dept. of Health	(802) 828-2430 ANR Central Office – (802) 828-1294 (800) 464-4343 | (802) 863-7200
Energy - *Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the*	• Green Mountain Power • Evans for Gas and Diesel	• 1(888) 835-4672 • (603) 448-3400

rationing and distribution of emergency power and fuel.	• Suburban for Propane	• (603) 448-4708
Law Enforcement - *Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.*	Police Chief Jennifer Frank	(802) 649-1460; Jennifer.Frank@vermont.gov;
Public Information - *Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.*	Incident Commander Town Manager	Methods to alert the general population include. • The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: norwich@lists.vitalcommunities.org • Internet Information. • Code Red through Hanover Dispatch. Requires sign up by community members. We are in the process of setting this up. • Social Media: o Twitter @norwichFD o Facebook https://www.facebook.com/Norwichvtpolice/ o Facebook https://www.facebook.com/norwichfiredepartment/ • The Town of Norwich World List Serve

State support that is usually at no cost to the municipality:
- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Community Emergency Response Teams (CERTs)
- Swift water Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

State support the municipality will normally eventually have to pay for:
- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) Typed Resources*											
Type	**I**	**II**	**III**	**IV**	**Other**	**Type**	**I**	**II**	**III**	**IV**	**Other**
Critical Incident Stress Management Team	N			N/A		Hydraulic Excavator, Large Mass Excavation	N			N/A	
Mobile Communications Center	N					Hydraulic Excavator, Medium Mass Excavation	1				
Mobile Communications Unit	N		N/A	N/A		Hydraulic Excavator, Compact	N				
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper				1	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	1				
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N				
Public Safety Dive Team	N					Track Loader	N				
SWAT/Tactical Team	N					Trailer, Equipment Tag-Trailer			2		
Firefighting Brush Patrol Engine	N/A	N/A	N/A	1		Trailer, Dump	1	N/A	N/A	N/A	
Fire Engine (Pumper)	2					Trailer, Small Equipment	1		N/A	N/A	
Firefighting Crew Transport	1			N/A		Truck, On-Road Dump			5	1	
Aerial Fire Truck	1		N/A	N/A		Truck, Plow		3			
Foam Tender	N		N/A	N/A		Truck, Sewer Flusher	N				
Hand Crew	N					Truck, Tractor Trailer	N			N/A	
HAZMAT Entry Team	N			N/A		Water Pumps, De-Watering	1				
Engine Strike Team	N					Water Pumps, Drinking Water Supply - Auxiliary Pump	1				
Water Tender (Tanker)			1	N/A		Water Pumps, Water Distribution	N				
Fire Boat	N			N/A		Water Pumps, Wastewater	N				
Aerial Lift - Articulating Boom	N					Water Truck	N	N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N					Wheel Dozer	N		N/A	N/A	
Aerial Lift - Telescopic Boom	N					Wheel Loader Backhoe	1				
Aerial Lift - Truck Mounted	N					Wheel Loader, Large	1				
Air Compressor				1		Wheel Loader, Medium	N		1	1	
Concrete Cutter/Multi-Processor for Hydraulic Excavator	1					Wheel Loader, Small	N			N/A	
Electronic Boards, Arrow	N					Wheel Loader, Skid Steer	N			N/A	
Electronic Boards, Variable Message Signs	N					Wheel Loader, Telescopic Handler	N				
Floodlights	1			N/A		Wood Chipper	1	N/A	N/A	N/A	
Generator						Wood Tub Grinder	N				
Grader	1			N/A							

*Information about the NIMS Typed resources can be found at: https://rtlt.preptoolkit.fema.gov

4. Public Information and Warning

During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: (800) 347-0488
Important Local Websites / Social Media channels:	• The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: norwich@lists.vitalcommunities.org • Social Media: ○ Twitter @norwichFD ○ Facebook https://www.facebook.com/Norwichvtpolice/ ○ Facebook https://www.facebook.com/norwichfiredepartment/
Local Newspaper, Radio, TV:	Valley News; WCAX; VPR; WPTZ; Fox 44
Public Notice locations:	Tracy Hall Bulletin Board; USPS; Town Clerk; Town List Serve
Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.	
Name / Notes	*Contact Info*
CARE (Citizen Assistance Registration for Emergencies)	UVComm-Supporting PSAP
Senior living - Norwich Senior Housing 4 Dorrance Drive	Property Manager Earl Simpson Simpson Companies (802) 295-7961
School - Marion Cross School, 22 Church St.	(802) 649-1703
Day Care - Norwich Day Care Center 75 Montshire Dr.	(802) 649-1403
Day Care - Norwich Nursery School, Emerson Ct. 312 Main St	(802) 649-1804
Museum - Montshire Museum 1 Montshire Road	(802) 649-2200
Norwich Public Library 368 Main St.	(802) 649-1184

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.	
Spontaneous Sheltering	
• Determine the approximate number of people who need sheltering • Call the State EOC / White Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes	
Regional Shelter	
Location / Address:	Hartford High School-37 Highland Ave, River Junction, VT 05001
Opening Contact:	Linda Nordman (802) 353-0678
Phone Numbers:	State EOC, (800) 347-0488; American Red Cross (800) 660-9130 or (800) 464-6692
Primary Local Shelter	
Location / Address:	Marion Cross School- 22 Church Street
Facility Contact(s):	Principal
Phone Numbers:	(802) 649-1703
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep
Notes:	Capacity: 60 Generator? Yes Pets Allowed? No-Service Animals are allowed
Alternate Local Shelter(s)	
Location / Address:	1. Tracy Hall (Gym Area); 300 Main St. 2. Norwich Congregational Church; 15 Church Street
Facility Contact(s):	
Phone Numbers:	(802) 649-1419 / (802) 649-1433
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool
Notes:	Capacity: Generator? Pets Allowed? Tracy Hall (Gym Area) 200 Yes[1] No-**Service Animals are allowed** Norwich Cong. Church UNK No No-**Service Animals are allowed**

[1] There is a generator at Tracy Hall which is currently not functioning. A replacement is being considered.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD – Town Manager	Herb Durfee III	802-649-1419	Cell: 802-698-3000	802-373-8451	HDurfee@norwich.vt.us
EM Director	Herb Durfee III	802-649-1419	Cell: 802-698-3000		HDurfee@norwich.vt.us
Local Response Organization Contacts					
Fire Chief/Deputy EMD	Alex Northern	802-649-1133	Cell: 802-738-2115		ANorthern@norwich.vt.us
Deputy Fire Chief	Matt Swett	802-649-1133	Cell: 603-738-7100		matt@swett.net
EMS Chief	Alex Northern	802-649-1133	Cell: 802-738-2115		ANorthern@norwich.vt.us
Chief of Police	Jennifer Frank	802-649-1460			Jennifer.Frank@vermont.gov
State Police or County Sheriff					
Local Dispatch Centers	UVComm	603-643-3424			doug.hackett@hanovernh.org
	Hartford Dispatch	802-295-6403			
	Norwich PD	802-649-1460			
Local Public Works Contacts					
DPW Director	Larry Wiggins	802-649-2209	Cell: 802-356-3926		
Town Garage		802-649-2209			
Drinking Water Utility	Sam Eaton	802-649-5424	Pager: 802-749-5672		
Municipal Government Contacts					
Town Manager	Herb Durfee III	802-649-1419	Cell: 802-698-3000		HDurfee@norwich.vt.us
Asst. to the Town Manager	Miranda Bergmeier	802-649-1419			MBergmeier@norwich.vt.us

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Selectboard Chair	Claudette Brochu	802-649-1419			selectboard@norwich.vt.us
Selectboard Vice-Chair	Roger Arnold	802-649-1419			
Selectboard	Mary Layton	802-649-2039			selectboard@norwich.vt.us
Selectboard	John Langus	802-649-1419			selectboard@norwich.vt.us
Selectboard	Robert Gere	802-649-1419			selectboard@norwich.vt.us
Town Clerk	Bonnie Mundy	802-649-1419	802-356-1916		clerk@norwich.vt.us
Town Finance Director (Vacant)					
Town Finance Director-Current Contact	Becky Grammer	802-649-1419			BGrammer@norwich.vt.us
Town Treasurer	Cheryl Lindberg	802-649-1678			treasurer@norwich.vt.us
Town Health Officer	John Lawe	802-649-1585			Johnjean.lawe@gmail.com
Forest Fire Warden	Linda Cook	603-208-7847			Cookl1574@gmail.com
Animal Control Officer	Chief of Police	802-649-1460			Jennifer.Frank@vermont.gov
School Contact #1	Marion Cross School-Principal	802-649-1703			
Other Contacts					

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	

6

Herb Durfee

From: Heather Law <hlaw@vlct.org>
Sent: Tuesday, April 14, 2020 9:25 AM
To: Herb Durfee
Subject: VLCT Human Resources Covid-19 Webinar Materials

Hello Herb:

Thank you to those of you that signed up for our Human Resources Covid-19 webinar with Paul, Frank + Collins attorneys, Kerin Stackpole and Kristina Barnes. We apologize to those who were unable to access the webinar. We reached registration capacity and were unable to give access to some registrants. We are working on this issue for future sessions.

We have posted a link to the recorded webinar on the VLCT website which can be accessed here: https://www.vlct.org/webinar-covid-19-effects-municipal-human-resources

Questions from the webinar were collected. Responses were provided by Kerin, Kris, and members of VLCT staff. Kris and Kerin were also kind enough to provide a pdf version of the slideshow they presented. Those items are available via the following link: https://vlctorg-my.sharepoint.com/:f:/g/personal/hlaw_vlct_org/EnBgBYrKlwtLje0XKBRxZwkB1ZrWIaj5GeiSRoxVklWzTw?e=YMHStp

Reminder: If you have questions regarding legislation changes or your municipal legal responsibilities please contact your town attorney and/or contact the VLCT free member inquiry service at info@vlct.org or 1-800-649-7915.

Warm Regards,

Vermont League of Cities and Towns

The guidance below is general in nature and is not intended as attorney-client advice. Specific questions about how to handle a particular situation should be directed to an employer's counsel.

Attended	Last Name	First Name	Email	Registration	Organization	Unsubscribed	Question/Answer
Yes	Elwell	Aggie	aelwell@vlct.org	4/9/20	VT League of Cities and Towns	No	Any distinction made between exempt and non-exempt employees with regard to partial pay for any of their non-work time?
ANSWER: No, except with respect to hourly pay calculations. The already-existing FMLA regulations provide that an employer is able to take deductions from salaries of exempt employees when the employee takes leave under the FMLA. That still applies, and the FFCRA reinforces the fact that taking leave does not impact an employee's exempt status. You will need to calculate the hourly rate of an exempt employee based on the employee's full weekly salary.							
Yes	Muir	Jill	imuhr@vlct.org	4/7/20	VT League of Cities and Towns	No	Are employees deemed essential by the municipality eligible for expanded FMLA under the FCCRA?
ANSWER: Yes. There is no exception for essential workers contained in the FCCRA, except that an employer can choose to not provide leave to health care providers and emergency responders. Those are the only employees who can be made ineligible.							
Yes	Bolster	Pamela	manager@nwswd.org	4/10/20	Northwest VT Solid Waste Management District	No	From, Solid Waste District: We have numerous people within the vulnerable population or living with someone in the vulnerable population that we have furloughed for their protection (we gave them a choice), we have carried their wage for over a month now – we have fulfilled FFCRA. Issued temporary layoffs/furloughs without a specific return to work date starting this week. We have reduced operations to comply with social distancing, reduce spread and for lack of personnel so we do have hours available. Will these people be eligible for unemployment?
ANSWER: Most likely. The Vermont Department of Labor has issued helpful FAQ's that can be found here: https://labor.vermont.gov/covid19/employers.							
Yes	Duggan	Greg	gduggan@essex.org	4/10/20	Town of Essex/Village of Essex Junction	No	How does intermittent pay work? For instance, if the employee works 20 hours and takes 20 hours intermittently, is the 2/3 pay only on the 20 hours not worked? Are there special requirements for the age 15-17 group? Is there a definition of a child care provider? Can VLCT share the slides for this presentation?
ANSWER: Answered during presentation.							
Yes	Gondella	Nancy	mendontown@comcast.net	4/13/20	Town of Mendon	No	I just want to be clear that I am understanding that municipalities have been specifically excluded by congress for the 80 hours paid sick leave.
ANSWER: No, they have not been excluded from the requirement to provide paid sick leave. Municipalities and other public entities have been excluded from the receipt of tax credits available to private businesses.							
Yes	Johnson	Michele	mjohnson@benningtonvt.org	4/13/20	Town of Bennington	No	If tax credits for the Paid Sick Leave are not available to Municipalities???, why is it necessary to obtain verification of documentation from doctors and/or childcare?
ANSWER: This documentation serves as your FMLA documentation – you won't need to provide it to the IRS, but it fulfills recordkeeping requirements.							
Yes	Martone	Walter	spikessf@vermontel.net	4/12/20	Town of Springfield Selectboard	No	I'm interested in techniques to protect essential staff such as water/sewer and road crews. Will use of rotating split shifts and furlows create a situation where other municipal staff such as labraries, parks and recreation, etc. feel they are not being treated equal? VLCT website says FFCA

							covers all municipalities. You just said municipalies are not covered. Which interpretation is correct? FFCRA lists emergency responders, most of which are employed by municipalities. You said municipalities are excluded. Doesn't make sense?
ANSWER: Many towns are using rotating shifts as a safety measure; and furloughs, as needed. Different departments may need to be treated differently for safety and functional reasons. Communication and the focus on safety is key. To discuss your specific situation further, contact Jill Muhr, VLCT-PACIF's HR consultant at jmuhr@vlct.org.							
Yes	Bona	Connie	cbona@richmondvt.gov	4/12/20	Town of Richmond Vermont	No	Municipal highway workers deemed essential. We have reduced hours to be safe. If we lay the entire department off will it affect our experience rating
ANSWER:	See response from Kelly Avery of PACIF highlighted below						
Yes	Majors	Joyce	info@lrswmd.org	4/9/20	Lamoille Regional Solid Waste Management District	No	Please expand on Stay at home order for vulnerable over 60 ad per pertains to #1-3
ANSWER: Answered during presentation.							
Yes	Durfee	Herb	hdurfee@norwich.vt.us	4/13/20		No	Re: Slide 16 – What if an employee was on maternity/paternity leave prior to the temporary FMLA took effect. Is municipality obligated to pay $200/day (assuming unpaid leave originally)?
ANSWER: This type of paid leave is only available if the employee is unable to work because of the closure of school or child care. If an employee is on parental leave, they likely have not yet started childcare.							
Yes	Arneson	Josh	jarneson@richmondvt.gov	4/9/20	Town of Richmond	No	They note that the employer experience rating is not affected if the layoff is due to the Stay Home Stay Safe order. As a town we pay quarterly to VLCT for unemployment coverage, would this payment also remain flat if layoff is due to Stay Home Stay Safe?
ANSWER: See response from Kelley Avery of PACIF highlighted below							
Yes	Avery	Kelley	kavery@vlct.org	4/7/20	VLCT	No	This experience rating only applies to the taxable employers, NOT reimbursable employers. Reimbursable employers will be eligible for 50% reimbursement from the federal government of charges under Section 2103 of the CARES Act.
Yes	Combs	Melanie	accountant@castletonvt.org	4/13/20	Town of Castleton	No	We have a part-time employee who is not otherwise eligible for Town benefits (wo0rks 10 hours or less per week). The employee has work but must stay home to care for children who are out of school & also immune-deficient issue. Can the employee receive paid sick leave or other? Work from home not an option.
ANSWER: Potentially, yes. There is no minimum number of hours that an employee needs to work in order to be eligible for leave. Note that an immunodeficiency is not specifically covered by the FFCRA unless there is a recommendation to self-isolate by a health care provider.							

6

Town of Norwich, VT
COVID-19 Contingency Emergency Plans

Date:	04/10/2020
Authorized by:	Herbert A. Durfee, III, Town Manager
Gen. Description:	Town of Norwich COVID-19 Contingency Plan – No 4 Report LATEST INFORMATION IS IN RED
Purpose:	The purpose of this contingency plan is to ensure continuity of operations for the town, maintain the highest level of normal operations possible, and support and respond to community needs to the best of our abilities.

Town Hall / Tracy Hall:

A. Effective Thursday, 03/26/2020, the Norwich Town Hall – Tracy Hall, is closed to the public at-large.

B. All non-essential meetings and program activities have been cancelled through 04/30/20. Those events scheduled in the building for the 30 days post 04/30, should be mindful of the fact that the temporary suspension may be extended, and plan accordingly. Note: with recent, temporary VT Legislative changes to the Open Meeting Law, some committees are now able to hold essential meetings via ZOOM. These meetings will be duly noticed, including the ZOOM connection link. For ZOOM connection information (computer and/or telephone), you may also contact the Town Manager's Office.

C. Any conduct of Town business needs to be conducted by phone, e-mail or other technological means (e.g., ZOOM), the US Postal Service, or other non-person contact means. Any essential direct person Town services shall be by appointment only.

D. The physical building is closed. For any essential appointment made for Town business, the following protocol shall be adhered to:
   1. In building business activity will be limited to 15 minutes.
   2. Building access will be restricted to entry through the main door facing Main Street.

Town Manager's Office:

A. The Town Manager's Office remains open for business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall listed above.
   1. Contact: Herb Durfee, Town Manager, HDurfee@norwich.vt.us, 802-649-1419x1
   2. Contact: Miranda Bergmeier, Assistant to the Town Manager, MBergmeier@norwich.vt.us, 802-649-1419x1

Town Clerk's Office:

A. The Town Clerk's Office will remain open for business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall listed above. For the below essential services, the following protocols are in place:
   1. Dog Licensing: Late fees for dog licenses have been waived through May 1, 2020. Canines can still be registered by mailing in an updated rabies certificate (if required) and payment to: Town of Norwich, 300 Main St, Norwich, VT 05055.
   2. Land Records Research: Land records research needs to be started by first using Record Hub: https://www.cottsystems.com/recordhub-search-gateway. Once a research has the info they seek, they need to call or e-mail the Town Clerk.
   3. Voting registration: Can be completed online at http://olvr.sec.state.vt.us
   4. Contact: Bonnie Munday, Bmunday@norwich.vt.us 802-649-1419x2
   5. Tracy Hall Energy/Renovation Project: The petitioned reconsideration vote on Article 8 from Town Meeting regarding the Tracy Hall Energy/Renovation Project is re-scheduled for August 11, 2020 (i.e., the same date at the Vermont State Primary).

Fire Department:

A. The Fire Department is closed to the public. All town fire business will be conducted by telephone or e-mail. No burn permits are being issued at this time. Linda Cook, Fire Warden will advise when permits resume. She may be reached at (603)208-7847.
   1. Contact: Chief Alex Northern, Anorthern@norwich.vt.us Office: 802-649-1133, Dispatch: 603-643-2222. Emergencies – call 9-1-1.

Finance Office:

A. The Finance Department is closed to the public. All town finance business will be conducted by telephone or e-mail.
   1. Contact: Becky Grammer, BGrammer@norwich.vt.us 802-649-1419x3

Police Department:

A. The Police Department will continue to take complaints and calls for service in-person and by telephone. However, we encourage citizens to call in their concerns when they are able. In-person complaints will be handled within the vestibule of the building. The secure interior portion of the department will be restricted to police personnel access only. All community programming has been suspended and some non-essential services may be unavailable.
   1. Contact: Chief Jennifer Frank, Jennifer.Frank@vermont.gov Office: 802-649-1460, Dispatch 802-295-9425. Emergencies – call 9-1-1

Public Works / Town Highway:

A. The Town Highway garage is closed to the public. All town highway business will be conducted by telephone or e-mail.
   1. Contact: Larry Wiggins, LWiggins@norwich.vt.us 802-649-2209

Recreation Programs:

A. All recreation programs have been cancelled through mid-May. The Recreation Director is available by e-mail.
   1. Contact: Brie Swenson, BSwenson@norwich.vt.us 802-649-1419x5

Planning & Zoning:

A. All planning and zoning needs will be conducted by telephone or e-mail. Rod Francis, Director of Planning & Zoning will be checking voicemail intermittently from an off-site location and will be available to return telephone calls and answer e-mail inquiries.
   1. Contact: Rod Francis, norwichvtplanner@gmail.com 802-649-1419x4

Transfer Station:

A. The Transfer Station will continue to operate with normal hours. However, residents are being asked to PLEASE ensure "social distancing" and to self-police themselves related to the number of vehicles/people in any given area. The "Plough Share" building and the "Library" are closed until further notice.

B. Beginning Saturday, 04/18/2020, the Transfer Station until further notice will **NOT** be accepting the following items:
   a. Books
   b. Used oil
   c. Furniture, mattresses, and similar "bulky" items as determined by the Attendants
   d. Metals
   e. Electronics/E-cycles
   f. Tires
   g. Paint
   h. Appliances and items containing refrigerant
   i. Batteries
   j. Redeemables (containers with deposits). Residents are encouraged to hang on to these items until they can be collected again. If residents recycle these items, they must be

sorted into the appropriate glass and recyclable containers. Please don't make the Attendants have to sort for these items in the wrong container.

C. Staff will be practicing social distancing and will not be able to provide assistance with the removal of trash from private vehicles. The attendant shed is restricted to transfer station employees only. If you have a fever, cough, and/or shortness of breath, please do not use the Transfer Station, until you are well enough.

D. To help control the number of vehicles/persons entering the Transfer Station, residents upon entering the Transfer Station will first be greeted by the Head Attendant. He will collect fees/coupons at that point and will determine when the resident may enter the Transfer Station yard. The Town continues to thank you for complying with the evolving protocol changes. They are intended to keep you and the Attendants as safe as possible.

Listers' Office:

A. The Listers' Office will keep office hours as posted, but subject to the limitations to Town Hall/Tracy Hall listed above. Please call or email the Listers (Listers@norwich.vt.us) and/or Masaki Schuette, Administrative Clerk (mschuette@norwich.vt.us) for any inquires.

B. The contract assessor is working remotely on Wednesdays; hours are the same as posted. If you need to contact Spencer Potter, please first reach out to the Listers' Office.

C. The public can view property records by clicking on the following link: http://norwichvt.patriotproperties.com/default.asp

IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:

- Fever
- Cough
- Shortness of breath

DO NOT ENTER ANY TOWN BUILDING/FACILITY

GOVERNOR SCOTT EXTENDED HIS "STAY HOME – STAY SAFE" ORDER THROUGH MAY 15

Transfer Station

Items NOT accepted, effective Saturday, April 18, 2020

- Books
- Used Oil
- Furniture, mattresses, and similar "bulky" items as determined by the Attendant
- Metals
- Electronics/E-cycles
- Tires
- Paint
- Appliances and items containing refrigerant
- Batteries
- Redeemables (plastic and glass bottles and metal cans must be sorted into the appropriate glass and recyclables containers).

THANK YOU FOR COMPLYING WITH THIS TEMPORARY MEASURE
STAY SAFE!

Transfer Station

Items NOT accepted, effective Saturday, April 18, 2020

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THANK YOU FOR COMPLYING WITH THIS TEMPORARY MEASURE
STAY SAFE!

6

KS LTAP Hosts Free Leadership Webinars

Now, more than ever, leaders are needed to help their agencies and communities tackle the changing challenges we're facing in light of COVID-19. Luckily, leadership is a skill that can be developed through learning and practice. KS LTAP is happy to offer free webinar training on Key Leadership Principles developed by the Kansas Leadership Center. This series is recommended for all levels because we've learned that leadership is an activity, not a position, and anyone can lead - anytime, anywhere.

What makes the Kansas Leadership Center different?
The principles and competencies covered at KLC can help anyone hone the skills needed to successfully confront problems in organizations and communities. KLC is different in that it focuses on helping people from all positions, backgrounds and sectors learn the same four competencies of leadership.

KLC has trained thousands of people worldwide around these four competencies, which help people better diagnose problems and situations, manage themselves, energize others around a common purpose and intervene in ways that are more skillful and successful.

About The Facilitator
Emily Wilder is an Education Program Manager at the University of Kansas Transportation Center and the National LTAP Association's Liaison to the APWA. Emily holds a M.S. in Management and Leadership and is in the process of becoming a Teacher with the Kansas Leadership Center. She uses this experience and education to manage professional development training through Kansas LTAP, where results speak for themselves. Over the course of one year, overall class enrollment increased by 58 percent and student contact hours increased by 42 percent through strategic management. Emily also develops and teaches courses on leadership and conflict resolution.

Schedule:

Wednesdays at 11:00 am-12:00 pm CST and Thursdays, starting April 23, from 3:00pm – 4:00pm CST. Register here to attend any of the Wednesday sessions and here to attend any of the Thursday sessions. **No recordings will be made available, but please feel free to join whichever session best fits your schedule for that week.**

Wednesdays	Thursdays	Session
April 15	April 23	Module 1: Life in the Gap – Leadership and the KLC Framework
April 22	April 30	Module 2: Diagnose Situation – Make Multiple Tough Interpretations
April 29	May 7	Module 3: Manage Self – Know Your Strengths, Vulnerabilities, and Triggers
May 6	May 14	Module 4: Manage Self – Experiment Beyond Your Comfort Zone
May 13	May 21	Module 5: Energize Others – Work Across Factions
May 20	May 28	Module 6: Energize Others – Create a Trustworthy Process
May 27	June 4	Module 7: Intervene Skillfully – Raise the Heat
June 3	June 11	Module 8: Intervene Skillfully – Act Experimentally
June 10	June 18	Module 9: On the Balcony – Art of the Debrief

(6)

Herb Durfee

From: Austin, Melissa <Melissa.Austin@vermont.gov>
Sent: Wednesday, April 15, 2020 10:44 AM
To: Herb Durfee; Canarecci, Kim
Cc: Miranda Bergmeier
Subject: RE: Norwich DR-4330 Reimbursement Status

Herb,

Never a bad penny! I have time blocked off today to review everything and get you papers to sign, so stand by.

Melissa

Melissa Austin
VT Dept. of Public Safety
(802) 241-5396
melissa.austin@vermont.gov

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Wednesday, April 15, 2020 10:32 AM
To: Canarecci, Kim <Kim.Canarecci@vermont.gov>
Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>; Austin, Melissa <Melissa.Austin@vermont.gov>
Subject: Norwich DR-4330 Reimbursement Status

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.
The "bad" penny is going to keep turning up until reimbursement arrives! ☺

Any status?

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

Herb Durfee

(6)

From: Aaron Lamperti <aaron.lamperti@gmail.com>
Sent: Monday, April 13, 2020 11:49 AM
To: Herb Durfee; John Langhus; Mike Davey; Linda Gray; James Harrington; Larry Wiggins
Cc: Miranda Bergmeier
Subject: 4/13 construction team meeting notes
Attachments: Meeting notes 041320.pdf; ATT00001.htm

Present - Herb Durfee, Mike Davey, Linda Grey, Larry Wiggins, Aaron Lamperti

Action items from 3/30 meeting -

Herb - Respond to Flanders letter; Follow state stimulus discussion

James - Continue CAD work

Mike - Estimate how changed circumstances will reduce project cost; Update timeline

Linda - Search for alternative funding options (grants, etc…)

Draft agenda for 4/13 construction meeting -

1. Agenda review
2. Report on 3/30 action items
3. Reconsideration - currently scheduled for August 11
4. COVID-19 - State orders extended to 5/15
5. Letter of intent
    - Status of work, to date
    - $ spent, to date
    - Reasonable work left to do, subject to updated vote discussion
6. Drawings
7. Revised timeline
8. Herrmann easement
9. Alternative funding search
10. Additional items
11. Review action items
12. Next meeting

Notes from 4/13/2020 meeting -

Herb updated us on the results of the 4/8 SB meeting: The reconsideration vote was moved to 8/11; the SB understands that no onsite work will start before then; expenditures are limited to the LOI amount ($15k) for now.

There were no suggestions of alterations to the draft agenda.

Herb reported on replies to the two Flanders consultants: Both he and SB members replied and he feels the responses are sufficient for now; Herb also noted that he is organizing paperwork with possible state or federal stimulus/emergency reimbursement as a matter of course although there is no pipeline yet.

Aaron noted that EEI has draft CAD drawings for TH; Mike pointed out that the drawings are initial and will require a site visit before they are suitable for public discussion; He also noted that EEI commissioned a set of architectural backgrounds that he will forward to the town that will be useful for future projects as well as this one; Mike and Herb tentatively scheduled a site visit for 5/21 depending on the status of COVID lockdown at that point.

Linda updated us on the search for alternate funding - She spoke with Tim Briglin about the possibility of federal/state stimulus money for infrastructure projects. There is no update at this time, but we will keep an eye on the possibility; Linda, Aaron and Mike met (virtually… v-met?) with Efficiency Vermont to discuss the rebate and clarify the 'deep energy retrofit' program. Upshot is that that rebate remains about the same; There is a federal grant process for this sort of project, but both Mike and EV agree that it is a complicated process with strings attached and likely not worth the effort; Linda offered this project in response to an EAN request for ideas for worthy projects for their lobbying efforts.

Reconsideration - Herb suggested that when the time comes, Linda and Aaron could hold info sessions again. Aaron said this was in the works. Linda asked if new info on changes to the project cost would be available by then (end of July). Mike and Herb thought so.

LOI - Mike said the $15k authorized in the LOI will be spent by the end of April. EEI will spend more than that, but at their own risk. They were planning on $20k as was authorized in the original LOI.

Herrmann easement - Herb reported a checkin with Cheryl Herrmann which was positive; Aaron suggested it might be good to start the process of drafting easement language so this doesn't hold up work. Herb agreed and will check with Langhus for a sample energy easement to work from.

Next meeting scheduled for 5/18 or 5/23 at 9:30 am.

Action items from 4/13 meeting -

Herb, John - start process of drafting easement language.

Herb - Updated financing quotes (in time for info sessions).

Mike - Updated cost estimates; Updated timeline (in time for info sessions).

John - Continue private financing efforts.

Herb, Mike - site visit after lockdown loosens.

Larry - review preliminary drawings.

(6)

Herb Durfee

From: Jim Toher <Jim.Toher@casella.com>
Sent: Thursday, April 16, 2020 5:09 PM
To: Herb Durfee
Cc: Miranda Bergmeier; John Langhus; Linda Gray; chris katucki; Shelley Sayward
Subject: RE: Casella Waste Systems' proposal to send recyclables to the landfill
Attachments: J Casella letter to customers on the concerns of Covid-19.pdf

Herb, I have heard that Casella and other Waste Haulers in VT have had discussions with the ANR to allow haulers in VT the ability to commingle waste with recycling in case of an emergency due to the Covid-19 crisis. To me, it would seem that it is no more than an administrative request to allow the State Legislators to give the Secretary of the ANR the ability to allow this to occur during this pandemic.

I have provided a copy of a letter that John Casella sent to the Rutland Herald, and a correspondent that was delivered by Casella to many of its customer. Hopefully they will give you the true sense of what these concerned citizen are reporting to you.

Let me know if there are any further concerns.
Thanks again for the towns support in choosing Casella as its waste and recycling partner.

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Thursday, April 16, 2020 4:25 PM
To: Jim Toher <Jim.Toher@casella.com>
Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>; John Langhus <johnlanghus@gmail.com>; Linda Gray <linda.c.gray@gmail.com>; chris katucki <kals95@startmail.com>
Subject: FW: Casella Waste Systems' proposal to send recyclables to the landfill

Jim,

Any validity to this? Not supportive of it, if so. Thanks for any insight, including any suggested solutions, temporary or otherwise.

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: johnlanghus@gmail.com [mailto:johnlanghus@gmail.com]
Sent: Thursday, April 16, 2020 3:30 PM
To: chris katucki
Cc: Herb Durfee; Linda Gray
Subject: Re: Casella Waste Systems' proposal to send recyclables to the landfill

Hi Chris.

Copying in Linda and Herb here.

I've not seen this. Would the NEC be able to take an initial look and see if it's something we should be pushing as a Town? On first glance I would be supportive of signing the petition. Or maybe some direct correspondence to the Governor and our State legislators?

Thanks for the heads up Chris.

John

Sent from my iPhone

On Apr 16, 2020, at 12:58 PM, chris katucki <kals95@startmail.com> wrote:

> Hi John:
> Saw this letter campaign against Casella Waste Systems' proposal to send Vermont recyclables to the landfill.
> https://actionnetwork.org/letters/save-vt-recycling/
>
> Is this something Norwich government might weigh in on, as a customer of Casella or to the State?
>
> Thanks,
> Chris Katucki

CONFIDENTIALITY NOTICE The information contained in this communication is confidential, may constitute inside information, may be attorney-client privileged and is intended only for the use of the named recipient. If the reader of this e-mail message is not the intended recipient, or the employee or agent responsible for delivery of the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is prohibited. If you have received this e-mail in error, please notify the sender immediately by telephone at +1 802-478-0780.

Access Online Bill Pay

COVID-19 UPDATE

Casella is working to serve its customers

April 9, 2020

AN IMPORTANT NOTE FOR OUR **VERMONT** CUSTOMERS

It has come to our attention that misinformation about Casella's position on recycling has been widely circulated by a public interest group in Vermont.

The assertions made by these organizations and individuals could not be further from the truth.

Casella was recycling years before the Universal Recycling Law was passed and established the state's first recycling facility in 1977. We are and will continue to be a leader in this industry. We will continue to demonstrate our commitment to recycling by ensuring to our customers that to the best of our ability, their material is being recycled during a state of emergency.

It is of utmost importance to us that we let our valued customers know why we are making this request as part of the measures we are taking to protect our employees, first and foremost, during this pandemic.

Right now, the Secretary of the ANR does not have the authority to provide Casella or other waste hauling companies with the ability to temporarily commingle waste and recyclables, and

we believe it is prudent that she be given that ability in extraordinary circumstances. All other states in which we operate afford their regulatory oversight body this authority. That is the sole reason that we have requested the Vermont State Legislature consider providing the Secretary of the ANR with the authority to provide a waiver that allows us and other haulers to commingle waste and recyclables temporarily during a state of emergency.

There are a variety of scenarios in Vermont that would warrant Casella apply for this waiver, but two potential situations are:

Should either of the two recycling facilities we operate in the state face an outbreak of COVID-19 it may necessitate having to close the facility until such a time as we have performed an intensive cleaning and disinfecting effort and have sufficient personnel to run the operation safely. This scenario has played out at multiple recycling facilities nationwide already.

If one of our hauling companies has an outbreak of COVID-19 and we have a shortage of drivers or helpers, we may need to close the facility for cleaning and disinfecting over an extended period of time. In the case of a worker shortage, we may ask the Secretary for the ability to send one truck and bring waste and recyclable materials to the landfill.

No one is suggesting that comingling waste and recycling and sending to the landfill become standard operating procedure. What we are suggesting is that requiring us to go through the legislative process to receive such a waiver would take too long and unnecessarily put people at risk.

Times of crisis require the agility to make quick decisions that are not afforded by the current legislative process. Anything else you have heard or read runs contrary to our values and the reputation we have built over the last 40-plus years. The misinformation being presented is counterproductive to our efforts to ensure the health and safety of Vermonters everywhere, especially waste and recycling workers.

We have provided our employees with personal protective equipment to be safe at their jobs and have been carefully following the guidance of the CDC and OSHA since the beginning of the pandemic. We are incredibly hopeful that our workforce remains healthy and strong and is able to continue to keep all of our operations running to pick up Vermont's waste and recycling and process it at our recycling facilities.

We remain firmly committed to acting responsibly by keeping our people safe and healthy while meeting the needs of our customers and the communities we serve.

April 6, 2020

Please see a special message to our employees from John Casella

To download the full message to employees, please use the following links: **English Version** | **Spanish Version**

March 20, 2020

As an essential service provider, **Casella** will continue to operate to serve its customers throughout our footprint. According to the U.S. Department of Homeland Security's guidance on the essential critical infrastructure workforce - truck drivers who haul waste materials to support critical infrastructure, capabilities, functions, and services, as well as the support needed to ensure the effective removal, storage, and disposal of residential and commercial solid waste have been deemed ESSENTIAL SERVICES.

March 13, 2020

Dear Valued Casella Customers and Partners,

The Coronavirus is at the forefront of everyone's thinking, and our highest priority during this time is to do our part to ensure the health and safety of our employees, customers, and suppliers while continuing to provide service and keep our facilities running. Our company plays a vital role in the country's health and safety infrastructure. We take our responsibility to serve the public seriously, and we are prepared to do so even in challenging times such as these.

- **Serving Our Customers:** With over 150 locations across the Northeast, we are the largest regional solid waste and recycling company in the region and if necessary, we will call upon additional resources to support our customers' needs.
- **Keeping Our Employees Safe:** Our corporate response team has enacted a 30-day policy requesting team members to reschedule internal and external group meetings where applicable and limit any necessary meetings to less than 10 people. We are providing all of our employees with updates as released from the Center for Disease Control and Prevention (CDC) and keeping employees informed of best practices and company expectations. If necessary, we can offer a flexible work from home environment for our staff members in customer care, resource solutions, and critical back-office functions. We have robust IT supplies and the infrastructure in place to support Casella employees for this remote access. We have also partnered with third parties to manage overflow customer service-related call volumes, and ensure redundancy in the event our employees need extended time off.
- **Business Travel:** Effective immediately and until further notice, we have advised our employees to cease all non-essential business travel while still focusing on taking care of our customers. Employees who travel and hold in-person meetings as a normal course of business have been advised to make phone calls in place of in-person visits wherever possible.

Our highest priority is to keep our employees healthy and safe and our response team continues to gather supplies and make contingency plans should the situation change. We believe our ability to be nimble and flexible with our workforce in the face of this continuing concern is part of our responsibility to continue to provide service to all of our customers.

If you have any questions, please do not hesitate to contact us at 800-CASELLA.

Be well.

Sincerely,

Access Online Bill Pay

COVID-19 UPDATE

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If you have any questions, please do not hesitate to contact us at 800-CASELLA.

Be well.

Sincerely,

(6)

Herb Durfee

From: Herb Durfee
Sent: Thursday, April 16, 2020 3:17 PM
To: Claudette Brochu; Roger Arnold; John Langhus; Mary Layton; 'Robert Gere'
Cc: Miranda Bergmeier; Frank, Jennifer
Subject: FW: Notice of Temporary Shift Changes Due to an Emergency Beyond the Town's Control
Attachments: COVID_Contingency_Emergency_PlansPublicReleaseNo4_10Apr2020.pdf

Importance: High

Board Members,

A heads up that I'll be temporarily adjusting the DPW crew schedule in light of the Gov's recent updated order and the need to ensure our crew is as safe as possible during C-19 even though there are essential duties that still need to be carried out. Please see the e-mail to Judy Powell, Union President from me notifying her of the impending temporary changes.

Note that the temporary schedule changes will result in some staff working 6 hour shifts but getting paid their regular 8 hours. However, the shift changes actually results in DPW operations occurring for a longer period of time (i.e., from 6 am until 6 pm), whereas the normal hours of operation are 7 am until 3:30 pm.

I believe this is a "win-win" for everyone.

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: Herb Durfee
Sent: Thursday, April 16, 2020 3:07 PM
To: 'Powell, Judith'
Cc: Miranda Bergmeier; Sean McArdle; 'Susan Gilfillan'; sonnylewellyn@icloud.com; Larry Wiggins; Frank, Jennifer
Subject: Notice of Temporary Shift Changes Due to an Emergency Beyond the Town's Control

Judy,

FYI, in light of the Gov's recent updated order, with the Union's stated safety concerns of employees re: COVID-19, and especially in light of the stated "emergency" beyond the control of the Town (pursuant to Section 3.01 of the current, expired contract), I'm amid working to carry out the following duties and temporary shift changes. Please let me know if you have any feedback before I initiate this temporary change.

Based on conversation with the Norwich DPW Director, regarding the Governor's order and the additional multidisciplinary breakdown, it is acceptable for the DPW to perform the following "essential" duties/responsibilities:

Highways:

1. Grade gravel roads
2. Ditch roads (in the course of proper maintenance of roadways; but, not any BMP's re: master permit for stormwater). Note: we have asked for clarification from Local Roads (Stu), since given Norwich's topography and proximity of roadways to streams, etc., it is critical that we conduct some ditching activities.
3. Replace failed culverts – these will be on the gravel roads only due to budget reasons.
4. Other duties permissible under the Gov's order, or that meet the definition of emergency work.

Buildings & Grounds:

1. Mow and trim parks and Huntley field on as needed basis. Grass height will be roughly lawn height – not as required for soccer or organized sports.
2. Pick up trash and maintain trash containers.
3. Fertilize and seed etc. to promote grass growth since the field is not scheduled for soccer, etc.
4. Other duties permissible under the Gov's order.

Transfer Station:

1. Refer to the attached TM Contingency Emergency COVID-19 Press Release Plan #4 (4/10/20).

The Department is focusing on these tasks alone until directed otherwise by the TM (or the Gov issues an amended order).

The Crew currently is working normal shifts/hours. However, perhaps as early as next week, I'll be temporarily adjusting the DPW crew schedules generally as is outlined below. The DPW Director is currently assessing the actual composition, so there may be some level of modification to the following crew division and shift change, but I'll keep you posted:

1. On a temporary basis, due to the C-19 emergency, divide the crew into two – using Highway and Buildings & Grounds crew (Neal, Sonny, Gary, Chris, Mike, & Adam).
2. Crew #1 would work from 6:00 am until Noon, M-F. Crew #2 would work from Noon until 6:00 pm, M-F (i.e., same days)
3. Shifts would alternate every other week, so Crew #1 would work the 2nd shift while Crew #2 would work the 1st shift.
4. DPW already has been asked to carry out safe practices – face masks, distancing, start/end shift cleaning, gloves, etc. This will continue, as applicable and warranted.
5. Custodial services (Ben) will continue on a regular schedule, especially due to the critical nature of the position for cleanliness of municipal facilities during the C-19 period.

Note: the above crew division results in employees working a shorter than normal shift, but they will be paid for the equivalent of a full shift. Also, the DPW Director is working on protocol considerations for beginning shift/end shift communication so there is a good understanding of whether or not assigned work has been completed along with necessary communication between the split crews.

Let me know, if you have any questions. And, thanks in advance for your understanding of these temporary changes while we all deal with C-19 and its impact on all of us. Much appreciated.

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)

Town of Norwich, VT
COVID-19 Contingency Emergency Plans

Date:	04/10/2020
Authorized by:	Herbert A. Durfee, III, Town Manager
Gen. Description:	Town of Norwich COVID-19 Contingency Plan – No 4 Report LATEST INFORMATION IS IN RED
Purpose:	The purpose of this contingency plan is to ensure continuity of operations for the town, maintain the highest level of normal operations possible, and support and respond to community needs to the best of our abilities.

Town Hall / Tracy Hall:

A. Effective Thursday, 03/26/2020, the Norwich Town Hall – Tracy Hall, is closed to the public at-large.
B. All non-essential meetings and program activities have been cancelled through 04/30/20. Those events scheduled in the building for the 30 days post 04/30, should be mindful of the fact that the temporary suspension may be extended, and plan accordingly. Note: with recent, temporary VT Legislative changes to the Open Meeting Law, some committees are now able to hold essential meetings via ZOOM. These meetings will be duly noticed, including the ZOOM connection link. For ZOOM connection information (computer and/or telephone), you may also contact the Town Manager's Office.
C. Any conduct of Town business needs to be conducted by phone, e-mail or other technological means (e.g., ZOOM), the US Postal Service, or other non-person contact means. Any essential direct person Town services shall be by appointment only.
D. The physical building is closed. For any essential appointment made for Town business, the following protocol shall be adhered to:
    1. In building business activity will be limited to 15 minutes.
    2. Building access will be restricted to entry through the main door facing Main Street.

Town Manager's Office:

A. The Town Manager's Office remains open for business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall listed above.
    1. Contact: Herb Durfee, Town Manager, HDurfee@norwich.vt.us, 802-649-1419x1
    2. Contact: Miranda Bergmeier, Assistant to the Town Manager, MBergmeier@norwich.vt.us, 802-649-1419x1

Town Clerk's Office:

A. The Town Clerk's Office will remain open for business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall listed above. For the below essential services, the following protocols are in place:
    1. Dog Licensing: Late fees for dog licenses have been waived through May 1, 2020. Canines can still be registered by mailing in an updated rabies certificate (if required) and payment to: Town of Norwich, 300 Main St, Norwich, VT 05055.
    2. Land Records Research: Land records research needs to be started by first using Record Hub: https://www.cottsystems.com/recordhub-search-gateway. Once a research has the info they seek, they need to call or e-mail the Town Clerk.
    3. Voting registration: Can be completed online at http://olvr.sec.state.vt.us
    4. Contact: Bonnie Munday, Bmunday@norwich.vt.us 802-649-1419x2
    5. Tracy Hall Energy/Renovation Project: The petitioned reconsideration vote on Article 8 from Town Meeting regarding the Tracy Hall Energy/Renovation Project is re-scheduled for August 11, 2020 (i.e., the same date at the Vermont State Primary).

Fire Department:

A. The Fire Department is closed to the public. All town fire business will be conducted by telephone or e-mail. No burn permits are being issued at this time. Linda Cook, Fire Warden will advise when permits resume. She may be reached at (603)208-7847.
   1. Contact: Chief Alex Northern, Anorthern@norwich.vt.us Office: 802-649-1133, Dispatch: 603-643-2222. Emergencies – call 9-1-1.

Finance Office:

A. The Finance Department is closed to the public. All town finance business will be conducted by telephone or e-mail.
   1. Contact: Becky Grammer, BGrammer@norwich.vt.us 802-649-1419x3

Police Department:

A. The Police Department will continue to take complaints and calls for service in-person and by telephone. However, we encourage citizens to call in their concerns when they are able. In-person complaints will be handled within the vestibule of the building. The secure interior portion of the department will be restricted to police personnel access only. All community programming has been suspended and some non-essential services may be unavailable.
   1. Contact: Chief Jennifer Frank, Jennifer.Frank@vermont.gov Office: 802-649-1460, Dispatch 802-295-9425. Emergencies – call 9-1-1

Public Works / Town Highway:

A. The Town Highway garage is closed to the public. All town highway business will be conducted by telephone or e-mail.
   1. Contact: Larry Wiggins, LWiggins@norwich.vt.us 802-649-2209

Recreation Programs:

A. All recreation programs have been cancelled through mid-May. The Recreation Director is available by e-mail.
   1. Contact: Brie Swenson, BSwenson@norwich.vt.us 802-649-1419x5

Planning & Zoning:

A. All planning and zoning needs will be conducted by telephone or e-mail. Rod Francis, Director of Planning & Zoning will be checking voicemail intermittently from an off-site location and will be available to return telephone calls and answer e-mail inquiries.
   1. Contact: Rod Francis, norwichvtplanner@gmail.com 802-649-1419x4

Transfer Station:

A. The Transfer Station will continue to operate with normal hours. However, residents are being asked to PLEASE ensure "social distancing" and to self-police themselves related to the number of vehicles/people in any given area. The "Plough Share" building and the "Library" are closed until further notice.
B. Beginning Saturday, 04/18/2020, the Transfer Station until further notice will **NOT** be accepting the following items:
   a. Books
   b. Used oil
   c. Furniture, mattresses, and similar "bulky" items as determined by the Attendants
   d. Metals
   e. Electronics/E-cycles
   f. Tires
   g. Paint
   h. Appliances and items containing refrigerant
   i. Batteries
   j. Redeemables (containers with deposits). Residents are encouraged to hang on to these items until they can be collected again. If residents recycle these items, they must be

sorted into the appropriate glass and recyclable containers. Please don't make the Attendants have to sort for these items in the wrong container.

C. Staff will be practicing social distancing and will not be able to provide assistance with the removal of trash from private vehicles. The attendant shed is restricted to transfer station employees only. If you have a fever, cough, and/or shortness of breath, please do not use the Transfer Station, until you are well enough.
D. To help control the number of vehicles/persons entering the Transfer Station, residents upon entering the Transfer Station will first be greeted by the Head Attendant. He will collect fees/coupons at that point and will determine when the resident may enter the Transfer Station yard. The Town continues to thank you for complying with the evolving protocol changes. They are intended to keep you and the Attendants as safe as possible.

Listers' Office:

A. The Listers' Office will keep office hours as posted, but subject to the limitations to Town Hall/Tracy Hall listed above. Please call or email the Listers (Listers@norwich.vt.us) and/or Masaki Schuette, Administrative Clerk (mschuette@norwich.vt.us) for any inquires.
B. The contract assessor is working remotely on Wednesdays; hours are the same as posted. If you need to contact Spencer Potter, please first reach out to the Listers' Office.
C. The public can view property records by clicking on the following link: http://norwichvt.patriotproperties.com/default.asp

IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:

- Fever
- Cough
- Shortness of breath

DO NOT ENTER ANY TOWN BUILDING/FACILITY

GOVERNOR SCOTT EXTENDED HIS "STAY HOME – STAY SAFE" ORDER THROUGH MAY 15

(10)

STITZEL PAGE & FLETCHER PC

ATTORNEYS AT LAW

John H. Klesch – jklesch@firmspf.com – (802)660-2555

March 20, 2020

Herbert A. Durfee, III, Town Manager
Attn: Attorney Services
Town of Norwich
300 Main St., P.O. Box 376
Norwich, VT 05055-0376
(DELIVERED BY COURIER)

RE: Proposal for General Municipal Attorney Services

Dear Mr. Durfee:

Stitzel Page & Fletcher, PC is pleased to submit this proposal for consideration by the Town of Norwich selection committee regarding general municipal attorney services. Our key staff members proposed to work with the Town are four shareholder attorneys of the Firm: Bob Fletcher, Joe McLean, John Klesch, and David Rugh. John will serve as the principal contact for this proposal.

Stitzel Page & Fletcher was formed in 1990 with a focus on providing cost-effective, comprehensive, and highest-quality legal services to Vermont municipalities. Counting school districts, over ninety-five percent of our Firm's work last year was on behalf of municipalities. Our commitment to approaching municipal law predominantly from the municipality's perspective sets us apart. We have worked with every level of municipal government. We have a well-earned reputation which includes delivering insightful and practical counsel to our clients, as well as providing efficient and vigorous advocacy on their behalf.

The Firm currently has a staff of ten based in our Burlington, Vermont office. We are also presently in the process of hiring a full-time associate attorney capable of assisting in our representation of towns, cities, and other municipal entities. All of our attorneys are admitted to practice in Vermont state and federal courts, and several are admitted to the Second Circuit Court of Appeals as well.

We do not have any professional relationships, contracts, or other obligations to private individuals or entities that would interfere with our serving as legal counsel to the Town. To the best of our knowledge, we are unique among Vermont law firms practicing municipal law based on our policy of declining representation of private clients with issues that have the potential to negatively impact municipalities – even municipalities which are not our clients.

Neither the Firm nor anyone affiliated with it has been a defendant in legal proceedings related to the practice of law. There has never been any disciplinary or other adverse action taken by professional regulators against anyone affiliated with the Firm. The Firm has never been in bankruptcy, reorganization or receivership. The Firm has never been terminated from representation with respect to an ongoing municipal legal matter, nor has it ever been disqualified by any public agency from performing legal services.

As the rest of our proposal will demonstrate, Stitzel Page & Fletcher represents an outstanding choice to fulfill all of the Town's legal services needs.

ROLES, ABILITIES, AREAS OF EXPERTISE, AND EXPERIENCE OF OUR LEGAL TEAM

Attached as **Exhibit 1** to this proposal are resumes of the four attorneys who would likely provide most of the Firm's services to the Town. These resumes provide information such as years of experience, professional background, education, and licensures. In addition to the four attorneys who would be available to serve the Town, our legal assistant Greta Chattman is directly involved with clients on property tax collection and tax sales. Greta, along with our second legal assistant Trina Barnard, also work with clients to assist in collecting information and documents necessary to support litigation, contract development, real estate transactions, public records reviews, and legal opinion work.

While there is overlap among our experience and strengths, the Firm's attorneys tend to concentrate on certain practice areas. In response to the RFP's request for identification of team member roles, ability, and experience, a brief description of focus areas and relevant experience follows.

General Municipal Law

Joe McLean and Bob Fletcher advise all types of municipalities, including fire districts and union municipal districts, in every area of municipal law. They are experienced with election and annual meeting requirements, including substantial review and advice concerning warnings and ballot items. They advise boards and councils on procedures and statutory authority. They have guided consolidation of fire districts with towns, as well as the formation of union municipal districts. Another example of our general municipal work is when John Klesch assisted the Town of Norwich several years ago by providing an opinion regarding whether the Town Manager was an at-will employee. Additionally, Joe, Bob and John have all worked extensively with municipal police departments, fire departments, and libraries.

All members of the Firm are generally familiar with Robert's Rules of Order. Joe and Bob, in particular, have advised clients regarding application of

parliamentary procedures set forth in Robert's Rules to various governance and voting scenarios.

Because nearly our entire practice is dedicated to representing municipalities and school districts, all of the Firm's attorneys have an extraordinary amount of experience with Vermont's Open Meeting Law ("OML") and Public Records Act ("PRA"). Every member of the Firm regularly advises boards on OML compliance, including agenda content, special and emergency meeting procedures, quorum issues, executive sessions, public comment and participation, quasi-judicial actions, and responding to violation complaints. Likewise, we routinely assist clients with responding to PRA requests, usually on an expedited basis to comply with statutory deadlines. We have researched and guided clients on application of numerous exemptions under the statute, and we have defended PRA appeals in Superior Court. The Firm's attorneys have also presented numerous OML and PRA trainings around the state to town, city and school officials, and it would be our pleasure to provide a no-cost training to Town if selected to serve as legal counsel.

Ordinances and Policies

Joe McLean and David Rugh routinely assist municipalities with policy and procedure development, adoption, and application. Policies we have drafted or edited on behalf of clients include such areas as personnel, board governance (ethics, conflicts of interest, complaint procedures), purchasing, town highways, sexual harassment and bullying, public records, and social media. Bob Fletcher and Joe have presented trainings to municipalities regarding bias, conflicts of interest, and procedures and obligations relating to a board's quasi-judicial role.

Joe McLean and other members of the Firm also assist municipal clients with drafting, adoption, and enforcement of municipal ordinances, including solid waste and vicious dog ordinances. Joe represents municipalities in ordinance enforcement proceedings, including at the Judicial Bureau.

Property Taxes and Finance

Bob Fletcher handles all aspects of Vermont property tax law for towns and cities. His practice includes interpretation and implementation of laws concerning local and state taxation, advice on applicability of exemptions, special assessments, and more. He represents cities and towns throughout Vermont in property tax appeals before the Superior Court, State Appraiser, and Vermont Supreme Court, including numerous exemption and valuation appeals concerning high value properties, both non-residential and residential. Bob oversees the Firm's tax sale services for municipal clients.

Bob also counsels public entity bond issuers, including state colleges, on all aspects of finance related to municipal, public infrastructure, and capital projects.

He is directly involved in securing working capital and private commercial financing. He is a member of the Vermont Bond Bank's qualified pool of local bond counsel.

Property Interests and Real Estate

Dave Rugh and Bob Fletcher counsel municipalities on lay-outs and expansions of road rights-of-way, sidewalk and recreation path improvement projects, and the required protocols when state and federal funding is involved in a project. Joe McLean and Bob have both successfully litigated condemnation cases involving municipal use of resources on private land. Bob has litigated numerous quiet title actions for municipal clients.

Dave and Bob are highly experienced in all aspects of easements and access licenses. They negotiate on behalf of municipal clients and prepare all deeds and other necessary instruments to secure such interests, including for roads, driveways, water and sewer, and stormwater infrastructure. They have also litigated in Court when necessary to protect a municipality's property interests, such as actions concerning encroachments and adverse possession claims. John Klesch has worked on many town highway matters such as discontinuances, reclassifications, and maintenance issues.

Dave and Bob together provide comprehensive real estate transaction legal services. Their work includes purchase and sale contract negotiation and preparation, property disposition and acquisition, deed and tax return preparation, and full services regarding loan documents, mortgages, and loan agreements. They also assist clients with statutory procedures for disposition of municipal property.

Dave and Bob also negotiate, draft, and counsel clients in all manners of leases. Examples include ground leases, residential and commercial structure leases, and renewable energy (solar) leases. In addition, Bob has worked with municipal clients concerning "lease lands."

Contracts and Public Works Projects

Bob Fletcher has also reviewed, negotiated, and advised municipalities and school districts on countless equipment financing leases and commercial occupancy leases. Joe McLean and Bob work closely with municipal clients in drafting, reviewing, negotiating and enforcing contracts of many varieties.

Bob, Dave and Joe are involved in all phases of municipal public works projects. They have worked on project planning and implementation including RFP and contract document development. Bob is particularly familiar with AIA and EJCDC standard contracts and areas of those form contracts which usually require attention in the interest of a municipal project owner. The Firm understands the

roles and relationships between key figures in these projects, such as the municipal project manager and the resident engineer. Bob also has a great deal of experience dealing with claim issues arising in the course of municipal construction projects, including but not limited to change orders, critical path issues, and substantial and final completion. Joe is very familiar with and has negotiated net metering agreements for renewable energy projects. Projects in which Bob, Dave, and Joe have recently been involved include public water supply and wastewater facilities, subsurface public utility structures, a CHP biogas facility, roads, a downtown municipal parking garage, a municipal fire station, a public works department facility, alternative energy installations, sidewalks, and many more.

Land Use Permitting and Environmental Issues

Joe McLean and Dave Rugh have extensive experience in all aspects of land use and permitting under state and municipal law. Along with John Klesch, they routinely advise planning and zoning staff and boards in connection with applications (zoning, subdivision, and other permits) and violation matters. Together, Joe, Dave and John have represented countless municipalities in land use permit appeal and zoning violation enforcement proceedings before the Vermont Superior Court Environmental Division, including obtaining a number of large monetary penalties. They regularly work with expert consultants such as surveyors, landscape architects, and civil engineers. They have provided legal review of proposed land use regulations amendments to ensure compliance with 24 V.S.A. Chapter 117, while preserving the goals of the community.

Joe and Dave also represent municipalities applying for land use permits of every type, for many kinds of municipal development. Dave represents municipal stormwater utilities in all aspects of their regulatory systems. Joe and Dave have also represented municipalities in connection with various stormwater permits and wetlands permits. Dave and Joe also represent municipal clients in Act 250 applications and court proceedings.

Litigation

Joe McLean, John Klesch and Bob Fletcher have successfully litigated numerous cases on behalf of municipalities throughout the state, both as defense and plaintiff. We have represented municipal clients in court actions involving subjects such as tort claims, breach of contract, § 1983 actions, town highway disputes, multi-million dollar road contractor claims, inverse condemnation, vicious dog cases, access to municipal water supplies on private land, unlawful connection to municipal water and wastewater utilities, public utility hardware and software failures, damage to municipal property, Rule 75 appeals, and more. We are veterans of all phases of civil litigation, including pleadings, discovery, depositions, motions, hearings, trials, and appeals.

Human Resources and Personnel

While the RFP excludes labor, personnel, and HR, John Klesch works extensively with municipalities in these areas. He is a member of VLCT's attorney panel for its Employment Practices Liability referral program. He counsels department heads, municipal managers, and boards and councils in their respective roles in disciplinary proceedings, including serving as a hearing officer when needed. He has considerable experience helping municipal clients navigate and comply with many overlapping state and federal employment laws. John is a regular presenter on employment law matters, such as for VLCT and the National Business Institute.

OUR APPROACH TO REPRESENTING MUNICIPAL CLIENTS

Although individual Stitzel Page & Fletcher attorneys normally take lead responsibility for a given matter, we function as a team that collaborates with one another in order to leverage our broad and deep experience across all areas of municipal law. Our team approach means there will usually be several qualified attorneys ready and able to meet the needs of the Town. Our attorneys serve as resources to one another, and the Firm does not double-charge clients for time during which we "confer with" one another to make sure the client is receiving the most knowledgeable and efficient service the Firm as a whole can offer.

We are able to designate one or more specific individuals at the Firm to serve as the primary contact for the Town upon selection to serve as legal counsel. However, clients are also free to make initial contact with any of our attorneys and, once the nature of the matter is understood, our practice is to refer the work to the attorney(s) highly experienced with the subject at hand.

We respond to and acknowledge calls/emails for non-urgent matters on the day they are received or the next business day. For matters that the Town believes are urgent and require immediate attention, our attorneys are reachable and available 24/7/365. All of the shareholders receive work emails on their mobile devices and all can log-in to the Firm's computer system and files via secure remote access. The Town will be provided with cellular telephone numbers for all of our shareholder attorneys so that, when an email or a voicemail is not adequate to address the timing of a given situation, the Town can alert us accordingly that immediate assistance is necessary.

The Firm will manage work on behalf of the Town by way of the attorney with lead responsibility on a given matter coordinating and communicating directly with appropriate Town personnel. For litigation, land use permitting, and other matters that may span a period of months, or even years, we will recommend that we provide initial and then quarterly reports to the Town on the status of a given matter to include budget information, completed tasks, remaining tasks,

recommended reserves, and projected outcomes.

Our Firm is very familiar with the commitment to availability for attending a municipal client's board meetings and hearings. The Firm will always be prepared to commit at least one appropriate attorney to attend such proceedings. If multiple Firm attorneys are required at a board meeting to address different topics, such as a real estate conveyance and a pending lawsuit, for example, the Firm will not double-bill while the attorneys are waiting to be engaged on their respective matters.

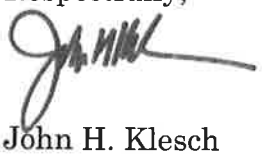
CLIENTS, REFERENCES, INSURANCE COVERAGE, ADDITIONAL INFORMATION, AND FEES

A list of the Firm's current/recent public-sector clients is attached as **Exhibit 2**. A list of four clients we recommend the Town contact for professional references is attached as **Exhibit 3**. Professional liability and other insurance coverage certificates are attached as **Exhibit 4**. A copy of our business registration with the Secretary of State is attached as **Exhibit 5**. Finally, our proposed fees, as well as information regarding costs, is attached in a sealed envelope as **Exhibit 6** (also labeled **"Proposed Fees"**). You will see that we propose a three-year legal services agreement with the Town in order to allow for phased attorney's fee rates.

The terms outlined in this proposal will remain in effect until June 30, 2020 but may be extended upon request. All statements and information we have provided in this proposal are accurate and factual.

We thank you for your time, and we look forward to demonstrating how we can be of service to the Town.

Respectfully,



John H. Klesch

Attachments: Exhibits 1-6

Exhibit 1

Resumes

JOHN H. KLESCH

Professional Experience

Stitzel, Page & Fletcher, PC, Burlington, Vermont

- **Of Counsel, Shareholder** – 2007-Present.
- Representing Vermont municipalities and school districts as well as individual clients.
  - Work for public entity clients includes management-side labor and employment, general litigation, construction disputes, land use, policies, ordinances, handbooks, contracts, administrative law, public records and open meetings, and education law.
  - Member of panel of Vermont attorneys for the Vermont League of Cities & Towns' Employment Practices Liability referral program.
  - Work for individual clients includes employment matters, torts, contracts, and disability matters.
- Representation of clients in all state and federal courts, administrative agency proceedings, mediations, arbitrations, collective bargaining, and grievance proceedings.
- Presenter:
  - *What Vermont Municipal Officials Need to Know about the Vermont Public Records Act*, VLCT, September 2013.
  - *Public Records Act Exemptions & Requests for Police Records*, VLCT Municipal Human Resources & Employment Law Workshop, June 2015.
  - *The Human Resource Manager: Essential Skills*, National Business Inst., April 2018.
  - *Employment Practices "Dos and Don'ts,"* VLCT Town Fair, October 2018.
  - *Human Resource Law from A to Z*, National Business Inst., June 2020 (scheduled).

Vermont Retail Association, Essex Junction, Vermont

- **Executive Director** - 2003-2007.
- Lobbying state government on behalf of Vermont's retail industry.
- Management of all association business, including finances, membership, publications, and personnel.

Robert A. Mello & Associates, PLC, S. Burlington, Vermont

- **Associate, Partner** - 1996-2003.
- Civil litigation practice featuring insurance coverage, torts, labor and employment, business disputes, contracts, professional liability, and administrative law.

Hull, Webber & Reis, Rutland, Vermont

- **Associate** - 1995-1996.
- Civil litigation featuring insurance defense and insurance coverage.

Education

Vermont Law School, S. Royalton, Vermont

- **Juris Doctor**, Cum Laude -- May 1995.
- Recipient, American Jurisprudence Award.
- Member, Environmental Moot Court Advisory Board.
- Externship, Law Clerk to Honorable Jerome J. Niedermeier, U.S. Magistrate.

Dickinson College, Carlisle, Pennsylvania

- **Bachelor of Arts**, Major in English, Minor in Economics -- May 1991

Admissions & Activities

- Admitted: State of Vermont, U.S. District Court - Vermont, U.S. Court of Appeals – Second Circuit.
- Memberships: Vermont Bar Association, Chittenden County Bar Association, Vermont Planners Association
- SB Mentoring at South Burlington School Dist., Youth baseball coaching, Cycling, Golf, Skiing.

Robert E. Fletcher

Professional Experience

Stitzel, Page & Fletcher, P.C., Burlington, Vermont

- **Of Counsel, Shareholder** – 1993-Present.
- Representing Vermont municipalities and school districts as well as individual clients.
  - Broad-based representation of municipalities and schools with emphasis on finance (long-term bonds, working capital, and lease financing), taxation, real estate, capital project planning and implementation, human resource issues, litigation and contract negotiation, enforcement and defense (including capital construction).
  - Litigation experience in state and federal courts, administrative agency proceedings (Vermont Labor Board, Public Utility Commission), and mediation and arbitration.
  - Recognized as qualified local bond counsel by Vermont Municipal Bond Bank.

- Presenter:
  - Numerous client specific and general presentations on Vermont's Open Meeting Law, the Access to Public Records Act and other municipal topics.

Vermont Economic Development Authority, Montpelier, Vermont

- **Executive Director** – 1987-1993
- Responsible for all aspects of the operation and management of the Authority and its various programs including initiating and managing portfolios for tax-exempt bond financings for industrial borrowers, direct loans to eligible commercial, industrial, and agricultural (program initiated during my tenure) borrowers, and loans and grants to local development corporations for industrial infrastructure. Also responsible for appearing before legislative committees on legislation and programmatic issues.

McNeil, Murray & Sorrell, P.C., Burlington, Vermont

- **Associate and Shareholder** – 1980-1987
- Represented municipal utilities in regulatory (rate setting; policy development; capital project approval) and judicial matters and as issuer's counsel for tax-exempt financings of capital projects and operational working capital.

Education

Vermont Law School, S. Royalton, Vermont
- **Juris Doctor**, Cum Laude – 1980
- **Managing Editor** of ***Vermont Law Review***

University of Colorado, Boulder, Colorado
- **Bachelor of Arts** - 1977

Admissions & Activities

- Admitted: State of Vermont; U.S. District Court - Vermont.
- Member: American Bar Association, Vermont Bar Association, National Association of Bond Lawyers
- Elected Member of the Board of Bar Managers for the Vermont Bar Association

DAVID W. RUGH

EXPERIENCE:

Stitzel, Page & Fletcher, P.C., Burlington, Vermont — September 2010 – Present
Associate, Shareholder

- Counsels municipal and educational clients in a wide range of municipal, real estate, finance, zoning and environmental legal issues and land development transactions.
- Represents clients in complex litigation regarding real estate, construction, land use development and permitting and permit enforcement matters.

Burak Anderson & Melloni, PLC, Burlington, Vermont — September 2006 – August 2010
Associate Attorney, Environmental & Land Use, Real Estate and Municipal Practice Groups

- Represented clients in zoning, Act 250 land use and other permitting and development matters.
- Counseled national, regional and local clients in complex commercial and environmental litigation, including matters relating to zoning, land use, environmental enforcement, solid and hazardous waste, water pollution, commercial contract, condemnation, consumer fraud, electric utilities, securities, employment and real property matters.

Vermont Environmental Court, Berlin, Vermont — January 2005 – September 2006
Law Clerk for the Hon. Merideth Wright and Hon. Thomas S. Durkin, Environmental Judges

- Assisted the Judges in deciding land use, zoning and environmental and zoning enforcement matters.
- Provided valuable research, drafting and editorial assistance on legal aspects of judicial opinions.

Baltimore City Law Department (via Special Counsel), Baltimore, Maryland — October 2004 – December 2004
Document Review Attorney, Litigation and Claims Division

- Reviewed documents in railroad accident litigation for responsiveness, significance and privilege.
- Drafted document production responses.

Paul, Hastings, Janofsky & Walker LLP, Washington, D.C. — August 2003 – December 2003
Environmental Semester in Washington F/T Legal Extern, Real Estate & Environmental Law Practice Group

- Supported practice group in developing environmental compliance strategies for a variety of clients including background research concerning air, water and solid and hazardous waste management.
- Focused on learning due diligence, corporate environmental law, and environmental aspects of commercial transactions.
- Assisted counseling clients in bankruptcy, as well as international, administrative, and insurance law.

EDUCATION:

Vermont Law School, South Royalton, Vermont — August 2001 – May 2004
Juris Doctor, *cum laude*, May 2004

- *Vermont Law Review*, Note Editor 2003-2004; Staff Member 2002-2003
- Spring Semester 2002, 2003, and 2004 Deans' List
- Author of *Clear, But Still Toxic Skies*, 28 VT. L. REV. 201 (2003)
- 2002-2003 Debevoise-Jessup-Costle Moot Court Advisory Board

Northwestern University, Evanston, Illinois — September 1997 – June 2001
BA in American History

Northwestern Chapter of the Delta Upsilon Fraternity
Northwestern University Men's Club Lacrosse Team

BAR ADMISSIONS AND ASSOCIATIONS:

Vermont, admitted as of June 2005
Maryland, admitted as of December 2004
Vermont Planners Association Executive Committee, Secretary 2017-present, member since 2008
Vermont Bar Association, member of Young Lawyers and Environmental Law Divisions since 2005

Joseph S. McLean

Professional Experience

Stitzel, Page & Fletcher, P.C., Burlington, Vermont

- **Associate, Shareholder** – 1996-Present.
- Advises local boards and commissions, and addresses general municipal matters, including Open Meeting Law and Public Records Act questions.
- Guides clients through the complexity of litigation in the United States District Court, the Vermont Supreme Court, the Environmental and Civil Divisions of the Vermont Superior Court, and before administrative boards and tribunals, including the Public Utility Commission, and in Act 250 proceedings.

Law Office of John D. Hansen, Esq., Rutland, Vermont

- **Associate**– 1995-1996
- General practice handling a variety of Act 250, zoning, civil litigation, estate planning and probate matters.

Chambers of Jerome J. Niedermeier, U.S. District Court, Burlington, Vermont

- **Law Clerk - 1994**
- Drafted judicial opinions, reports and recommendations.

Education

Vermont Law School, S. Royalton, Vermont

- **Juris Doctor,** Cum Laude – 1995

Bowdoin College, Brunswick, Maine

- **Bachelor of Arts,** Magna Cum Laude - 1990

Admissions & Activities

- Admitted: U.S Supreme Court; U.S. District Court – Vermont; Vermont Supreme Court
- Member: Vermont Bar Association, Chittenden County Bar Association, Vermont Trial Lawyers Association, Vermont Planners Association

Exhibit 2

Client List

Stitzel Page & Fletcher, PC
Proposal for General Municipal Attorney Services

Exhibit 2

List of Public-Sector Clients

Town of Alburgh
Town of Bethel
Town of Bolton
Town of Bristol
Chittenden County Pub. Safety Authority
Chittenden County Regional Planning Commission
Colchester Fire District No. 2
Town of Chelsea
Town of Charlotte
Town of Dover
Town of Duxbury
Town of East Montpelier
Town of Enosburgh
Village of Enosburg Falls
Town of Essex
Town of Fayston
Town of Franklin
Town of Georgia
Town of Grand Isle
Town of Hartland
Town of Hartford
Town of Hinesburg
Town of Hyde Park
Town of Isle La Motte
Village of Jeffersonville
Town of Johnson
Town of Lincoln
Town of Milton
Town of Middlebury
City of Montpelier
City of Newport
Northwest Reg. Planning Commission
Northwest Vermont Solid Waste District
Town of Orwell
Town of Pomfret
Town of Richmond
City of Rutland
Town of Sheldon
City of South Burlington
Town of St. George
Town of Stowe
Town of Thetford
Troy/Jay Sewer Board
Town of Underhill
Town of Vernon
Vergennes-Panton Water District
Vermont League of Cities and Towns
Town of Waitsfield
Town of Waterbury
Town of Westford
Town of Williston
Town of Woodstock
Vermont State Colleges
Bennington-Rutland Supervisory Union
Burlington School District
Champlain Valley School District
Franklin West Supervisory Union
Grand Isle Supervisory Union
Greater Rutland County Supervisory Union
Hartford School District
Lamoille South Supervisory Union
Mount Abraham Unified School District
Mount Mansfield Unified School District
Norwich School District
Orleans Central Supervisory Union
Rutland City Public Schools
Rutland Northeast Supervisory Union
Springfield School District
Southwest Vermont Supervisory Union
Two Rivers Supervisory Union
Windham Central Supervisory Union
Windsor Central Supervisory Union
White River Valley Supervisory Union

Exhibit 3

References

Stitzel Page & Fletcher
Proposal for General Municipal Attorney Services

Exhibit 3

Client References

Charles Safford, Town Manager
Town of Stowe
P.O. Box 730
Stowe, VT 05672
802-253-7350
csafford@stowevt.gov

Laura Dolgin, City Manager
City of Newport
222 Main Street
Newport, VT 05855
802-334-5136
laura.dolgin@newportvermont.org

Dean Block, Town Manager
Town of Charlotte
P.O. Box 119
Charlotte, VT 05445
802-425-3071
dean@townofcharlotte.com

William Fraser, City Manager
City of Montpelier
City Hall
39 Main Street
Montpelier, VT 05602
802-223-9502
wfraser@montpelier-vt.org

Exhibit 4

Insurance Information

P.O. Box 9169, Missoula, MT 59807-9169
(406) 728-3113 * (800) 367-2577 * Fax: (406) 728-7416

Certificate of Professional Liability Insurance

Date: 3/19/2020

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed below.

Named Insured:
Stitzel Page & Fletcher, PC
171 Battery Street
Burlington, VT 05402-1507

Certificate Holder:
Town of Norwich
Attn: Herbert Durfee, III
MS:
300 Main Street, P.O. Box 376
Norwich, VT 05055

If the described policy is cancelled before its expiration date ALPS will endeavor to mail ten days written notice to the certificate holder named above, but failure to do so shall impose no obligation or liability of any kind upon ALPS, its agents or representatives coverages.

The policy of insurance listed below has been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Aggregate limits shown may have been reduced by paid claims.

Type of Insurance:	Policy Number	Effective Date	Expiration Date	Loss Inclusion Date	Limit of Liability
Lawyers Professional Liability Claims Made	ALPS2308- 25	07/09/2019	07/09/2020	01/01/1985	Each Claim: 4000000 Aggregate: 4000000

Deductible:
Each Claim 5000

The deductible shall be subtracted from the claim expense allowance and then the total limit of liability resulting from each claim reported to the company during the policy period, subject to an annual aggregate deductible equal to twice the deductible amount listed in the declarations.

ENDORSEMENTS LISTED ON THE DECLARATION AT INCEPTION:

Prior Acts Coverage Endorsement
First Dollar Defense Endorsement
Notice of Change In Lawyers Endorsement

Law office located:
171 Battery Street
Burlington ,VT 05402-1507

P.O. Box 9169, Missoula, MT 59807-9169
(406) 728-3113 * (800) 367-2577 * Fax: (406) 728-7416
www.alpsinsurance.com

LPL-CERT NS (06/13)

Kacie Hurst

Authorized representative
ALPS PROPERTY & CASUALTY INSURANCE COMPANY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Missy Luke	
Essex Agency, Inc. 2 Railroad Street P.O. Box 239 Essex Junction VT 05453-0239	PHONE (A/C, No, Ext): (802) 878-5334	FAX (A/C, No): (802) 878-0852
	E-MAIL ADDRESS: missy@essexagency.com	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	American Fire and Casualty Company	24066
INSURER B :	The Ohio Casualty Insurance Company	24074
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Stitzel Page & Fletcher Pc
PO Box 1507
PO Box 1507
Burlington VT 05402

COVERAGES **CERTIFICATE NUMBER:** 19-20 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			BZA58666774	07/01/2019	07/01/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			BZA58666774	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		XWO58666774	07/01/2019	07/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Town of Norwich
300 Main Street
P.O. Box 376
Norwich VT 05055

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Missy Luke

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The ACORD name and logo are registered marks of ACORD

Exhibit 5

Business Registration

Stitzel Page & Fletcher
Proposal for General Municipal Attorney Services

Exhibit 5

Business Registration Information

VERMONT Secretary of State | CORPORATIONS DIVISION | Vermont Secretary of State, JIM CONDOS

HOME

Back

Business Information

Business Details

Business Name:	STITZEL, PAGE & FLETCHER, P.C.	**Business ID:**	0105707
		File #:	V47927
Business Type:	Domestic Profit Corporation	**Business Status:**	Active
Corporation Subtype:	General Professional Corporation		
Date of Incorporation / Registration Date:	07/02/1990		
Business Description:	Not Available	**Fiscal Year Month:**	12
Principal Office Business Address:	171 Battery Street, P.O. Box 1507, Burlington, VT, 05402, USA	**Principal Office Mailing Address:**	P.O. Box 1507, 171 Battery Street, Burlington, VT, 05402, USA
Citizenship / Domestic Jurisdiction:	Domestic/VT	**Last Annual Report Year:**	2019
Last Report Filed:	01/06/2020	**Next Filing Due Date:**	01/01/2021

Principals Information

Name/Title:	Physical Address:
Robert E. Fletcher/President	171 Battery Street, Burlington, VT, 05401, USA
DAVID W. RUGH/Vice President	171 BATTERY STREET, BURLINGTON, VT, 05401, USA
DINA L. ATWOOD/Vice President	171 BATTERY STREET, BURLINGTON, VT, 05401, USA

View All Principals(12)

Registered Agent Information

Name:	STEVEN F STITZEL
Physical Address:	171 BATTERY ST, BURLINGTON, VT, 05401, USA
Mailing Address:	171 BATTERY ST, BURLINGTON, VT, 05401, USA
Agent Type:	Registered Entity

Trade Name Information

No Trade Name(s) associated to this business.

Back | Filing History | Name History | Shares | Return to Search

Exhibit 6

Fee Proposal
(included as separate envelope)

(10)

McNEIL LEDDY & SHEAHAN PC

ATTORNEYS AT LAW

RESPONSE TO THE REQUEST FOR QUALIFICATIONS: GENERAL MUNICIPAL ATTORNEY SERVICES FOR THE TOWN OF NORWICH

March 19, 2020

Respectfully submitted:

By: **William F. Ellis, Esq.**
McNeil Leddy & Sheahan, P.C.
271 South Union Street
Burlington, VT 05401
(802) 863-4531
FAX (802) 863-1743
E-Mail: wellis@mcneilvt.com
www.mcneilvt.com

Joseph C. McNeil (1919-1978)
Joseph E. McNeil
John T. Leddy
Nancy G. Sheahan
William F. Ellis
Susan Gilfillan
Joseph A. Farnham
Colin K. McNeil
Michael J. Leddy
Kevin J. Coyle*
Christopher B. Leopold**
Nicole L. Mace

*Also licensed in New York
**Of Counsel

McNEIL LEDDY & SHEAHAN PC
ATTORNEYS AT LAW

T 802.863.4531
F 802.863.1743

271 South Union Street
Burlington, VT 05401

www.mcneilvt.com

March 19, 2020

Herbert A. Durfee, III, Town Manager
Attn: Attorney Services
Town of Norwich
300 Main Street, P.O. 376
Norwich, VT 05055-0376

Dear Mr. Durfee:

McNeil, Leddy & Sheahan, P.C. is pleased to submit this proposal to provide high quality legal services to the Town of Norwich ("the Town"). This proposal is in response to the Request for Qualifications ("RFQ") issued by the Town with the acknowledgement that all conditions contained in the RFQ can be incorporated into any resulting contract with the firm.

While all of the attorneys in our office would be available for particular assignments in their specialty areas, and several have accomplished meaningful work for the Town in the past, the representation for the Town of Norwich would be the primary responsibility of William F. Ellis, Susan Gilfillan, and Joseph A. Farnham. Attorneys Ellis and Farnham would be available to assist the Town with general municipal questions as outlined in Section 3.0 of the RFQ, while Attorney Gilfillan would be the primary contact for labor and personnel issues.

As outlined below in our Statement of Qualification, we believe that that McNeil, Leddy & Sheahan offers the most complete array of skill and experience available to Vermont municipal entities.

This proposal will remain in effect for ninety (90) days after receipt by the Town. All information contained in this proposal is factual and accurate. Please let me know if you have any questions or if we can provide any additional information.

Sincerely,

William F. Ellis, Esq.
McNeil Leddy & Sheahan, P.C.
271 South Union Street
Burlington, VT 05401
(802) 863-4531
FAX (802) 863-1743
E-Mail: wellis@mcneilvt.com www.mcneilvt.com

INTRODUCTION

Established in 1977, McNeil Leddy & Sheahan P.C. is an experienced law firm with wide-ranging capabilities in many practice areas. We are committed to providing high quality legal work in a cost-effective manner with a high degree of responsiveness and dedication.

We pride ourselves in providing over four decades of legal services to municipal entities. While we do not represent such entities exclusively, they have been and continue to be the major focus of our practice. Our lawyers have deep knowledge and experience in municipal legal matters, including the development and review of contracts, regulatory compliance issues, risk management, personnel management, civil rights matters, property and business transactions, public finance and governance. When conflicts arise, we provide strong representation for our clients through litigation or alternative dispute resolution.

Our firm served as corporate counsel to the City of Burlington for more than thirty-five years. We represent numerous municipalities, school districts and authorities in the public sector, as well as a number of large and small not for profit entities. We also provide legal counsel and defense for municipalities and their officers, agents and employees throughout Vermont in the area of municipal liability for claims involving alleged civil rights violations, workers' compensation and wrongful and/or negligent conduct, often through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. ("VLCT/PACIF").

Our firm has eleven (11) attorneys and four (4) professional staff. We have been at our present location, 271 South Union Street, Burlington, VT 05401 (802-863-4531) since 1986. We are not aware of any former or current client relationships that may present a conflict of interest with the Town's operations or projects. The firm did not fail to complete and/or was not terminated from any project in the past three years, nor have we been involved in a lawsuit that could materially affect the performance of the firm in undertaking this project.

UNDERSTANDING OF TOWN NEEDS

The Town will need to access high quality legal guidance and support in a range of areas, including general municipal law and governance, employment and human resources, real property, municipal financing, and litigation defense. As discussed below, our highly qualified and efficient team has the expertise to advise the Town on these matters, and in doing so will provide value to the Town by protecting two of your most important assets – time and reputation. Our team of attorneys will help the Town be proactive in its approach to legal compliance, risk management and liability in order to minimize distractions from the Town's critical mission. And when unexpected or unanticipated issues arise, we will go out of our way to be highly accessible and responsive. Our attorneys typically respond to client communications within 24 hours, and are available by cell phone in the event an issue arises outside of normal business hours.

In representing our municipal or public-sector clients, we view our role as twofold. First, in advance of the formulation of policy and action, it is our responsibility to provide upon request the most objective analysis possible as to the legal consequences of a proposed course of action. Our clients receive experienced, seasoned and mature advice as to the legal consequences of any issue or action under consideration. We inform our clients about what they

need to hear rather than simply what they may want to hear, while simultaneously recognizing that the public officials we are advising are responsible for determining the course of action. Second, once the policy makers have determined a course of action, it is our responsibility to be zealous advocates for the selected course of action, bringing all of the skill we can to the accomplishment of the objective.

STATEMENT OF QUALIFICATIONS

Our firm has extensive experience reviewing municipal ordinances, contracts, policies, deeds, leases, bonds and other written instruments in the context of any pertinent charter, state and federal statutes/regulations and case law, and the Vermont and United States Constitutions. We routinely draft, review and advise municipal clients with regard to real estate and environmental matters, memoranda of understanding, releases, covenants and settlement documents. We regularly advise employers on labor and employment matters, including but not limited to hiring practices, compensation/benefits, personnel evaluations, investigations and employee discipline.

We are considerably experienced in all aspects of litigation, civil procedure and practice, and routinely advise on how to proceed in response to subpoenas, court and administrative rulings, and third-party requests for information (public or otherwise). Our litigation experience has occurred primarily in the defense of civil actions and administrative claims against public entities, and we are always prepared to litigate when necessary.

Our firm also has extensive experience in the area of municipal governance, including the development of local charters, ordinances and policies, as well as training and support regarding roles and responsibilities, Vermont's Open Meeting Law and Public Records Act, and Robert's Rules of Order. We have represented our municipal clients in land use and environmental permitting matters at both the local and state level, practicing regularly before the Environmental Division of Vermont Superior Court.

We believe that that McNeil, Leddy & Sheahan offers the most complete array of skill and experience to Vermont municipal entities. There is no area of public sector representation that we have not dealt with extensively. From the initial consideration of a policy or ordinance, to the defense of public sector action in both State and Federal Courts, up to and including the Vermont and United States Supreme Court, we respectfully submit that we have more experience in more areas than that available in any other Vermont law firm. Our experience translates to value added for clients. We do our work efficiently and effectively, and, we are better able to foresee issues and assist the client in accomplishing their goals and implementing risk management strategies.

Legal Team Overview

While all of the attorneys in our office would be available for particular assignments in their specialty areas, and several have accomplished meaningful work for the Town in the past, the representation for the Town would be the primary responsibility of William F. Ellis, Susan Gilfillan and Joseph A. Farnham.

Mr. Ellis and Ms. Gilfillan would have ultimate responsibility for the quality and timeliness of the services delivered. Mr. Ellis has been with the firm since August 1988 and his practice focuses on municipal and public utility law. He has been the Town Attorney for the

Town of Essex since November 2002 and regularly represents municipalities around the State of Vermont, including the Town of Hartford and City of St. Albans. Attorney Ellis has served as counsel to the City of Burlington Electric Department for the past three decades, and more recently has provided general counsel to the Vermont Public Power Supply Authority. He has extensive knowledge and experience in all aspects of the administration, governance and operations of municipal entities, from municipal law and regulation, to environmental regulation and land use.

Ms. Gilfillan joined the firm in 1989 and has extensive experience in labor law with an emphasis on employment law issues and collective bargaining. She represents state government, municipalities, school boards and private clients, including the Judiciary of the State of Vermont, VTPBS, and the Towns of Essex, Norwich, and Hartford, to name a few, in both collective bargaining and employment law issues. In her practice, she regularly represents clients in collective bargaining and advises them on a wide variety of employment issues, including drafting and revising employment policies, hiring and firing, discrimination and/or harassment claims, unemployment claims, and leave issues, such as Vermont's Parental and Family Medical Leave, the federal Family Medical Leave Act and military leave. In addition, she provides trainings to managers to ensure compliance with federal and state employment laws and to assist in addressing issues on a day to day basis.

Mr. Farnham joined the firm in 1995 after serving as a Deputy State's Attorney at the Chittenden County State's Attorney's office. He represents school districts and municipalities and provides representation on all manner of legal matters including policy and ordinance development, employee relations and discipline, labor negotiations, land use, governance and general operations. He is well versed in Vermont's public records law and assisting municipal entities in land use matters.

A listing of our Vermont municipal clients is included in Appendix A.

Staffing and Resumes

WILLIAM F. ELLIS, born Burlington, Vermont, December 8, 1961; admitted to bar, 1987, Vermont; 1989, U.S. District Court, District of Vermont; 2004 U.S. Court of Appeals, Second Circuit. *Education:* University of Vermont (B.A., 1984); Vermont Law School (J.D., *magna cum laude*, 1987). Managing Editor, Vermont Law Review, 1986-1987. Author: "Expanding Loss of Consortium in Vermont," Vol. 12, Vermont Law Review, 1987; "Haner v. Bruce: Failure to Accord to the Present Realities of the Real Estate Recording System," Vol. 12, Vermont Law Review, 1987. *Member:* Chittenden County, Vermont and American Bar Associations.

SUSAN GILFILLAN, born Towson, Maryland, October 24, 1956; admitted to bar, 1989, Vermont; 1990, U.S. District Court, District of Vermont; 2001, U.S. Court of Appeals, Second Circuit. *Education:* St. Lawrence University (B.A., 1979); Vermont Law School (J.D., *cum laude*, 1988). Chairperson, Moot Court Board. *Member:* Chittenden County and Vermont Bar Associations, Employment Law Section; American Bar Association, Labor and Employment Section; and member of the Society for Human Resources Management.

JOSEPH A. FARNHAM, born Boston, Massachusetts, July 12, 1961; admitted to bar, 1989, Vermont; 1992, U.S. District Court, District of Vermont; 2001 U.S. Court of Appeals, Second

Circuit. *Education:* University of Vermont (B.S. 1983); Vermont Law School (J.D., *cum laude*, 1989). Articles Editor, Vermont Law Review, 1988-1989. Deputy State's Attorney, Chittenden County, Vermont, 1989-1995. *Member:* Chittenden County, Vermont, American and Federal Bar Associations.

Resumes for additional members of the firm are included in Appendix A.

ASSIGNMENT MANAGEMENT AND COORDINATION PLAN

Attorneys Ellis and Gilfillan will use a team approach to ensure that the attorney with appropriate expertise is always available to respond to phone calls and to attend meetings and hearings whenever and wherever necessary. Should the Town accept the firm's Proposal, we would request a meeting with the Town Manager to discuss protocols for direct lines of communication between our team of attorneys and the Town, roles, responsibilities and assignments, and engage in a dialogue regarding client expectations.

We would anticipate that two attorneys would be the primary point of contact for the Town. One attorney would focus primarily on employment and personnel matters, while the other would focus on the day-to-day issues related to municipal law and governance. The selection of the two lead attorneys would occur after a meeting with the Town Manager and/or Selectboard.

Our firm's offices are located in Burlington. We understand that attendance at evening meetings is expected, and we are prepared to meet that expectation. We routinely attend night meetings for our clients. Attendance by firm attorneys will depend on the issues most likely to arise during a specific meeting so we can ensure the best person to address questions is present.

METHOD OF BILLING

We bill our clients on an hourly basis once a month. Prior to initiating a project for the Town that is expected to exceed 2-3 hours, the firm will have a discussion about the proposed scope of work, and a cost estimate, so that the Town can evaluate whether it wants to proceed with the project. As requested in the RFQ, the hourly rates for attorneys are provided in the accompanying sealed envelope.

PROFESSIONAL SERVICES CONFLICTS OF INTEREST

We are not aware of any former or current client relationships that may present a conflict of interest with the Town's operations or projects.

ADDITIONAL ITEMS TO ADDRESS

Our malpractice insurance policy declarations are attached hereto as Appendix B, and a Certificate of Good Standing from the Vermont Secretary of State's Office is attached as Appendix C. Neither the firm nor any of its members have been a party to any litigation or other legal proceedings relating to our legal services within the last five (5) years. None of the firm's attorneys have been disciplined, admonished, warned or had any professional license suspended

or revoked. The firm has never been in bankruptcy, nor has it been disqualified or terminated by any public entity.

The following professional references have knowledge relating to our experience providing legal services to Vermont municipalities: Patrick C. Scheidel, Town Manager (Ret.), Town of Essex (cellphone # 802-881-2391); Evan Teich, Unified Manager, Town of Essex and Village of Essex Junction (cellphone # 224-325-6529); Lori Hirshfield, Director of Planning and Development, Town of Hartford (802-295-3075); and Dominic Cloud, City Manager, City of St. Albans (802-524-1500, x 254).

McNeil Leddy & Sheahan, P.C. hereby affirms that it abides by non-discriminatory practices in hiring, recruitment, placement, selection for training, promotion, and compensation. Applicants and employees are not discriminated against on the basis of race, color, religion, ancestry, national origin, age, handicap, or sex.

SIGN HERE:	NAME OF BIDDER:	McNeil, Leddy & Sheahan, P.C
	ADDRESS OF BIDDER:	271 South Union Street Burlington, VT 05401 (802) 863-4531
	DATE:	March 19, 2020
	SIGNATURE OF AUTHORIZED PERSON:	

APPENDIX A

McNEIL LEDDY & SHEAHAN, P.C.
271 SOUTH UNION STREET
BURLINGTON, VERMONT 05401
Telephone: (802) 863-4531
Fax: (802) 863-1743

General Civil Practice, Trials and Appeals in all State and Federal Courts, Municipal, Governmental, Legislative, Personnel and Employment, Labor Law, Collective Bargaining, Insurance, Utility, Telecommunications, Education Law, Environmental, Solid Waste, Toxic Waste, Personal Injury, Aviation Law, Public Finance and Civil Rights.

REPRESENTATIVE CLIENTS: State of Vermont, Vermont Judiciary; University of Vermont; Vermont PBS; Howard Center; Towns of Essex, Norwich & Hartford; City of Burlington School District; South Burlington School District; City of St. Albans; Chittenden Solid Waste District; Vermont Public Power Supply Authority; City of Burlington Electric Department; Vermont School Boards Association; Vermont School Boards Insurance Trust.

JOSEPH E. McNEIL, born Burlington, Vermont, August 1, 1944; admitted to bar, 1969, Vermont; 1972, U.S. District Court, District of Vermont; 1982, U.S. Court of Appeals, Second Circuit; 1989, U.S. Supreme Court. *Education:* St. Michael's College (B.A., 1966, cum laude); University of Notre Dame (J.D., 1969). Delta Epsilon Sigma; National Moot Court Competitor; Instructor, CLE Skills Course on Zoning and Planning, Vermont Bar Association; Lecturer, Labor & Employment Law, Vermont Bar Association, Vt. League of Cities & Towns and National Business Institute; Coach Cornell University Law School Moot Mediation and Arbitration Team, 2016-present; Chittenden County Deputy State's Attorney, 1969-1970; City Attorney and Corporation Counsel, Burlington, Vermont, 1970–2007; National Chair of Zoning, Planning and Land Use Section of International Municipal Lawyers Association (IMLA), 2003-2006: Regional Vice President of IMLA for New York, Conn. and Vt., 2006 to 2015; Certified Mediator and Arbitrator, Scheinman Institute on Conflict Resolution, Cornell University ILR School, 2008; Chief Labor Negotiator for State of Vermont Judiciary 2000 –; Chief Labor Negotiator for State of Vermont, 1998–2003 and 2010 -; Member, Board of Associate Trustees, St. Michael's College, 1980-1986. *Member*: Board of Trustees, Burlington College, 2000 – 2004; Chittenden County, Vermont (Member, Municipal Law Section) and American (Member, Sections on: Urban Law, Utility Law, Employment Law) Bar Associations; Airport Operators Council International (Member, Legal Committee); and member National School Boards Association Council of School Attorneys.

JOHN T. LEDDY, born Burlington, Vermont, November 29, 1949; admitted to bar, 1980, Florida; 1981, Vermont and U.S. District Court, District of Vermont; 1987, U.S. Court of Appeals, Second Circuit; 1989, U.S. Supreme Court; 1991, U.S. Court of Federal Claims, *Education:* St. Michael's College; University of Vermont (B.A., 1972); New England School of Law (J.D., 1978). Member, National Moot Court Competition, 1977. Member, Board of Alderman, Burlington, Vermont, 1973-1975. Member, Lt. Governor's Task Force on Public Liability, 1987; Supervisor of Buel's Gore, Vermont, 2000-2003; Hearing Panel Chair, Vermont Professional Conduct Board, 2008 – 2014; County Treasurer, Chittenden County, Vermont, 2009

–. *Member:* Chittenden County (President, 1996-1997), Vermont (Member, Professional Responsibility Committee, 1991–2016), Florida and American Bar Associations.

NANCY GOSS SHEAHAN, born Burlington, Vermont, September 3, 1954; admitted to bar, 1980, U.S. District Court, District of Vermont; 1980, U.S. Court of Appeals, Second Circuit; 1983, U.S. Supreme Court; 1991. *Education:* University of Vermont (B.S., 1976); Vermont Law School (J.D., *cum laude*, 1979). *Member:* Vermont Law Review, 1977-1979.; Book Review Editor, Vermont Law Review 1978-1979. Lecturer, Police Civil Liability, Vermont Police Academy, 1987-1992; Deputy State's Attorney, Chittenden County, 1980-1982. Member, State Police Advisory Commission, 1994-2006; Chair, State Police Advisory Commission, 2009-Present. Co-Chair, Chittenden Unit for Special Investigations Policy Board 2006-2012. *Member*: Federal Bar Association; Vermont Bar Association (Chair, Municipal Law Section, 1991-1992), Federal Bar Association and American Bar Associations; Defense Research Institute; Chittenden County Bar Association, Tri-State Defense Lawyers Association and the Association of Workplace Investigators.

WILLIAM F. ELLIS, born Burlington, Vermont, December 8, 1961; admitted to bar, 1987, Vermont; 1989, U.S. District Court, District of Vermont; 2004 U.S. Court of Appeals, Second Circuit. *Education:* University of Vermont (B.A., 1984); Vermont Law School (J.D., *magna cum laude*, 1987). Managing Editor, Vermont Law Review, 1986-1987. Author: "Expanding Loss of Consortium in Vermont," Vol. 12, Vermont Law Review, 1987; "Haner v. Bruce: Failure to Accord to the Present Realities of the Real Estate Recording System," Vol. 12, Vermont Law Review, 1987. *Member:* Chittenden County, Vermont and American Bar Associations.

SUSAN GILFILLAN, born Towson, Maryland, October 24, 1956; admitted to bar, 1989, Vermont; 1990, U.S. District Court, District of Vermont; 2001, U.S. Court of Appeals, Second Circuit. *Education:* St. Lawrence University (B.A., 1979); Vermont Law School (J.D., *cum laude*, 1988). Chairperson, Moot Court Board. *Member:* Chittenden County and Vermont Bar Associations, Employment Law Section; American Bar Association, Labor and Employment Section; and Society for Human Resources Management member.

JOSEPH A. FARNHAM, born Boston, Massachusetts, July 12, 1961; admitted to bar, 1989, Vermont; 1992, U.S. District Court, District of Vermont; 2001 U.S. Court of Appeals, Second Circuit. *Education:* University of Vermont (B.S. 1983); Vermont Law School (J.D., *cum laude*, 1989). Articles Editor, Vermont Law Review, 1988-1989. Deputy State's Attorney, Chittenden County, Vermont, 1989-1995. *Member:* Chittenden County, Vermont, American and Federal Bar Associations.

KEVIN J. COYLE, born Valley Stream, New York, March 29, 1969; admitted to bar 1997, New York; 1997, Vermont; 2003, South Carolina; 1997 U.S. District Court, District of Vermont; 1998, U.S. Court of Appeals, Second Circuit. *Education:* New York University (B.A. 1991); Fordham University School of Law (J.D., 1996). Managing Editor, Fordham Environmental Law Journal, 1994-1995. *Member:* Vermont and New York Bar Associations.

MICHAEL J. LEDDY, born Burlington, Vermont, July 5, 1984; admitted to bar, 2013, Ohio; 2015, Vermont; 2014, U.S. District Court, Southern District of Ohio; 2015, U.S. District Court, District of Vermont; 2017, U.S. Court of Appeals, Second Circuit. *Education*: Providence College (B.A., 2006); University of Dayton School of Law (J.D., *magna cum laude*, 2013).

Editor-in-Chief, *University of Dayton Law Review*, 2012-2013. Member, UDSL National Mock Trial Team, 2012-2013. Teaching Assistant, Legal Profession Program, 2011-2013. Licensed Extern, Office of the Federal Public Defender, Southern District of Ohio, 2012. Associate Attorney, Sebaly Shillito + Dyer, Dayton, Ohio, 2013-2015. *Member*: Chittenden County (Treasurer, 2018 –), Vermont and American Bar Associations.

COLIN K. McNEIL, born Burlington, Vermont, September 2, 1975; admitted to bar, 2003, Vermont; 2008, U.S. District Court, District of Vermont. *Education*: University of Oregon (B.S., 1998); University of Maine School of Law (J.D., 2003). Chairperson, Moot Court Board (2002-2003). Deputy State's Attorney, Chittenden County, Vermont, 2003-2008. Assistant City Attorney, Burlington, Vermont 2008-2009. *Member*: Chittenden County, Vermont and American Bar Associations, Burlington Planning Commission 2005-2008. City of Burlington Ward 6 Clerk, 2015 - 2019.

CHRISTOPHER B. LEOPOLD, born El Paso, Texas, March 8, 1953; admitted to Vermont bar, 1978; 1978, U.S. District Court, District of Vermont; *Education:* University of Vermont (B.A., 1975); Vermont Law School (J.D., 1978); *Member*: Champlain Valley Union High School Board of School Directors 1984-1990 (Chair, 1987-1990); Deputy State's Attorney, Caledonia County 1978-1979; Adjunct Instructor, Champlain College, Criminal Justice Program; Resource Attorney, Vermont Department of State's Attorneys (1979-1980); Executive Director, Vermont Department of State's Attorneys & Sheriffs (1980-1990); Lecturer, Police Civil Liability, Vermont Police Academy (1985-1987); Chair Governor's Bail Reform Commission (1990-1991); Executive Director, Common Cause Vermont (1990-1991); Manager of Personnel & Legal Affairs, Chittenden South Supervisory Union (1991-1997); Downs Rachlin & Martin, Director (1997-2003); Member, Employment and Education Practice Groups; Wells & Leopold, P.C., Partner (2003-2016); St. Michael's College, 2016 Adjunct Instructor School Law; Wright Jones, PLC, Shareholder (2016-2018); Served as legal counsel to more than fourteen Act 46 Study Committees resulting in school district mergers. *Member*: American and Vermont Bar Associations, Chittenden County Bar Association, National School Boards Association Council of School Attorneys; *Guest Lecturer*: College of St. Joseph's Contemporary Issues Class; Frequent Lecturer for the Vermont School Board's Association; Vermont Superintendent's Association on Collective Bargaining in Schools, other labor and employment issues, school governance and student rights issues.

NICOLE L. MACE, born Phoenix, Arizona, August 11, 1977; admitted to bar, 2011, Vermont. *Education:* McGill University (B.A. 1999); Carnegie Mellon University (M.S. in Public Policy and Management, *Highest Distinction,* 2009); University of Pittsburgh School of Law (J.D., *cum laude,* 2009). Executive Director, Vermont School Boards Association, Montpelier, Vermont, 2015-2019; General Counsel, Vermont School Boards Association, Montpelier, Vermont, 2011-2015. *Member*: National School Boards Association Council of School Attorneys; Vermont Bar Association; Community Services Commission, Winooski, Vermont, 2013-2015; City Council, Winooski, 2015-2019; Deputy Mayor, Winooski, 2018-2019; Mayor, Winooski, 2019; Winooski Housing Authority Board of Commissioners, Winooski, 2019-current.

ALPS

Lawyers Professional Liability Insurance Policy

HOME OFFICE ADDRESS:
111 N. Higgins, Suite 600
Missoula, MT 59802

PHONE:
(800) 367-2577

MAILING ADDRESS:
PO Box 9169
Missoula, MT 59807-9169

POLICY DECLARATIONS

NOTICE: THE POLICY IS A CLAIMS MADE AND REPORTED POLICY. NO COVERAGE EXISTS UNDER THE POLICY FOR A CLAIM WHICH IS FIRST MADE AGAINST THE INSURED OR FIRST REPORTED TO THE COMPANY BEFORE OR AFTER THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. PLEASE READ THE ENTIRE POLICY CAREFULLY.

POLICY NUMBER: ALPS15162- 8

Item 1 – Named Insured: McNeil Leddy & Sheahan, P.C.
Address: 271 South Union Street
Burlington, VT 05401-4513

Item 2 – Retroactive Coverage Date: 01/01/1978

Item 3 – Name of Each Insured Attorney:

See Attached

Item 4 – Policy Period:

Effective Date and Time: 05/01/2019 at 12:01 AM at the address stated in Item 1.
Expiration Date and Time: 05/01/2020 at 12:01 AM at the address stated in Item 1.

Item 5 – Limit of Liability: $2,000,000 Each Claim*
$4,000,000 Aggregate

Item 6 – Deductible: $5,000 Each Claim*

Item 7 – Annual Premium: $19,109

Item 8 – Endorsements attached at inception of the policy form LPL PREMIER (01-18):

Signature Page
Excluded Entity(s)
VT Amendatory
Excluded Matter(s)
First Dollar Defense Endorsement

* Important Notice: All Claims that arise out of or in connection with the same Professional Services or Related Professional Services, whenever made and without regard to the number of Claims, claimants, or implicated Insureds, shall be treated as a single Claim.

All current and previously submitted application forms delivered to the Company are made a part of the Policy. The Named Insured may obtain a copy of all application forms by submitting a written request to the Company.

Countersigned by: Elizabeth Kaisand
Authorized Representative

Date: April 24, 2019

ATTORNEY ROSTER

Coyle, Kevin J.
Ellis, William F.
Farnham, Joseph A.
Gilfillan, Susan
Leddy, John T.
Leddy, Michael J.
Leopold, Christopher B.
McNeil, Colin K.
McNeil, Joseph E.
Sheahan, Nancy G.

STATE OF VERMONT
OFFICE OF SECRETARY OF STATE

Certificate of Good Standing

I, James C. Condos, Vermont Secretary of State, do hereby certify that according to the records of this office

MCNEIL, LEDDY & SHEAHAN, P.C.

a Domestic Profit Corporation formed under the laws of the State of VERMONT, was filed for record in this office on Dec 31, 1980.

I further certify that the company has perpetual duration, that its most recent annual report is on file, and that as of this date, articles of dissolution / withdrawal have not been filed.

March 18, 2020

Given under my hand and seal of office, at Montpelier, the State Capital.

James C. Condos
Vermont Secretary of State

Business ID: 0082761
Certificate Number: 2013710903001

VERMONT Secretary of State | CORPORATIONS DIVISION

Back

Business Information

Business Details

Business Name:	MCNEIL, LEDDY & SHEAHAN, P.C.	**Business ID:**	0082761
		File #:	V28576
Business Type:	Domestic Profit Corporation	**Business Status:**	Active
Corporation Subtype:	General Professional Corporation		
Date of Incorporation / Registration Date:	12/31/1980		
Business Description:	Not Available	**Fiscal Year Month:**	12
Principal Office Business Address:	271 SO UNION STREET, BURLINGTON, VT, 05401, USA	**Principal Office Mailing Address:**	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
Citizenship / Domestic Jurisdiction:	Domestic/VT	**Last Annual Report Year:**	2019
Last Report Filed:	01/20/2020	**Next Filing Due Date:**	01/01/2021

Principals Information

Name/Title:	Physical Address:
JOSEPH MCNEIL/President	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
JOHN LEDDY/Vice President	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
NANCY G. SHEAHAN/Treasurer	271 SO UNION STREET, BURLINGTON, VT, 05401, USA

View All Principals(8)

Registered Agent Information

Name: NANCY SHEAHAN

Physical Address: 271 SOUTH UNION STREET, BURLINGTON, VT, 05401, USA

Mailing Address: 271 SOUTH UNION STREET, BURLINGTON, VT, 05401, USA

Agent Type: Individual Person

Trade Name Information

Trade Name	Business ID	Business Status
MCNEIL, LEDDY & SHEAHAN	0207907	Active
MCNEIL & MURRAY	0276058	Inactive

VERMONT *Secretary of State* CORPORATIONS DIVISION

Additional Principals

Business Name	Business ID
MCNEIL, LEDDY & SHEAHAN, P.C.	0082761

Total Number of Principals : **8**

Name/Title	Physical Address
JOSEPH MCNEIL/President	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
JOHN LEDDY/Vice President	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
NANCY G. SHEAHAN/Treasurer	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
SUSAN GIFILLAN/Secretary	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
Colin McNeil/Director	271 South Union Street, Burlington, VT, 05401, USA
JOSEPH A FARNHAM/Director	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
Michael J. Leddy/Director	271 SO UNION STREET, BURLINGTON, VT, 05401, USA
WILLIAM ELLIS/Director	271 SO UNION STREET, BURLINGTON, VT, 05401, USA

Page 1 of 1, records 1 to 8 of 8

Back