

Town of Norwich

Agenda for Selectboard Meeting May 13, 2020, 6:30 pm

Remote Meeting

ZOOM access information: meeting link: <https://us02web.zoom.us/j/295399990> / Meeting ID: 295 399 990 / 877-853-5257 US Toll-free

<b>Agenda Item</b>	<b>Action</b>	<b>Packet Materials</b>	<b>Expected start &amp; end time</b>
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), minutes, A/P warrants	6:45 - 6:55 (10 minutes)
4- Public Hearing on Woody/Adams tract proposal	Hear Conservation Commission (CC) proposal for acquisition of land on Turnpike Rd and public comments. Action by the Board deferred until May 27, 2020	CC materials	6:55-7:10 (15 minutes)
4- Selectboard Appointments	Appointment of candidates to the following positions: 1. Conservation Commission 2. Energy Committee 3. Finance Committee 4. Historic Preservation Commission 5. Planning Commission	Applicant letters	7:10-7:30 (20 minutes)
5- Planning Commission membership numbers	Discussion on number of PC members (possible action)		7:30-7:45 (15 minutes)
6- FY21 budget in light of COVID-19 and state revenue deficits-should Town reconsider projects/spending until after Aug tax receipts known	Discussion on reconsideration of spending for FY21	Colchester letter VLCT letter Joint Fiscal Office material	7:45-8:15 (30 minutes)

<b>Agenda Item</b>	<b>Action</b>	<b>Packet Materials</b>	<b>Expected start &amp; end time</b>
7- BREAK			8:15-8:25
8- Town Manager report	Report from TM; appoint TRORC Transportation Advisory Committee rep & alternate	Written report	8:25-8:45 (20 minutes)
9- Article 7 work (Climate Emergency Designated Fund)	Assign 2 board members to work on fund use and what projects might be eligible		8:45-9:00 (15 minutes)
10- Beaver Meadow Scoping Consultant	Select Beaver Meadow Scoping consultant-motion required	Proposal(s)/recommendation	9:05-9:15 (10 minutes)
11- COVID-19 update	Discussion on any update(s) to Town response exclusive of financial		9:15-9:20 (5 minutes)
12- Policy discussion	Determine which policies to update and assign who will update	List of policies needing to be updated	9:20-9:35 (15 minutes)
13- Dog licensing fines	Adopt proposal to waive fines for non-licensed dogs for FY20	Bonnie Munday email	9:35-9:40 (5 minutes)
14- Executive session	For discussion of personnel issue	n/a	9:40-9:50 (10 minutes)
15- Executive session-Union contract update	Update on union contract negotiations	n/a	9:50-10:00 (10 minutes)
16- Set agenda for May 27, 2020	Board to set next agenda	n/a	10:00-10:10 (10 minutes)
17- Adjourn	Motion required		

**List of correspondence received before 3:00 pm on Thursday, May 7, 2020:**

Ernie Ciccotelli re: Planning Commission membership reduction

Susan Brink re: Planning Commission service

Peter Gregory, TRORC re: Town Plan approval

James Condos re: local elections processes  
Doug Wilberding re: public records request  
Sherry Winnie re: Browns Schoolhouse Road Bridge grant denial  
Rod Francis re: letter to Staggs concerning Turnpike Road solar project  
Ann Waterfall re: Norwich Community Nurse contact information  
Peter Brink re: Historic Preservation Commission service  
Arline Rotman re: Planning Commission membership reduction

**Possible May Items** : COVID-19 update; Energy Performance update; Tech upgrade report from SymQuest; Trails Committee discussion/website; Regional Energy Coordinator-rep report; Town Plan work;

**Parking Lot:** Dresden MOU; Union contract; Financial Procedures; cyber security policy; Fee schedule update  
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; Emerald Ash borer town response; Green Fleet proposal

**From:** Ernie Ciccotelli <ernieciccotelli@gmail.com>  
**Sent:** Thursday, April 16, 2020 4:36 PM  
**To:** Miranda Bergmeier; claudette brochue; John Langhus; Roger Arnold; Mary Layton; rgere@mac.com  
**Subject:** Planning Commission Membership Reduction

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

To the Norwich Select Board:

It has been brought to my attention that there is, again, discussion to reduce the membership of the Norwich Planning Commission from 9 members to 7.

The number of members of the Commission must remain at 9. That number is small enough as it is, given the importance, the breadth, and the depth of the decisions the Commission makes and policies that the Commission sets on behalf of the citizens of the Town, present and future. If the number is reduced to 7, it is likely that a number of important policies will be set by as few as 4 people.

It is likely that an argument for reducing the membership of the Planning Commission will be that obtaining a quorum is difficult and that finding enough people to fill all 9 seats is difficult. This is something of a straw man argument. As a practical matter, if the membership is 9 but not all seats are filled, the Commission can still function so long as quorum is met. The fact that the quorum is larger for 9 than for 7 is not as important as some would believe, because the issues decided by the Commission are critically important to the Town, and they should be decided by the largest and most diverse group of citizens possible.

Not only is it important to have the membership remain at 9, but it is important to assure that the membership of the Commission is as diverse as possible. In the past, appointments to the Commission were based on a candidate's ability and willingness to avoid challenging the status quo and to support the quest for uniformity of thought and unanimity of votes on matters of importance taken up by the Commission. But the quest for uniformity and unanimity is pointless and a disservice to the community, not just the Planning Commission but on any policy making panel. The Planning Commission is intended to be a deliberative body, where different, competing ideas are presented, debated, negotiated, compromised and settled. The more ideas applied to a problem means a higher likelihood of a higher quality of resolution of the problem. If the Commission membership is reduced, the amount of ideas is reduced thereby reducing the quality of policies based on those ideas. The fewer the members there are on the Planning Commission, the less proposals there are, and the less consideration of different approaches to resolving a problem or an issue in order to obtain the best possible resolution there will be.

If possible, the people appointed to the commission should have divergent outlooks, instead of the current practice of appointing people that similar, uniform opinions, so that we have a deliberative body that actually deliberates the substantive issues rather than just process, and so that the outcomes produced by the Commission are not the made by the top and simply rubber stamped by the rest of the Commission, as is the current practice. Right now, the Planning Commission does not deliberate and there is little dissent, which leads to near unanimous decisions that falsely give the impression that the Planning Commission has considered multiple approaches to determine the single best resolution of any particular issue.

The current Chair of the Planning Commission has been agitating to have the number reduced to 7 since increasing the membership to 9 was first considered. As a matter of practice, during a meetings where discussion is taking place, the current Chair never focuses on the area around the table where those who dissent or are independent are sitting, and when they are noticed, they are usually the last to talk unless one of the Chair's favorites is going to counter them after which the matter is closed without allowing the dissenters to rebut. Dissenting opinions are ignored or actively criticized and excoriated. There should no doubt that dissenting or independent thinking members will be the first to be axed if the Select Board reduces the membership of the Commission.

In short, the Norwich Planning Commission is not healthy, and it is not doing its job properly, and reducing the membership of the Planning Commission will not improve the situation.

Thank you for considering retaining 9 members on the Planning Commission

Ernie Ciccotelli



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## Herb Durfee

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**From:** Susan Brink <susangbrink@gmail.com>  
**Sent:** Tuesday, April 21, 2020 8:30 AM  
**To:** Jaci Allen; Rod Francis  
**Cc:** Pam Mullen; Jeff Lubell (jefflubell@yahoo.com); Ernie Ciccotelli; Jeff Goodrich (work); Brian Loeb; Herb Durfee  
**Subject:** Planning Commission Service

Rod, Jaci and Commission Members

April marks the end of 6 years of PC service on my part. Earlier this year I determined that both my length of service and my travel schedule suggested that I not continue with a third term.

I am extremely proud of the work that the commission has done on preparing the current town plan. This past year has been an exceptional example of how well a commission can reach out to members of the public and incorporate input into both the process and final product.

I have appreciated my time on the commission and the service I have been able to provide to Norwich as a community.

My best to each of you, Susan

Susan Brink  
6 Jones Circle, Norwich VT  
202-497-9633 (cell)  
[susangbrink@gmail.com](mailto:susangbrink@gmail.com)



April 22, 2020

Herb Durfee  
Town Manager  
Town of Norwich  
PO Box 376  
Norwich VT 05055

RE: Town Plan Approval and Confirmation of Municipal Planning Efforts

Dear Herb:

We are pleased to inform you that at the TRORC Commission meeting held on April 22, 2020, the Norwich Town Plan was unanimously approved by the Board. A signed copy of the Town Plan Review is enclosed for your files.

In addition, the Regional Commission reviewed the efforts of local planning activity in your Municipality as required by 24 V.S.A., Section 4350. As a result of the information collected, the Regional Commission voted to **CONFIRM** your Municipality's planning process, effective April 22, 2020. This action enables your Municipality to remain eligible for Municipal Planning Grants. The Vermont Agency of Commerce & Community Development has been informed of this event.

Do not hesitate to contact us if we can be of any further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Peter G. Gregory".

Peter G. Gregory  
Executive Director

Enclosures

Cc: Planning Commission Chair  
Town Clerk  
Jacob Hemmerick, Agency of Commerce & Community Development

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ [trorc.org](http://trorc.org)

**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 22nd day of April, 2020 at Woodstock, Vermont.

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



State of Vermont  
Office of the Secretary of State  
128 State Street  
Montpelier, VT 05633-1101

[phone] 802-828-2363  
<https://sos.vermont.gov>

James C. Condos, Secretary of State  
Christopher D. Winters, Deputy Secretary

**April 24, 2020**

**Permitted Processes for Local Elections Conducted in 2020**

Pursuant to the authority granted in Act 92, §3 (2020), and in agreement with the Governor:

*The Secretary of State hereby permits, in the year 2020, the legislative body of any municipality that has an upcoming local election to adopt one or more of the following procedures for use in conducting that election:*

1. *A municipality may proactively mail a ballot for a local election to every registered voter or to every "active" voter.*
  - a. *The ballot shall be mailed no less than 15 days before the election.*
  - b. *Every article to be voted at the election shall be included on the ballot (Municipalities with floor meetings may convert those meetings to Australian ballot pursuant to Section 4 of Act 92).*
  - c. *A postage paid return envelope and instructions on how to vote and return the ballot must be included with each ballot sent to a voter.*
  - d. *A ballot shall be sent forthwith to any person who registers to vote after the initial mailing of ballots has occurred.*
  - e. *Ballots must be returned by the close of the polls on election day and all other absentee ballot procedures contained in Title 17 shall be followed.*
  
2. *A municipality may implement a drive-up voting procedure where voters complete the voting process without leaving their vehicle. Each voter shall:*
  - a. *Be checked off the entrance checklist by an election official in the same manner as the voter would be in a standard polling place;*
  - b. *Be provided a ballot to vote and directed to an identified location where their vehicle may be parked during the voting process;*
  - c. *Be able to deposit their ballot directly into a secure ballot box that may be brought to the window of the vehicle or located in such a manner that it can be accessed from the vehicle, and again be checked off an exit checklist before leaving the voting location.*

*A person may fill out a voter registration form and submit it to an election official for processing before receiving a ballot. An area shall be provided for those filling out registration forms to leave the line of traffic and complete the form before being checked off the checklist and provided a ballot.*

*Municipalities should consult with the Secretary of State's office in developing these procedures.*

3. *A municipality may hold their polling location outside and otherwise follow standard polling place rules.*
4. *If a municipality uses a tabulator, ballots do not have to be reviewed by hand, under the following circumstances:*
  - a. *There is no election of officers on the ballot and, as such, no write-in spaces; or*
  - b. *There is an election of officers but the total write-in vote counted by the tabulator is not higher than the total for the winning candidate(s) that was named on the ballot.*
5. *A municipality may waive the deadline to file nominating paperwork for local offices contained in 17 V.S.A. §2681 and allow those consent forms to be filed until a date determined by the municipality that will facilitate the ballots being prepared no later than 20 days before the election as required by 17 V.S.A. § 2681a.*
6. *Any polling place for a local election, whether employing the processes allowed by this directive or not, shall be conducted in a manner consistent with current guidance regarding social distancing, group size/building capacity orders, or other measures issued by the Department of Health or Centers for Disease Control and Prevention, or contained in any current Executive Orders of the Governor.*

*A municipality that intends to use any of the procedures permitted by this directive is strongly encouraged to consult with the Elections Division of the Secretary of State's office for assistance in implementing these processes.*

*With the exception of the allowance of the permitted procedures above, the elections shall be carried out in all other respects in accordance with the applicable provisions of Title 17 of the Vermont Statutes.*

  
James C. Condos  
Vermont Secretary of State

April 24, 2020

3

Herb Durfee III  
Town Manager  
Town of Norwich  
Tracy Hall – POB 376  
Norwich, VT 05055

Re: **Public Records Request pursuant to 1 V.S.A. § 315 et seq.**

Dear Mr. Durfee:

Pursuant to the Vermont Public Records Law, 1 V.S.A. §315 et seq., I am requesting copies of all of the Town of Norwich's records, files, and communications (hereinafter the "Materials") that pertain to the Request for Qualifications ("RFQ") process for the Tracy Hall energy project (hereinafter the "Project"). The Materials requested include, but are not limited to:

- When was the RFQ posted, duration of advertisement(s) and the cost;
- What information was relied on to justify a RFQ versus Request for Proposal (RFP);
- Provide all emails to/from Selectboard members, Norwich Energy Committee and the Town Manager related to the RFQ and it's process;
- Provide the names of the publications as well as the methods used for advertising the RFQ;
- Provide copies of the advertisement(s);
- Identify the firm(s) that submitted proposals;
- Provide copies of proposals submitted in response to the RFQ;
- Detail how firm(s) submitted proposals (e.g., method used; sent via regular mail or email);
- Identify which Town of Norwich account was used to pay for the advertisement(s);
- Identify the Town of Norwich employee(s) who placed the advertisements and ran the RFQ process;
- Provide copies of research documents related to identifying Vermont- and New Hampshire-based energy firms;
- Provide a copy of the Lyme Green Heat proposal submitted to EEI;

The law requires a prompt response to this request. If there are unusual circumstances that will require additional time for you to respond to this request, please contact me with information about when I might expect to receive copies.

If you deny any portion of this request, please cite each specific exemption you feel justifies a refusal to release the information and notify me of the appeal procedures available to me under the law. Please be aware that the law requires a response, denial, or notice of extension for unusual circumstances from the Town within three business days from receipt of this request, otherwise the request is considered to have been denied. Thank you for your attention to my request and please do not hesitate to contact me to coordinate production of the requested Materials.

Very truly yours,

Doug Wilberding  
1329 Turnpike Road  
Norwich, VT 05055

**Herb Durfee**

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**From:** Winnie, Sherry <Sherry.Winnie@vermont.gov>  
**Sent:** Wednesday, April 29, 2020 12:32 PM  
**To:** Herb Durfee  
**Cc:** Miranda Bergmeier; Stephen Flanders; Krembs Nick; Jim Faughnan  
**Subject:** RE: Norwich RTP Application - Browns Schoolhouse Road Bridge Replacement

Dear Herb,

I am writing to inform you that, unfortunately, your RTP application was not recommended for funding this year.

While I'm sad to write to you with this news, you should be proud of your application's strengths, and Norwich Trail Committee's efforts.

FPR received 29 grant applications with requests of almost \$2 million. We regret not having more funds to fund all projects.

To learn more about recreational trail grants or other various outdoor recreational opportunities in the State, go to: <https://fpr.vermont.gov/recreation>.

All the best,  
Sherry



**Sherry Smecker Winnie, M.P.A**, *Recreational Trails Program Manager*  
**Vermont Dept. of Forests, Parks & Recreation**  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801  
Tel: (802) 760-8450

*Due to the coronavirus (COVID-19), the Agency of Natural Resources is taking additional safety measures to protect our employees, partners and customers. We are now working remotely and focused on keeping our normal business processes fully functional, communicating electronically and via phone to the greatest extent possible. Thank you for your patience and understanding that responses or processes may occasionally be delayed.*

**From:** Herb Durfee <[HDurfee@norwich.vt.us](mailto:HDurfee@norwich.vt.us)>  
**Sent:** Monday, December 16, 2019 10:19 AM  
**To:** Winnie, Sherry <[Sherry.Winnie@vermont.gov](mailto:Sherry.Winnie@vermont.gov)>  
**Cc:** Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)>; Stephen Flanders <[stephen.n.flanders@gmail.com](mailto:stephen.n.flanders@gmail.com)>; Krembs Nick <[nick.krembs@gmail.com](mailto:nick.krembs@gmail.com)>; Jim Faughnan <[jimfaughnan74@gmail.com](mailto:jimfaughnan74@gmail.com)>  
**Subject:** Norwich RTP Application - Browns Schoolhouse Road Bridge Replacement

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Hi, Sherry. Attached please find Norwich's RTP application re: Brown Schoolhouse Road Bridge Replacement. Due to its size (84 pages), the attached file is a compressed .pdf. If you have any trouble downloading/opening it, please let me know. I can send it to you via dropbox.com, or if you have an FTP address, I'm happy to send it that way. I would just need the FTP link.

Would you please confirm receipt of this e-mail by "replying to all". Thank you.

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  
PLANNING & ZONING

Richard and Amy Staggs  
608 Turnpike Rd  
Norwich, VT 05055

April 29, 2020

**Ground mount 150Kw solar electric system at 645 Turnpike Road**

Dear Mr. and Ms. Staggs,

In reply to your email correspondence dated April 9 which was included in the packet for the April 22, 2020 Norwich Selectboard meeting, where the matter was briefly discussed. The Selectboard asked that a reply be given to you informing you of your rights under rule 5.100 of the Public Utility Commission (PUC), which in Vermont is the regulating authority for issuance of a Certificate of Public Good (CPG). It is this CPG that is required for the proposed 150Kw solar electric system to lawfully operate. Herb Durfee, Town Manager, asked me to prepare the response herein.

You may provide written comment or 'intervene' in the proceedings once the case is scheduled at the PUC. I am including a pdf of guidance from the PUC website to assist in your decision making. Quoting from the "Public Participation and Intervention in Proceedings Before the Public Utility Commission":

Public comments are not formal "evidence", but they can serve a valuable function in bringing up important issues... (p1)

And:

Intervention is the procedure by which individuals or groups become formal parties to a case in order to present evidence and arguments directly to the Commission.

Examples of potential intervenors include adjacent landowners...

An intervenor is a full party to the case in question, with the right to submit testimony, participate in discovery, cross-examine witnesses at hearings, and make arguments to the Commission. (p2)

I encourage you to visit <https://puc.vermont.gov/> to familiarize yourselves with the process and stay up-to-date with covid-19 changes to PUC procedures.

Pursuant to the Norwich Town Plan adopted March 7, 2020, the Planning Commission and the Selectboard do not have an identified role in this proposed project, as the location meets the definition of "preferred site" (Policy 3-2.h, see p22). You may download a copy of the plan at [http://norwich.vt.us/wp-content/uploads/2012/06/Norwich\\_Plan\\_2020-ADOPTED-Ir-.pdf](http://norwich.vt.us/wp-content/uploads/2012/06/Norwich_Plan_2020-ADOPTED-Ir-.pdf) If you have further questions, please e-mail me at [norwichvt.planner@gmail.com](mailto:norwichvt.planner@gmail.com)

Sincerely,

A handwritten signature in cursive script that reads "Rod Francis".

Rod Francis  
Director of Planning & Zoning  
Town of Norwich

cc: Herb Durfee III, Town Manager  
Norwich Selectboard

**Herb Durfee**

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**From:** Ann Waterfall <ann.waterfall@gmail.com>  
**Sent:** Tuesday, May 05, 2020 2:58 PM  
**To:** Jennifer.Frank@vermont.gov; LCook2825@gmail.com; Miranda Bergmeier; Bonnie Munday; David Ormiston; Miranda Bergmeier; Steve Leinoff; circulation.desk@norwichlibrary.org; Pamhausler@marioncross.org; shawngonyaw@marioncross.org; Dan Fraser; jjtwister@gmail.com  
**Cc:** Ann Waterfall  
**Subject:** Norwich Community Nurse contact info

The Norwich Community Nurse board wants to make sure you (and your department/organizaation) are aware that Norwich now has a Community Nurse. Please share the following contact information with anyone who might need her help, or any other town resource folks we may have forgotten:

Mary Young, RN, has been hired as Norwich's first Community Nurse. She began work on May 1. Mary is available 10 hours a week by phone (802-281-2722) or email (norwichnursevt@gmail.com) to help Norwich residents access medical equipment, find health-related services in Vermont, connect with medical providers, and navigate today's complicated healthcare system. She plans to have office hours once a week in Tracy Hall once the building reopens to the public. More information about Norwich Community Nurse, Inc., can be found on Facebook and at [www.norwichcommunitynurse.org](http://www.norwichcommunitynurse.org).

Many thanks,

Ann Waterfall  
for Norwich Community Nurse, Inc.

**Herb Durfee**

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**From:** Peter Brink <peterhbrink@gmail.com>  
**Sent:** Tuesday, May 05, 2020 3:54 PM  
**To:** Miranda Bergmeier; Herb Durfee; Rod Francis; Pam Mullen  
**Cc:** Nancy Osgood; anne silberfarb; Bill Aldrich; Deborah Brien; Phil Zea; Folger Tuggle; Sarah Rooker; Jess Phelps  
**Subject:** Re: Application for additional term on Norwich Historic Preservation Commission

Hi Herb, Rod, and Miranda,

I just received the wonderful news that Jess Phelps is interested in serving on NHPC and is submitting his application now. Jess is an attorney who moved to Norwich last year to become deputy counsel for Lyme Timber. He and I had drinks when he first arrived, thanks to our mutual friend Paul Bruhn. Jess is well versed in preservation law, very much including VT law, and with his wife has recently purchased a vintage house on Hobson near Beaver Meadow.

The re-appointment of the most capable Nancy Osgood plus Jess plus existing members will give us 7 strong members for NHPC, the maximum allowed in our ordinance.

This then allows me to retire from NHPC at this time, after 10 years of participation. I had been planning to do this in the coming year or two, but Jess' interest and capability, a strong NHPC, and excellent working relations with Sarah Rooker at NHS, allows me to do this now. This timing is especially appropriate in that Susan and I have taken to spending the winter months in Cape Town, South Africa - which definitely limits my ongoing effectiveness with NHPC.

NHPC can now elect a Chairperson, with our having paid appropriate tribute to NHPC's founding chair Nancy Hoggson by holding that position open, and a new Vice-Chair to replace me.

I will be pleased to assist in a smooth transition.

Thank you for withdrawing my recent application for an additional term.

With best regards,

Peter Brink  
c802 291 0135  
649 7029

6 Jones Circle  
Norwich, VT 05055

On Wed, Apr 29, 2020 at 11:01 AM Peter Brink <[peterhbrink@gmail.com](mailto:peterhbrink@gmail.com)> wrote:

<http://norwich.vt.us/wp-content/uploads/2012/06/NorwichApplicationForm2.pdf>

May 7, 2020

To the Selectboard:

I am writing to express my support for returning the Planning Commission to a seven-member board.

Until very recently the Planning Commission has functioned with seven members. For some reason, which I opposed at the time, the Selectboard increased the size of the board from seven to nine. Recently two members of the Commission chose to resign. Those positions were advertised and there were no applications.

The current Planning Commission has done an admirable job of listening to the varied views of Norwich residents and incorporating many of their concerns in our newly approved Town Plan. This represented a huge amount of work, many public forums, and many long meetings and redrafts. The commission members have obviously learned how to work effectively together.

They are now charged with revising our zoning and subdivision regulations. These tasks will require more work, discussion and incorporation of varying viewpoints. The addition of two new members will require additional training and support in order get them up to speed. I do not understand what is to be gained by adding new members.

In my experience on various Boards and Executive Committees, a smaller group that represents different points of view can work more effectively than a larger group. I see no reason for additional positions beyond seven on the Planning Commission.

It is my hope that the present Commission will continue their outstanding work and update our zoning and subdivision regulations within a reasonable time period. As a member of the Development Review Board, I am well aware that these updates are needed.

Thank you for your consideration.

Arline Rotman

③

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, April 22, 2020 at 6:30 pm

This meeting was conducted via teleconference using ZOOM, in order to maintain appropriate physical distance under COVID-19 precautions. 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 17 people in the audience.

Also participating: Doug Wilberding, Stuart Richards, Pam Smith, Rod Francis (Planning & Zoning Director), Joel Stettenheim, Irv Thomae, Sage McGinley-Smith, Arline Rotman, Jeff Goodrich, John Pepper, Jennifer Frank (Police Chief).

1. Approval of Agenda. After discussing some meeting ground rules, Selectboard (SB) members agreed to alter the agenda by postponing items #9 and #11.
2. Public Comment. Doug Wilberding asked questions about the Tracy Hall project, Gile Mountain, and FEMA reimbursement money. Durfee said that EEI was the sole company to respond to the publicly posted RFQ for the Tracy Hall project; the town has posted signage at the Gile Mountain trail to remind people about safe distancing; and the town has just received notice from FEMA that they have issued the final approval of our reimbursement payment of approximately \$600,000, which FEMA hopes to disburse soon. Stuart Richards asked if the SB will invite Steve Flanders to speak about what he has written about regarding the Tracy Hall project. Brochu said that there are no immediate plans to invite Flanders to present, and the SB will need to decide that as a group. Richards asked how many positions are there on the Planning Commission, 7 or 9? SB members said there are currently 9 positions. Pam Smith asked for clarification on how many proposals the town received in response to the Tracy Hall project RFQ. Durfee said we received 1. Durfee said that, after discussion about the submission, the town decided to move forward with that proposal. Stuart Richards asked if anyone is aware of an alternative to Comcast; Gere said that ECFiber provides internet access, but does not have cable TV or other full-range services.
3. Consent Agenda. Gere **moved** (2<sup>nd</sup> Layton) to approve the consent agenda, excluding a letter from Amy and Michael Staggs. **Motion passed unanimously.** SB members then discussed the Staggs's letter, in which they expressed concerns about the proposed solar project on Turnpike Road. Rod Francis, Planning & Zoning Director, announced that TRORC had just approved the Norwich Town Plan, and said that he will prepare materials to reach out to the Stagg family to explain their options regarding the project. Joel Stettenheim said that he works for Norwich Technologies and said his company has reached out to the Stagg family, as well, to discuss the project. Brochu **moved** (2<sup>nd</sup> Langhus) to accept as correspondence the letter from Amy and Michael Staggs regarding the proposed solar installation on Turnpike Road. **Motion passed unanimously.**
4. Selectboard Appointments. Irv Thomae, who applied for appointment as the Norwich representative to the ECFiber Board, tried to join the meeting but was unable to do so. The SB agreed to proceed with his application nonetheless. Gere talked about his own role as alternate ECFiber Board member and also spoke in favor of Thomae being reappointed as the primary representative. Layton **moved** (2<sup>nd</sup> Arnold) to appoint Irv Thomae as representative to ECFiber for a 1-year term to expire on April 30, 2021. **Motion passed unanimously.** Layton **moved** (2<sup>nd</sup> Brochu) to appoint Rob Gere as alternate representative to ECFiber for a 1-year term to expire on April 30, 2021. **Motion passed 4 to 0 (Gere recused).** Durfee said that John Farrell has worked closely and

effectively with Durfee as Town Service Officer. Langhus **moved** (2<sup>nd</sup> Layton) to appoint John Farrell as Town Service Officer for a 1-year term to expire on March 31, 2021. **Motion passed unanimously.** Sage McGinley-Smith spoke in support of her application to the Conservation Commission. She said that she is a junior at Hanover High School and has been attending Conservation Commission meetings; McGinley-Smith is passionate about this work and thinks she has a lot to contribute. She hopes to serve on the Conservation Commission for one year. SB members discussed the logistics and Layton expressed concern about a student occupying an “adult” seat on the Conservation Commission. Langhus **moved** (2<sup>nd</sup> Gere) to appoint Sage McGinley-Smith to the Conservation Commission for a 2-year term to expire on March 31, 2021. **Motion passed 4 to 1 (no- Layton).** Langhus **moved** (2<sup>nd</sup> Gere) to appoint Richard Stucker to the Development Review Board for a 3-year term to expire on April 30, 2023. **Motion passed unanimously.** Arline Rotman said that she would like to continue on the Development Review Board (DRB) because, as the only lawyer on the DRB, she can provide help in developing Zoning regulations, given the newly-approved Town Plan. Langhus **moved** (2<sup>nd</sup> Layton) to appoint Arline Rotman to the Development Review Board for a 3-year term to expire on April 30, 2023. **Motion passed unanimously.** Layton spoke in favor of Sue Pitiger’s application as alternate to the DRB. Langhus **moved** (2<sup>nd</sup> Gere) to appoint Sue Pitiger as alternate to the Development Review Board for a 3-year term to expire on April 30, 2023. **Motion passed unanimously.** Jeff Goodrich said that he has served on the Planning Commission (PC) for a length of time and is a lifelong Norwich resident. Brochu asked about Goodrich’s attendance record at PC meetings. Goodrich said that his only conflicts with attending meetings will be possible SB meetings and coaching baseball. Langhus **moved** (2<sup>nd</sup> Arnold) to appoint Jeff Goodrich to the Planning Commission for a 4-year term to expire on April 30, 2024. **Motion passed unanimously.** Langhus spoke in favor of Jeff Swenson’s application to the Finance Committee. Langhus **moved** (2<sup>nd</sup> Gere) to appoint Jeff Swenson to the Finance Committee for a 2-year term to expire on April 30, 2022. **Motion passed unanimously.** John Pepper said that he would like to continue to serve the town and would like to do so as Finance Committee member. He has ideas about how the Finance Committee can be useful in working with the SB. Langhus **moved** (2<sup>nd</sup> Gere) to appoint John Pepper to the Finance Committee for a 2-year term to expire on April 30, 2022. **Motion passed unanimously.** Durfee spoke about Thad Goodwin’s role as Tree Warden, including his work on the emerald ash borer issue. Langhus **moved** (2<sup>nd</sup> Brochu) to appoint Thad Goodwin as Tree Warden for a 1-year term to expire on April 30, 2021. **Motion passed unanimously.**

5. March Revenue/Expense Report. Layton asked about where the town is at relative to this point in the fiscal year; Durfee answered that we are at about 77-78% of the way through expenditures, which is in line with where we are in the fiscal year. Layton said she thought the report was clear after careful reading. Brochu asked when Durfee would get answers to the questions he noted on the report, in the margins. Durfee said that he will need to talk to the Finance Office, when she is back from family bereavement. Durfee explained that he would normally have any questions answered before the meeting, but was not able to do so, given the situation. Langhus asked if there’s a way to more easily track COVID-19 expenses. SB members asked if Durfee can have his questions answered on the prior month’s financial report before the 2<sup>nd</sup> meeting of the month. Durfee said that yes, he could. Arnold asked about town revenues. Durfee said we are in good shape for FY2020 because we have already collected the 2<sup>nd</sup> tax payment. Brochu asked if Durfee will be involving the school in discussions about FY2021 budget planning. Durfee said that yes, we will involve them and the Listers and the Treasurer and any others who are relevant. Brochu thanked Durfee and Larry Wiggins (DPW Director) for making possible the topsoil deliveries/pick-up for town victory gardens.

6. Town Manager Update. Durfee gave some highlights, many of which will be included in his next written report for the next SB meeting. Among these highlights: the town can borrow in

anticipation of taxes; Durfee has been attending many training webinars, including a leadership training series; the DPW crew has been divided into 2 separate shifts, each working for 6 hours with no overlap of crews to limit possible virus exposure, paid at full-time wages; Casella Waste management has asked regulators for special permission to include recycling in the waste stream in order to institute COVID-19 safety measures; Chief Frank has arranged for free installation of closed circuit cameras around the police station. For Green-Up Day, instead of the usual procedures, Durfee asked for SB feedback about a plan to allow townspeople to drop off collected roadside trash at the transfer station for free, if people can safely pick up litter. Layton said she likes the idea of cancelling the usual Green-Up Day; Langhus said he likes Durfee's idea of free trash drop-off; Gere said we should explain the rationale for cancelling Green-Up Day and Brochu likes the idea, as well. Durfee said he has received a roadmap from SymQuest to start to develop an RFQ for Tracy Hall computer needs – for hardware, including the network server and workstations – not including software. Durfee said he is seeking SB approval to apply for a VLCT-PACIF grant which would provide 50% reimbursement for the purchase of police and fire safety equipment. Durfee said if we don't get the grant, we'll purchase the equipment as part of usual future budgeting. Police Chief Jennifer Frank said that the police equipment is part of the ongoing union negotiated agreement, and not already budgeted, so she is seeking outside funding to defray the costs. Arnold asked why this equipment would be needed. Frank said that in an active shooter situation or any firearm incident you would use it to protect police personnel. The requested equipment is usable by any officer, rather than being sized individually, unlike ballistic vests. Frank said she anticipates this equipment will be included in the forthcoming union contract. Layton **moved** (2<sup>nd</sup> Gere) to authorize the Town Manager to apply for a VLCT-PACIF safety equipment grant to support the purchase of equipment for the Police and Fire departments. **Motion approved (yes- Layton, Langhus, Gere; abstain- Arnold, Brochu).** Layton **moved** (2<sup>nd</sup> Langhus) to approve the Local Emergency Management Plan, as updated, and to authorize the Town Manager to sign the document on behalf of the Selectboard, as applicable. **Motion approved unanimously.** Layton **moved** (2<sup>nd</sup> Langhus) to authorize the expenditure of \$24,189.22 from the DPW Highway Equipment designated fund to Freightliner of New Hampshire for the cost of repairs for DPW Truck #4. **Motion approved unanimously.**

7. Break. SB members suspended the meeting to take a 10-minute break.

8. Finance Office Re-Organization. Durfee said he will re-post the Finance Director position and will assemble a team to interview and advise on hiring, then he wants to increase the Finance Assistant position to a full-time position. Durfee wants to have an offer for a new Finance Director in place by mid-June; the step and grade for the Finance Director will be as it has been – in the low to mid \$60,000 range. Gere asked if we could pool resources with another organization to cobble together a full-time position. Arnold agreed that it is wise to keep Becky if possible, because of her abilities and what we have invested. Arnold asked about budgeting for the Finance positions. SB members agreed with Durfee's plan for hiring and search.

9. Tigertown Road Culverts. SB deferred this item to a future meeting.

10. Select Town Counsel. Durfee said the town received 2 proposals for town counsel services; he has worked with both firms in the past. Langhus said he prefers Stitzel Page because they don't serve as counsel to VLCT and therefore we would get an added opinion that might be different from that of VLCT or McNeill. Layton said she preferred the Stitzel Page presentation. Layton **moved** (2<sup>nd</sup> Langhus) to select the firm of Stitzel Page & Fletcher to serve as Norwich Town counsel for the purposes of general municipal attorney services. **Motion approved unanimously.** Durfee said we will finish out existing cases with other firms.

11. Beaver Meadow Sidewalk Scoping Consultant. SB deferred this item to a future meeting.
12. COVID-19 Update. No new information to provide.
13. Executive Session – Town Manager Improvement Plan. Layton **moved** (2<sup>nd</sup> Langhus) to enter executive session under 1 VSA § 313(a)(3) – “...employment or evaluation of a public officer or employee...” – to discuss the Town Manager’s clarification on the improvement plan and possibly to include the Town Manager. **Motion passed unanimously.** SB members agreed to include Durfee in the executive session. The SB entered executive session at 9:28 pm.

Layton **moved** (2<sup>nd</sup> Langhus) to enter public session. **Motion passed unanimously.** The SB returned to public session at 9:45 pm.

14. Executive Session – Union Contract Update. Layton **moved** (2<sup>nd</sup> Langhus) to make a finding that premature public knowledge of the Selectboard’s position relative to ongoing union contract negotiations would place the town at a substantial disadvantage. **Motion passed unanimously.** Layton **moved** (2<sup>nd</sup> Gere) to enter executive session under 1 VSA § 313(a)(1)(B) – “...labor relations agreements with employees...” – to discuss union contract negotiations and to include the Town Manager. **Motion passed unanimously.** The SB entered executive session at 9:47 pm.

Layton **moved** (2<sup>nd</sup> Langhus) to enter public session. **Motion passed unanimously.** The SB returned to public session at 10:29 pm.

16. Adjournment. Arnold **moved** (2<sup>nd</sup> Gere) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:29 pm.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_, 2020

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Claudette Brochu  
Selectboard Chair

Next Meeting – May 13, 2020 – Meeting at 6:30

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

05/08/20  
02:12 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 20-22 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/13/20 To 05/13/20

3

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BAYSTATE	05/01/20	BAY STATE ELEVATOR CO. Monthly maintenance 531843	01-5-706107.00 ELEVATOR MAINTENANCE	270.40	-----	---/---/---
SWENBR	04/17/20	BRIE SWENSON Recreation CO-OP	01-5-005610.00 OFFICE SUPPLIES	10.18	-----	---/---/---
CASELLA	04/01/20	CASELLA WASTE SERVICES Trash 0553827	01-5-705303.00 MUNICIPAL SOLID WASTE	2318.38	-----	---/---/---
CASELLA	04/01/20	CASELLA WASTE SERVICES Trash 0553827	01-5-705411.00 REPAIRS & MAINTENANCE	846.98	-----	---/---/---
CASELLA	04/01/20	CASELLA WASTE SERVICES Trash 0553827	01-5-705308.00 FOOD WASTE DISPOSAL	562.90	-----	---/---/---
CASELLA	04/01/20	CASELLA WASTE SERVICES Trash 0553828	01-5-705411.00 REPAIRS & MAINTENANCE	338.40	-----	---/---/---
CASELLA	04/01/20	CASELLA WASTE SERVICES Trash 0553828	01-5-705303.00 MUNICIPAL SOLID WASTE	2848.61	-----	---/---/---
COTT	05/01/20	COTT SYSTEMS INC Monthly fee 133891	01-5-100613.00 SOFTWARE	260.00	-----	---/---/---
CRYSTAL	04/23/20	CRYSTAL ROCK, LLC 24/26 New Boston Rd 042820	01-5-705500.00 PURCHASED SERVICES	12.00	-----	---/---/---
CRYSTAL	04/23/20	CRYSTAL ROCK, LLC 24/26 New Boston Rd 042820	01-5-703507.00 SUPPLIES	12.00	-----	---/---/---
EVANSMOTO	04/22/20	EVANS GROUP, INC. diesel - 252 gal 7979	01-5-703405.00 PETROLEUM PRODUCTS	265.86	-----	---/---/---
EVANSMOTO	04/29/20	EVANS GROUP, INC. Diesel 300 gal 8136	01-5-703405.00 PETROLEUM PRODUCTS	288.03	-----	---/---/---
HAUN	05/01/20	HAUN WELDING SUPPLY, INC. Rental for May 2020 U955293	01-5-703507.00 SUPPLIES	21.70	-----	---/---/---
POWELLJUD	04/24/20	JUDITH POWELL Reimburse for class ICISF TRNG	01-5-500538.00 TRAINING	400.00	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.81	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-500124.00 DISABILITY/LIFE INS	-216.92	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-703124.00 DISABILITY/LIFE	330.54	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-425124.00 DISABILITY/LIFE INSUR	64.58	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-500124.00 DISABILITY/LIFE INS	212.59	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-704124.00 DISABILITY/LIFE	87.10	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-005124.00 DISABILITY/LIFE INSUR	129.77	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-100124.00 DISABILITY/LIFE INS	105.11	-----	---/---/---
LINCOLN	05/01/20	LINCOLN FINANCIAL GROUP May 2020 coverage MAY 2020	01-5-350124.00 DISABILITY/LIFE INS	67.62	-----	---/---/---
GEORGE	04/30/20	MICHELE S. GEORGE Sunday yoga Feb/Mar YOGA FEB/MAR	01-5-425200.00 INSTRUCTOR FEE	146.30	-----	---/---/---
PBA	05/06/20	NEW ENGLAND PBA, INC Apr 2020 payroll union du APR 2020	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	---/---/---

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
PETESTIRE	PETE'S TIRE BARNS, INC	04/28/20	Trk 9 B & G 262459	01-5-703401.00 OUTSIDE REPAIRS	63.80	-----	--/--/--
PETESTIRE	PETE'S TIRE BARNS, INC	04/29/20	F550 tire change 262478	01-5-703401.00 OUTSIDE REPAIRS	269.00	-----	--/--/--
HARTFORD	TOWN OF HARTFORD	03/26/20	Verizon & Netmotion licen 10830	01-5-500535.00 VIBRS	164.65	-----	--/--/--
HARTFORD	TOWN OF HARTFORD	03/26/20	Verizon & Netmotion licen 10830	01-5-500535.00 VIBRS	43.35	-----	--/--/--
HARTFORD	TOWN OF HARTFORD	03/26/20	Verizon & Netmotion licen 10830	01-5-500535.00 VIBRS	114.28	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/20/20	uniforms 35 4477463	01-5-703507.00 SUPPLIES	87.65	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/20/20	uniforms 35 4477463	01-5-703311.00 UNIFORMS	217.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/20/20	B & G uniforms 35 4477787	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/27/20	uniforms 35 4479525	01-5-703507.00 SUPPLIES	87.65	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/27/20	uniforms 35 4479525	01-5-703311.00 UNIFORMS	217.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	04/27/20	B & G uniforms 35 4479856	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/04/20	uniforms 35 4481523	01-5-703311.00 UNIFORMS	217.20	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/04/20	uniforms 35 4481523	01-5-703507.00 SUPPLIES	87.65	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	05/04/20	B & G uniforms 35 4481855	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	03/30/20	TH copy paper 209273873	01-5-275610.00 OFFICE SUPPLIES	234.32	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	04/29/20	PD - DVD's 209991995	01-5-500501.00 ADMINISTRATION	15.99	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	04/29/20	ink toner - DPW 209994806	01-5-703507.00 SUPPLIES	605.25	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	04/30/20	Cr on toner CR8052954	01-5-703507.00 SUPPLIES	-161.53	-----	--/--/--
ROBERT HA	ACCONTEMPS	04/23/20	Contract help in finance 55731634	01-5-200112.00 FINL ASSISTANT WAGE	1990.11	8943	05/13/20
ROBERT HA	ACCONTEMPS	04/28/20	Contract help in finance 55746012	01-5-200112.00 FINL ASSISTANT WAGE	638.81	8943	05/13/20
ROBERT HA	ACCONTEMPS	05/05/20	Contranct help in finance 55775119	01-5-200112.00 FINL ASSISTANT WAGE	520.20	8943	05/13/20
ADVANCE	ADVANCE AUTO PARTS	04/10/20	restock 1547	01-5-703403.00 PARTS & SUPPLIES	7.81	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	04/21/20	Trk 13 filters 1870	01-5-703403.00 PARTS & SUPPLIES	7.33	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	04/21/20	Trk 13 oil filter 1871	01-5-703403.00 PARTS & SUPPLIES	7.33	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	05/01/20	Trk 1 brake parts 2328	01-5-703403.00 PARTS & SUPPLIES	77.98	8944	05/13/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	04/22/20	dipstick tube 3961	01-5-703403.00 PARTS & SUPPLIES	31.44	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	04/22/20	Trk 13 R & M 3995	01-5-703403.00 PARTS & SUPPLIES	25.00	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	04/23/20	credit on parts 4035	01-5-703403.00 PARTS & SUPPLIES	-121.32	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	04/23/20	89 F350 bat terminal 4036	01-5-703403.00 PARTS & SUPPLIES	4.21	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	05/01/20	Trk 13 & restock 4328	01-5-703403.00 PARTS & SUPPLIES	217.40	8944	05/13/20
ADVANCE	ADVANCE AUTO PARTS	05/01/20	shop tool 4329	01-5-703513.00 TOOLS	5.97	8944	05/13/20
STAGGS	AMY STAGGS	04/30/20	Rec - refund on lacrosse REC REFUND	01-5-425218.00 REGISTRATION FEES	45.00	8945	05/13/20
ANYTIME	ANYTIME CARPET CARE & CLE	04/23/20	wkly cleaning 4/16 & 4/23 964918	01-5-485304.00 CLEANING	360.00	8946	05/13/20
BESTSEPT	BEST SEPTIC SERVICE, LLC	05/01/20	Porty potty for TS 20893	01-5-705500.00 PURCHASED SERVICES	130.00	8947	05/13/20
EYEMED	COMBINED INSURANCE CO OF	04/01/20	April 2020 coverage 164273312	01-2-001126.00 VISION SERV PLAN-PAYROLL	179.75	8948	05/13/20
EYEMED	COMBINED INSURANCE CO OF	04/21/20	May 2020 coverage 164310823	01-2-001126.00 VISION SERV PLAN-PAYROLL	179.75	8948	05/13/20
COMCAST	COMCAST	04/20/20	DPW phone MAY 2020	01-5-703505.00 TELEPHONE	113.55	8949	05/13/20
D&W	DAN & WHIT'S GENERAL STOR	04/16/20	PD - pen pall community 6044175	01-5-500202.00 COMMUNITY RELATNS	1.99	8950	05/13/20
D&W	DAN & WHIT'S GENERAL STOR	04/30/20	hand foam/wash 6051594	01-5-703507.00 SUPPLIES	14.36	8950	05/13/20
D&W	DAN & WHIT'S GENERAL STOR	05/04/20	Seed for ditches 6054140	01-5-703209.00 CULVERTS & ROAD SUPPLIES	278.00	8950	05/13/20
CLAY	DANIEL S CLAY	02/27/20	Plow/sand of back roads 6377	01-5-703301.00 PLOWING & SANDING	13342.60	8951	05/13/20
DEADRIVER	DEAD RIVER COMPANY	04/22/20	oil 216.1 gal 4515	01-5-706103.00 HEATING	473.26	8952	05/13/20
DEADRIVER	DEAD RIVER COMPANY	05/02/20	heating oil 176.1 gal 70681	01-5-706103.00 HEATING	385.66	8952	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-555126.00 DENTAL INSURANCE	70.01	8953	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-704125.00 DENTAL INSURANCE	107.20	8953	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-500125.00 DELTA DENTAL	-280.04	8953	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-703125.00 DENTAL INSURANCE	321.60	8953	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-200125.00 DENTAL INSURANCE	-247.50	8953	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-500125.00 DELTA DENTAL	251.59	8953	05/13/20
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage MAY 2020	01-5-005125.00 DENTAL INSURANCE	123.75	8953	05/13/20

05/08/20  
02:12 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 20-22 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/13/20 To 05/13/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage	01-5-350125.00	37.19	8953	05/13/20
	MAY 2020			DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage	01-5-100125.00	140.02	8953	05/13/20
	MAY 2020			DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	05/01/20	May 2020 dental coverage	01-5-425125.00	123.75	8953	05/13/20
	MAY 2020			DENTAL INSURANCE			
FIRSTLIGH	FIRSTLIGHT FIBER	04/15/20	Phone for April 2020	01-5-200531.00	43.80	8954	05/13/20
	7081736			TELEPHONE			
FOGGS	FOGG'S HARDWARE AND BUILD	05/01/20	tape, towels, supplies	01-5-705403.00	31.45	8955	05/13/20
	464650			PARTS & SUPPLIES			
FOGGS	FOGG'S HARDWARE AND BUILD	04/23/20	stakes	01-5-703209.00	64.47	8955	05/13/20
	879162			CULVERTS & ROAD SUPPLIES			
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	04/30/20	Trk 4	01-5-703403.00	34.40	8956	05/13/20
	LP305372			PARTS & SUPPLIES			
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	05/05/20	part	01-5-703403.00	28.25	8956	05/13/20
	LP305518			PARTS & SUPPLIES			
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	05/07/20	Cr on part	01-5-703403.00	-28.25	8956	05/13/20
	LP305685			PARTS & SUPPLIES			
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	05/07/20	Cr on part	01-5-703403.00	-9.60	8956	05/13/20
	LP305686			PARTS & SUPPLIES			
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	04/07/20	Trk 4 & stock	01-5-703403.00	71.40	8956	05/13/20
	LP305687			PARTS & SUPPLIES			
GMPC	GREEN MOUNTAIN POWER CORP	04/24/20	Main St P7 Sign	01-5-706115.00	28.44	8957	05/13/20
	APR 2020 -1			BNDSTND/SIGN/EVCH ELECTRI			
GMPC	GREEN MOUNTAIN POWER CORP	04/15/20	Academy Rd Lights	01-5-703307.00	37.53	8957	05/13/20
	APR 2020-2			STREETLIGHTS			
GMPC	GREEN MOUNTAIN POWER CORP	03/31/20	300 Main St Chg Station	01-5-706115.00	15.95	8957	05/13/20
	MAR 2020-10			BNDSTND/SIGN/EVCH ELECTRI			
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	04/28/20	Paint rollers	01-5-705411.00	18.58	8958	05/13/20
	07597			REPAIRS & MAINTENANCE			
VANARMANJ	JAY VANARMAN	05/04/20	hay on 4/23/ & 4/30	01-5-703209.00	60.00	8959	05/13/20
	MAY 4 2020			CULVERTS & ROAD SUPPLIES			
KEYCDJR	KEY CDJR OF LEBANON	04/23/20	R & M	01-5-703401.00	270.30	8960	05/13/20
	1874			OUTSIDE REPAIRS			
LEBFORD	LEBANON FORD	04/24/20	Trk 13 dipstick tube	01-5-703403.00	64.82	8961	05/13/20
	78427			PARTS & SUPPLIES			
LEBFORD	LEBANON FORD	04/28/20	PD - EQ4 work	01-5-500306.00	1237.80	8961	05/13/20
	FOCS191669			CRUISER MAINT			
LEBFORD	LEBANON FORD	04/28/20	PD - EQ1 work	01-5-500306.00	254.88	8961	05/13/20
	FOCS191691			CRUISER MAINT			
LEBFORD	LEBANON FORD	04/29/20	PD- EQ-3 work	01-5-500306.00	125.45	8961	05/13/20
	FOCS191698			CRUISER MAINT			
LEBFORD	LEBANON FORD	04/29/20	PD - EQ2 work	01-5-500306.00	126.95	8961	05/13/20
	FOCS191735			CRUISER MAINT			
MAYER	MAYER & MAYER	05/06/20	Apr 2020 payroll deduct	01-2-001120.00	50.00	8962	05/13/20
	APR 2020			EMPLOYEE JUDGEMENT ORDER			
NRRA	NORTHEAST RESOURCE RECOVE	04/16/20	glass clean recycling	01-5-705305.00	322.35	8963	05/13/20
	73173			RECYCLING			
NORNURSE	NORTHERN NURSERIES	04/23/20	Ditch cover	01-5-703209.00	89.00	8964	05/13/20
	499			CULVERTS & ROAD SUPPLIES			

05/08/20  
02:12 pm

Town of Norwich Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NORFIREDI	NORWICH FIRE DISTRICT	04/28/20 PSF Jan-Apr 2020 bill JAN - APR 20	01-5-485232.00 WATER USAGE	277.26	8965	05/13/20
NORFIREDI	NORWICH FIRE DISTRICT	04/28/20 Rec - Turnpike water JAN-APR - 1	01-5-425332.00 WATER USAGE	82.30	8965	05/13/20
NORFIREDI	NORWICH FIRE DISTRICT	04/28/20 Jan-Apr 2020 qty bill JAN-APR QTY	01-5-706100.00 WATER USAGE	155.90	8965	05/13/20
NORSCHOOL	NORWICH SCHOOL DISTRICT	05/06/20 Final pmy to school (taxe FINAL TAX PM	01-2-001123.00 SCHOOL DISTRICT TAX	1916042.00	8966	05/13/20
PITNEYPST	PITNEY BOWES	05/06/20 Postage meter MAY 2020	01-5-275538.00 POSTAGE	700.00	8967	05/13/20
ROYCO	ROYCO DISTRIBUTORS INC	04/23/20 DPW supplies 148343	01-5-703405.00 PETROLEUM PRODUCTS	360.40	8968	05/13/20
SABIL	SABIL & SONS INC	04/30/20 St inspection 87728	01-5-703401.00 OUTSIDE REPAIRS	75.00	8969	05/13/20
VTDEC	STATE OF VERMONT	05/08/20 Municipal Rd Permit RD PERMIT 20	01-5-703515.00 ADMINISTRATION	1350.00	8970	05/13/20
VTSTATE	STATE OF VERMONT	05/01/20 FY 2020 Ed fund pmy FY2020 ST ED	01-2-001123.00 SCHOOL DISTRICT TAX	453092.02	8971	05/13/20
SWISH	SWISH WHITE RIVER, LTD	04/03/20 towels, TP W369149	01-5-485301.00 BUILDING SUPPLIES	128.50	8972	05/13/20
SWISH	SWISH WHITE RIVER, LTD	04/06/20 Nitrate gloves W369429	01-5-275610.00 OFFICE SUPPLIES	50.25	8972	05/13/20
SWISH	SWISH WHITE RIVER, LTD	04/06/20 Nitrate gloves W369429	01-5-555424.00 EMS TOOLS/ EQUIP	50.25	8972	05/13/20
TARRANT	TARRANT, GILLIES & RICHA	04/30/20 Professional srvc 13746	01-5-005300.00 PROFESS SERV	680.00	8973	05/13/20
VMERS	VMERS DB	04/30/20 Apr 2020 payroll retire APR 2020 PAY	01-2-001111.00 VEMRS GRP B PAYABLE	8003.68	8974	05/13/20
VMERS	VMERS DB	04/30/20 Apr 2020 payroll retire APR 2020 PAY	01-2-001113.00 VEMRS GRP C PAYABLE	3298.65	8974	05/13/20
VRPA	VRPA	05/01/20 Membership renew - Rec 2020 MEMRENW	01-5-425160.00 DUES/MTGS/EDUC	80.00	8975	05/13/20

05/08/20  
02:12 pm

Town of Norwich Accounts Payable  
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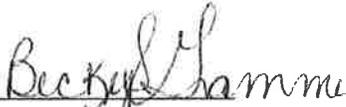
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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Report Total

2419280.88

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*2,419,280.88  
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

# Woody Adams Forest Conservation Project

Town of Norwich

## Project Highlights

- **The Norwich Conservation Commission seeks to acquire 186 acres of land (the Woody Adams Tract) located between the Norwich Town Forest and the Gile Tract, thereby protecting a larger section of contiguous forest by connecting together two other adjacent town-owned forest parcels on the Gile ridgeline, including the highest peak in Norwich.**
- **The Commission is partnering with the Upper Valley Land Trust (UVLT) in this forest conservation effort. UVLT has obtained site control and is seeking a grant and other funding sufficient to purchase the land.**
- **The landowner has agreed to sell the land at a discount rate (discounted by \$210,000, as appraised in October 2019) contingent upon Town approval to name this property and the associated project the “Woody Adams Conservation Forest.”**
- **To leverage and match a grant from the Vermont Housing and Conservation Board (VHCB) to enable the purchase this property, the Commission requests that the Select Board (SB) approve and ratify the Commission’s 01/21/20 vote to use up to \$130,000 of the Conservation Fund to purchase this land.**
- **As a contingency to the grant award from VHCB, the Commission further requests SB approval to permanently protect of all three parcels – the Woody Adams Tract, the Town Forest, and the Gile Tract under a single conservation easement granting development rights to UVLT and VHCB, as co-grantees.**
- **The conservation easement would protect the following conservation benefits:**
  - **Water quality: protects streams, seeps, and vernal pools located in two watersheds;**
  - **Flood prevention: prevents development in the upper reaches of a watershed that has experienced previous significant downstream flooding;**
  - **Forest Contiguity: protects a core component of a high priority unfragmented forest block;**
  - **Wildlife Connectivity: protects an important North-South and East-West wildlife corridor;**
  - **Wildlife Habitat: reduces fragmentation of natural communities providing habitats for multiple species;**
  - **Resiliency: protects higher elevation habitats for plants and animals;**
  - **Climate Change Mitigation: ensures forest carbon sequestration and perpetuates forest carbon storage;**
  - **Public access: secures the use of existing Blue Ribbon trail and logging road from Town Forest;**
  - **Recreation: conserves higher-elevation forest offering a back country cross-country-ski and snowshoe loop;**
  - **Sustainable forestry: improves access and targeted forest management capacity on the existing town lands.**

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: David W. Hubbard

Address: 687 Chapel Hill Road

Day phone: 649-2062 (w) Evening phone: 649-3882 (h)

E-mail: dwhubbard@outlook.com 802-296-~~1060~~ (c)

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: several Years: 10+

2. Would you be available for evening and/or morning meetings?  
Evening: (Yes  No  Morning: (Yes  No   
Are there other restrictions on your availability? If so, please describe:  
None

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.  
Work and life skills; 30+ years in hardwood lumber industry, many years serving on the NCC. Experienced and adapted to many evolving changes over the years.

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:  
1.) Land Management Council - current  
2.) Trails Committee - ad hoc  
3.) Working Lands Enterprise Board, State of VT - current

5. Education and Current Employment

Name of Company: *GMC Hardwoods Inc.* Location: *Medfield, MA*

Title: *Lumber Trader*

Describe your work:

*Purchase, sell and ship green and kiln dried hardwood lumber, mostly in the northeast and rest across the country. Lumber inspector by training*

6. Pertinent Education and/or Experience:

*BA from University of Vermont - 1975  
Early graduate and field instructor at the National Outdoor Leadership School (NOLS), Lander, WY*

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

*May 6, 2020*

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: Susan Hardy

Address: 122 Kendall Station Road

Day phone: 802-649-1750

Evening phone: 802-649-1750

E-mail: susan.e.hardy@me.com

Position Applied For: Norwich Energy Committee

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

Terms: one

Years: 3

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

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

I have been on the NEC for three years, especially active in transportation

/bicycling related activities and would like to continue these roles.

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:

As an NEC member, I am representing Norwich on the Upper Valley

Transportation Management Authority (UVTMA).

5. Education and Current Employment

Name of Company: retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

Degrees in biological sciences; experience in writing and editing

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)  No). If yes, please explain:

Comments:

Signature

Susan E Hardy



Date

4/28/2020

4.2

*Town of Norwich*  
P.O. Box 376  
Norwich VT 05055-0376  
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**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Erich Rentz

Address: 73 Doc Hardy Lane

Day phone: 6036676093

Evening phone: SAME

E-mail: rentz.erich@gmail.com

Position Applied For: Norwich Energy Committee

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

Terms: NA

Years: NA

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:

Two young children and a full-time job, but will do my best.

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

I am the Director of Site Selection at US Solar, a community solar

development company and therefore work in the energy sector. I worked

previously for RSG in Transportation consulting, also highly energy related.

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 been volunteering for the Norwich Energy Committee for the last 10

months. I've attended meetings and supported events.

5. Education and Current Employment

Name of Company: US Solar

Location: Minneapolis, MN (remote)

Title: Director of Site Selection

Describe your work:

I find suitable sites for community solar gardens, mezzo scale solar projects and initiate contact with landowners.

6. Pertinent Education and/or Experience:

BA Colgate University in Geography & History

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)  No). If yes, please explain:

While I work for a solar developer our focus is Minnesota and a few other states. We have not done any work in VT.

Comments:

I believe that I bring a wealth of knowledge from my work for a solar development firm and my previous life as a transportation consultant. I think I can provide a diversity of thought on potential aims and solutions for the Town.

Signature



Date

4/22/2020

4.3

**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: Pam Smith

Address: 1445 New Boston Rd

Day phone: 802-649-7008

Evening phone: 802-649-7008

E-mail: psmith4203@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: (see below)

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.

Over 30 yrs of accounting experience working in small businesses in the

UV, including 15 yrs as the VP and CFO of my own business

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:

Norwich Finance Committee (1990-1993)

Norwich Board of Listers

Trustee of Public Funds

5. Education and Current Employment

Name of Company: Retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

I have a degree in Business & Professional Studies. 30 yrs experience as a  
Freelance Accountant and CFO of my own business. 3 yrs income tax preparation  
with H&R Block & 3 yrs with SEVCA as a volunteer income tax preparer.

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

5-7-2020

4.4

*Town of Norwich*  
P.O. Box 376  
Norwich VT 05055-0376  
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**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Jess Phelps

Address: 448 Main Street

Day phone: 515-460-5197

Evening phone:

E-mail: jessrphelps@gmail.com

Position Applied For: Norwich Historic Preservation Commission

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

Terms: N/A

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.

Team Leader for Historic Preservation, Historic New England (2011-2014)

I've written several articles on historic preservation law (including in Vermont).

I've taught historic preservation law at Boston College Law School in the past.

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:

Beacon Hill Architectural Commission (Boston MA) (past appointment)

5. Education and Current Employment

Name of Company: Lyme Timber Company LP      Location: Hanover NH

Title: Associate General Counsel

Describe your work:

I work on a variety of issues relate to Lyme's investments and landholdings nationally.

6. Pertinent Education and/or Experience:

B.S. Iowa State University (History)

J.D. Drake University Law School

Past Board Member (Preservation Burlington)

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

Jess Phelps

Date

May 5, 2020

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: Deborah Brien

Address: 240 Waterman Hill Rd, Norwich, VT 05055

Day phone: 802.698.3337

Evening phone: 802.649.1611

E-mail: deborah.brien@riverlightbuilders.net

Position Applied For: Historic Preservation Commission member

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

Terms: 1

Years: 3

2. Would you be available for evening and/or morning meetings?

Evening: (Yes  No  Morning: (Yes  No

Are there other restrictions on your availability? If so, please describe:

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

BA Art History and Architecture, University of Vermont 1986

Professional career in residential architecture since 2000

Current Norwich Historic Preservation Commission member since 2017

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:

5. Education and Current Employment

Name of Company: Riverlight Builders

Location: Norwich, VT

Title: Owner

Describe your work:

Custom residential design and construction

6. Pertinent Education and/or Experience:

BA Art History and Architecture, University of Vermont 1986

Career in residential architecture since 2000

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)  No). If yes, please explain:

Comments:

Signature

*Deborah Brien*

Date

4/28/2020

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: *Linda Cook*  
Address: *PO Box 828 Norwich VT*  
Day phone: *603-208-7847* Evening phone: *Some*  
E-mail: *Cook11574@gmail.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: \_\_\_\_\_ 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 been at most of the Planning Commission meetings (for the past 2 Town plans) etc.*

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 many years  
I have gone to many energy committee meetings.  
Some conservation trails committees.*

5. Education and Current Employment

Name of Company: *Town of Norwich* Location:

Title: *Fire Fighter*

Describe your work: *responding to calls, education programs in the school*

6. Pertinent Education and/or Experience:

*long time resident*

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: *By attending these meetings I am up to date on current information/planning process used.*

Signature



Date *5/7/20/20*

4.5

**Town of Norwich**  
P.O. Box 376  
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**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Douglas Wilberding

Address: 1329 Turnpike Road

Day phone: 347-267-8140

Evening phone: 347-267-8140

E-mail: wilberding@me.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: N/A

Years: N/A

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.

30 years of real estate experience with over \$5 billion in transactions closed.

Knowledge of zoning, contract law, surveys, development, leasing and mngt.

Have lived in Norwich for over 30 years & connected to the town for over 50 yr.

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:

5. Education and Current Employment

Name of Company: Pembroke Capital

Location: New York, NY

Title: Managing Director

Describe your work:

Deploy private equity fund capital in real estate investments across the U.S. Average Investment size is \$75 million with a third of my work focused on affordable housing (CRA

6. Pertinent Education and/or Experience:

Masters of Science from NYU in real estate investments and development.

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:

I have no direct or indirect involvement or investment with any company or individual that conducts business with the Town of Norwich. I have never bid on a Town contract nor would I while in (or out) of a public service capacity.

Comments:

I have decades of experience in both real estate and the Town of Norwich and can capitalize on this combined knowledge while serving our Town.

Signature

Douglas Wilberding (e-signature)

Date

May 7, 2020

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: Gina des Cognets

Address: 427 Hawk Pine Road

Day phone: 6032338432

Evening phone: same

E-mail: ginacdescognets@gmail.com

Position Applied For: Planning Commision

- 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 prefer meetings during the day. Evenings are more dififcult.

I take doctoral courses on Monday and Wednesday nights.

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

I'm a proud citizen of Norwich since 2006. I think thoughtfully and progressively

Strategic, analytical thinker, thoughtful and compassionate listener.

I like to understand issues and find ways forward toward action.

- 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:

Trustee of Montshire Museum (current)

Trustee, Norwich Public Library (past)

5. Education and Current Employment

Name of Company: Connection 101

Location: Norwich

Title: Co-founder

Describe your work:

See website: [www.connection-101.com](http://www.connection-101.com)

6. Pertinent Education and/or Experience:

Hamilton College, BA Art History, minor Psych 1994

Tuck School of Business, MBA, 2001

Peabody (Vanderbilt) Ed.D., graduation 2021

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)  No). If yes, please explain:

Comments:

[www.linkedin.com/in/ginacdescognets](http://www.linkedin.com/in/ginacdescognets)

Signature

Gina C. des Cognets

Date

5/8/2020

**Town of Norwich**  
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(802) 649-1419 Ext. 101 or 102

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

Name: Gordon K Greenfield

Address: 56 Old Coach road

Day phone: 649-1168

Evening phone: 802-299-8319(c)

E-mail: gordon.greenfield@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:

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 am a registered architect in VT, MA, NH & NY with extensive experience in a

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 served on there Building Committee for the High School renovations & Middle

5. Education and Current Employment

Name of Company: Gordon Greenfield Associates Location: Boston, MA & Norwich  
Title:

Describe your work:

Single family & Development Housing, some Commercial especially movie theaters

6. Pertinent Education and/or Experience:

BA Yale University, Masters Arch. U of PA, 40+ years in the profession

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)  No). If yes, please explain:

Comments:

Signature

Date

*Town of Norwich*  
P.O. Box 376  
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**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Andrew Scherer

Address: 23 Hazen St

Day phone: 802-649-7094

Evening phone: 802-649-7094

E-mail: andymscherer@gmail.com

Position Applied For: Solid Waste 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:

Mornings are actually OK after 8:30 or 9 (once kids are off to school).

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

Gardner, farmer and composter.

Generally interested in reducing solid waste

Civically engaged resident

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

N/A

5. Education and Current Employment

Name of Company: Crossroad Farm

Location: Norwich, Rt 5

Title: Farm stand worker

Describe your work:

Customer service, sales, stocking, etc...

6. Pertinent Education and/or Experience:

BA in Geology.

Vegetable farmer for 15 years

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:

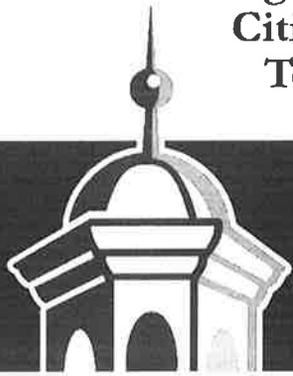
Comments:

Signature

Andrew Scherer

Date

5/7/20



# Weekly Legislative Report

## Inside this issue

- 1 VLCT Requests Help for Impacts of COVID-19 on Cities and Towns
- 2 Remote Legislative Action Vital to Towns
- 3 VLCT Policy Committees
- 3 State & Local Leader of the Week
- 4 Vermont Arbor Day

## VLCT Requests Help for Impacts of COVID 19 on Cities and Towns

There are many ramifications for cities and towns as they struggle to respond to the COVID 19 pandemic. Legislators are holding several different discussions to address the mounting crises cities and towns are facing.

**S. 344.** On Thursday, the House Government Operations Committee voted to pass S.344, a bill that was sent to them from the Senate early in the week.

S.344 would provide that during the COVID 19 declared state of emergency, a municipality's legislative body is authorized to:

- extend or establish a new time and method to pay property taxes collected by the municipality from taxpayers;
- establish a grace period for, or decrease or waive any penalty, interest, or fee imposed on taxpayers for late payment of those property taxes; and
- reduce the municipal property tax rate (which might be possible because some expenditures in adopted budgets are reduced).

Any such provisions would need to be adopted by a majority vote of the local legislative body and would expire on January 1, 2021. The last section of the bill makes clear that the authorization applies only to property taxes collected by a municipality from the taxpayers. It does *not* apply to deadlines, penalties, or interest the state imposes on a municipality with respect to paying the statewide education property tax or a school district.

While some municipalities will use the authority to provide relief to their tax payers – many of whom are facing unemployment, illness, or other coronavirus-related stresses – others will determine that they cannot delay property tax payments or waive interest and penalties as long as state requirements on municipalities to make the education fund whole or else be subject to excessive penalties remain in place.

**Statewide Education Property Tax.** The Joint Fiscal Office estimates that education fund revenues could be reduced by \$69 million in FY20 and \$113 million in FY21, figures that could change considerably depending on events in the coming months. Estimates for both FY20 and FY 21 assume that all education property taxes will be paid in a timely manner. That is a seriously faulty assumption, which the Joint Fiscal Office acknowledges.

Under current law, if towns and cities – which are merely the collectors of the education property tax – do not remit those taxes to the state or their school districts in a timely manner, they are subject to an 8 percent penalty and, subsequently, a withholding of state funds. In the current situation, the House Ways and Means Committee, the Senate Finance Committee, and the state treasurer are considering ways that the state might pay the interest for a municipality’s borrowing to cover the obligation for remitting that portion of education property tax payments it did not receive from the property tax payer. While any proposal is very much in the conceptual phase, it would need to be finalized before June 1 when the next education fund payment is due to the state.

In FY21, barring any changes to law, the entire amount that would need to be raised on the education property tax to make up for shortfalls in non-property tax revenues and empty reserve funds would be \$227.5 million, which would result in as much as a 22-cent increase in education property tax rates. Clearly, that is an impossible ask of Vermont property tax payers, particularly in a year when fiscal distress is widespread. One possibility floated in the Ways and Means Committee on Thursday was to provide a credit, potentially using a portion of the CARES Act funds, to taxpayers on a per-parcel basis. Lots of issues would need to be resolved before such a proposal was ready for prime time, not the least of which is determining if such a use of CARES Act funds is permissible. Nevertheless, the legislature is aware of the scope of the problem and is looking for solutions that do not exacerbate the harm already being done to taxpayers and the cities and towns in which they reside.

**Municipal (City, Town, Village) Shortfalls.** On Thursday, Advocacy staff sent a letter to the chairs of the House and Senate Appropriations committees requesting assistance with shortfalls at the city and town level due to COVID-19-related loss of revenue and unanticipated expenditures.

VLCT Municipal Assistance Center staff compiled figures for the 2019 and 2020 total operating budgets for 247 cities, towns and villages. Those operating budgets at the city and town level total \$802,311,877. Factoring in the best assessments of many local officials who estimated the revenue shortfalls their towns are likely to experience, an average figure for FY 20 is 5 percent (**\$40,115,594**) and an expected percentage drop for FY21 is 20 percent (**\$160,462,375**). Clearly these are estimates and subject to considerable change as the pandemic progresses and economic fallout is realized. However, the figures are still staggering.

Our letter requested assistance in making up those shortfalls while acknowledging the limitations on uses of the \$1.25 billion in CARES Act funding. Meanwhile, we are working with our federal partners to secure direct aid for states, cities, and towns in any further forthcoming aid package from the federal government. A further aid package is under discussion right now in Congress. While it is by no means a done deal, it would provide direct assistance to cities and towns.

Please ensure that your legislators understand what your city or town is putting in place to address the COVID-19 emergency and how much it is costing.

#### Resources

- [Letter to House Appropriations Committee](#)
- [JFO Analysis of a Proposal to Finance Education Spending](#)

## **Remote Legislative Action Vital to Towns**

Continuing to exclusively focus on legislation related to the COVID-19 pandemic, the House and Senate this week acted on several bills that affect municipalities and which local officials support.

**S.182. An act relating to government operations regarding emergency medical services (EMS) and public safety in response to COVID-19.** The House passed this bill on Wednesday and will soon send it to the governor for his signature. The bill makes several small but consequential changes to EMS laws and regulations. Mandatory redundant and unnecessary credentialing by ambulance service providers is eliminated in statute. A licensure term

for ambulance services is extended to a period of three years rather than one year. Both of these measures will alleviate burdensome and unnecessary administrative processes and thus provide some relief to struggling EMS agencies.

**S.344. An act relating to temporary municipal tax rate provisions in response to COVID-19.** The Senate passed this bill on Monday. It is up for a vote on the virtual House floor today. (See article on page 1.)

**S.345. An act relating to temporary municipal meeting provisions in response to the COVID-19 outbreak.** The bill, which the Senate also passed on Monday, is now awaiting committee review in the House Government Operations Committee. S.345 would temporarily adjust the public physical posting requirements for meeting notices and agendas. It would allow municipal public bodies to post any meeting agenda or notice of a special meeting in two designated electronic locations in lieu of the two designated public places in a municipality, or in a combination of a designated electronic location and designated public place. A posting must continue to be posted in or near the town clerk's office and a copy of each notice or agenda must also be emailed to the newspaper of general circulation in the municipality. As Vermonters are currently under stay-at-home orders, these physical posting requirements put municipal public bodies at risk and there is no one out and about – or shouldn't be – to read them, anyway.

#### Resources

- [S.182](#)
- [S.344](#)
- [S.345](#)

## **VLCT Policy Committees**

Even in these socially distanced and uncertain times, your Advocacy staff is looking forward to and preparing for the *next* legislative session. The 2019-2020 biennium will end sometime in the next few months, and legislators will then move onto to the COVID-19-constrained campaign trail. As is perhaps more evident than usual, the legislature has an enormous impact on the functioning of local government.

Prior to each legislative biennium, VLCT develops a municipal legislative policy. The policy is strong and focused because current local officials are deeply involved in its development. The different sections of the policy are developed by five committees: Finance and Intergovernmental Affairs (FAIR), Public Safety, Transportation, Quality of Life and Environment, and Water Quality. Committees meet during the summer to develop the policy and then recommend it to both the VLCT Board of Directors and the VLCT membership. The full policy is then adopted by the membership at the annual meeting in the fall. During the ensuing legislative session, your Advocacy staff may ask for policy committee members to share their expertise before legislative committees.

This year, we will send draft policy proposals to the committee members ahead of the summer meetings, which will be held remotely in June and July. Please complete and submit [this nomination form](#) if you are interested in serving on a policy committee.

We look forward to working with you!

## **State & Local Leader of the Week**

Each week, George Mason University publishes a digital *eNews* that summarizes federal, judicial, and state and local issues and developments for state and local leaders across the country. And each edition features a shout-out to a State & Local Leader of the Week – which, this week is **Winooski City Manager Jessie Baker**. The *eNews* describes her as “absolutely tireless in advocating not only for the people of in Winooski, but also in highlighting solutions that provide cities and towns the authority to make decisions at the local level which serve the needs of

their constituents—Vermont being, like Virginia, a Dillon Rule state. In the current crisis, Manager Baker, Mayor Kristine Lott, and City Council leaders [are] intently focused on leaving no one behind. And she comes well equipped, having completed the Senior Executives in State & Local Government course at the Kennedy School at Harvard, and having served as a senior analyst, aide to the Mayor, and Personnel Director in Somerville, Mass., prior to becoming Assistant Manager in Montpelier. She is in her unspar time also serving as the President of the Vermont Town and City Management Association.”

We, of course, already knew all that about Jessie, but it’s satisfying to have it corroborated by an independent observer!

#### Resource

- [eNews for Week of April 27](#)

### **Vermont Arbor Day**

Although Arbor Day, the day set aside to celebrate trees and their benefits, is typically celebrated on April 24, **Vermont Arbor Day** takes place **today**, May 1. So, celebrate! Plant a tree! And you need not stay six feet away from one to do so!



# Vermont Legislative Joint Fiscal Office

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One Baldwin Street • Montpelier, VT 05633-5701 • (802) 828-2295 • Fax: (802) 828-2483

## *Draft ISSUE BRIEF*

*Updated: April 9, 2020*

Prepared by: Mark Perrault and Chloe Wexler

### **Education Finance Issues Raised by the COVID-19 Pandemic**

#### **Overview**

Vermont's education finance system is currently under unprecedented stress. Due to the loss of employment and business closures and as consumers rein in discretionary spending in response to COVID-19 stay-at-home directives, State revenues are expected to fall dramatically.

Consumption taxes dedicated to the Education Fund (EF) are now estimated to fall by \$88.7 million below the consensus forecast for FY2020 published in January.

Going into the COVID-19 pandemic, the EF was in good fiscal condition with a full \$36.4 million stabilization reserve and an estimated \$12.9 million surplus. However, after accounting for the COVID-19 related loss of consumption taxes, those reserves are not sufficient to fully cover EF spending in the current fiscal year. The EF is now projected to close FY2020 with a \$39.5 million deficit. Moreover, if \$53.5 million in deferred consumption taxes are not fully remitted to the State at the end of June, this fund deficit could grow even larger.

In FY2021, COVID-19 related loss of consumption tax revenues is expected to be even more severe. In addition, the collection of property tax revenues is uncertain because many property taxpayers may be unable to make timely payments. However, at this point in time no estimates of revenues in FY2021 exist. Evolving epidemiological models, which will shed light on the depth and duration of the economic slowdown, should make it possible to develop reliable revenue projections; however, these projections may not be available for some time.

Voters have already approved a \$73 million increase in education spending in FY2021. Even if it were possible to reduce education spending next year, those efforts could be constrained by existing teachers' contracts since salaries and benefits alone account for nearly 80% of education spending. As of today, however, most contract negotiations between school boards and teachers for FY2021 remain open over salaries and employee benefits other than health insurance.

The only way to significantly reduce spending in FY2021 once teachers' contracts are place for the school year would be to layoff teachers and other staff – a measure now largely precluded for FY2021 since deadlines for reduction-in-force notices to teachers have already passed or will pass soon. In any case, laying off teachers and staff would not be a desirable outcome in the midst of an economic downturn.

Normally, the Legislature sets education property tax parameters – including the yields and the nonhomestead property tax rate – prior to adjournment for the upcoming fiscal year. However, given the level of uncertainty about the fiscal condition of the EF at the end of FY2020 and the magnitude of any revenue shortfall in FY2021, setting education property tax parameters for

next year will be difficult. There are default education property tax parameters set forth in current law, but they are not ideal.

One bright spot is the federal stimulus bill passed on April 27<sup>th</sup>. Vermont's allocation of the \$30.7 billion for the Elementary and Secondary Education Emergency Relief Fund is \$31 million. Under the Federal bill, 90% of these funds or about \$27.1 million will be paid directly to Supervisory Unions and bypass the EF entirely. The remainder may be retained by the Administration for COVID-19 related emergency needs. Vermont was also allocated another \$4.5 million in discretionary aid from the Governor's Emergency Education Relief Fund.

Other issues discussed below include: (1) potential cash flow concerns in FY2020; (2) scheduling of votes or re-votes on school budgets that have not yet passed or adopting default budgets; (3) the impact of moving the personal income tax filing to July 15<sup>th</sup> for the homestead declaration and the property tax credit claim; (4) and the property tax credit for taxpayers, which will not provide additional assistance for taxpayers who experience significant COVID-19 related loss of household income in 2020.

### Summary

- Non-property tax revenues dedicated to the EF in FY2020 are now expected to fall \$88.7 million below the January forecast. Municipalities have already collected most of the education property taxes due in FY2020; however, as of April 1<sup>st</sup>, 82 municipalities still have an estimated \$132 million outstanding.
- Businesses will be allowed to defer transfer of \$53.9 million in trustee taxes due in April and May to June 25<sup>th</sup>. This deferral includes the sales and use tax and the meals and use tax. Even if this revenue is fully remitted to the State by the end of this fiscal year, this deferral may create an EF cash flow problem in FY2020.
- School districts receive three payments from the EF. The last payment, due on April 30<sup>th</sup>, is still outstanding. Since budgets are set, school districts will need to reallocate existing funds, use reserves, or run deficits to cover the cost of any additional COVID-19 related spending in the 2019-2020 school year.
- The EF will run a significant operating deficit in FY2020. Moreover, the projected \$12.9 surplus and the \$36.4 million stabilization reserve will be fully depleted by the COVID-19 related loss of consumption taxes leaving a \$39.5 million deficit which could grow larger if deferred consumption taxes are not remitted in full.
- Vermont will receive \$30.1 million through the federal elementary and secondary education emergency relief fund. However, these funds are paid directly to Supervisory Unions by-passing the EF. Another \$4.5 million in discretionary assistance for education-related agencies, is also available.
- Setting the education tax rate parameters – the property yield, the income yield, and the nonhomestead tax rate – for FY2021 prior to adjournment will be problematic given the current level of uncertainty. However, there are default education tax rate parameters set forth in current law.

- COVID-19 related EF revenue losses are expected to be significantly higher in FY2021 for both education (and municipal) property taxes and non-property taxes due to the COVID-19 related recession. Reliable estimates are not yet available, however, and may not become available for several weeks.
- Voters have already approved 94 school budgets that will increase education spending by \$73 million over FY2020 levels in FY2021. Voters defeated nine school budgets in March and other school districts have votes scheduled in April or May. How and when these votes will take place now is uncertain.
- The property tax credit for FY2021 will be based on CY2019 income, so there will be no property tax assistance for taxpayers who experience COVID-19 related loss of income in 2020. There may be a surge in property tax claims in FY2022; however, household income is defined broadly to include unemployment insurance and other assistance.
- Moving the filing deadline for the property tax credit to July 15<sup>th</sup> creates a potential problem for municipalities to issue timely education property tax bills in FY2021. However, the tax department does not expect this to be a significant problem as municipalities may delay billing until after August 1<sup>st</sup> when information on property tax claim is available.

#### **COVID-19 Related Loss of Education Fund Revenue FY2020**

In the January revenue forecast, total EF sources were estimated to be nearly \$1,711 million. Of this amount, education property taxes accounted for \$1,140 million or roughly two-thirds of total EF revenue. Non-property revenue, primarily consumption taxes, accounted for the remaining \$571 million, or roughly one-third of total EF revenue.

Most of the education property taxes due for the current fiscal year have already been collected by municipalities. However, each municipality has its own billing schedule and at present many municipalities still have outstanding tax payments due. How much of these outstanding taxes will not be paid in a timely fashion due to COVID-19 related layoffs or business losses is uncertain.

*Updated 4/1*

Number of Payments	Number of Towns	Net Education Property Taxes Collected (\$M)	Towns with Payments Due	Net Education Property Taxes Due (\$M)
1	120	\$311	0	\$0
2	70	\$260	25	\$34
3	20	\$197	8	\$16
4	49	\$244	49	\$81
<b>Total</b>	<b>259</b>	<b>\$1,011</b>	<b>82</b>	<b>\$132</b>
<i>Percent of Total</i>	-	88%	-	12%

As indicated in this table, there are currently 82 municipalities that have \$132 million in outstanding education property tax collections for FY2020 as of March 15<sup>th</sup>. The statewide cost of failure to collect one-percent of these outstanding property taxes would be only \$1.32 million. However, there are 25 municipalities that have not yet collected one-half of their total education property tax collections.

Non-property tax revenues from the sale and use, purchase and use, and meals and rooms taxes were estimated to raise almost \$528 million in FY2020. Total revenues from these three non-property taxes are now expected to fall \$88.7 million below the January revenue forecast as the economy slows due to layoffs and business losses and consumers rein in their discretionary spending. This loss represents more than 5.2% of total EF revenues in FY2020.

In addition, the Administration will allow businesses to defer payment of the sales and use tax and the meals and rooms taxes due in April and May to June 25<sup>th</sup>. If businesses are able to remit the total amount of outstanding tax due on June 25<sup>th</sup>, this will not result in an additional revenue downgrade for FY2020; however, collection of the full amount due after deferral is not a certainty. Even if remitted in full, this trustee tax deferral may create a cash flow issue for the EF in the current fiscal year.

#### **COVID19-Related Spending by School Districts in FY2020**

In response to the COVID-19 pandemic, the Governor ordered the dismissal of all schools and the cancellation of all school-related activities through April 6<sup>th</sup>. During this period of dismissal, school employees are directed to report to work or to work remotely and school districts have been directed to continue to pay all school staff, including hourly employees, and to continue to make prekindergarten tuition payments to private providers.

Although guidance from the Agency of Education (AOE) indicates that during the initial dismissal period, regular educational services do not continue and students are not expected to make educational progress, other services will continue to be supported by school employees including:

- District-based options for childcare for “essential” employees encouraged
- Meals services for those who need it
- Creating a plan for continuing services for students with disabilities and special needs
- Systems for ensuring the maintenance of education for students
- Cleaning and disinfecting school grounds

The additional cost associated with the provision of these services may not be large. School districts remain eligible for certain Federal and State reimbursements for school meals and the Administration has indicated that school districts that require supplemental funding for child care services provided to essential workers will also be reimbursed, although the source and amount of this funding is uncertain.

Since it has now become necessary to extend closure period beyond April 6<sup>th</sup>, school districts will be asked to provide more formal education services to students for the remainder of the school year. Schools will be required to create Continuing Education Plans for all students and

all educational services, to the extent possible, must be offered to students through various remote and virtual means.

Since school budgets are set, any additional funding required to provide educational services during the 2019-2020 school year will require school districts to reallocate existing funds, use reserve funds, if available, or run a deficit that would carryforward into the next school year. However, this far into the current school year school districts have less flexibility to reallocate funds and districts are universally thin on reserves.

### **Cash Flow Issues in FY2020**

Prior to the COVID-19 outbreak, the EF was projected to close FY2020 with a full stabilization reserve of \$36.4 million and a surplus of \$12.9 million. However, with the COVID-19 related loss of consumption taxes dedicated to the EF, without additional funding from some other source, the EF will run a significant operating deficit in FY2020.

Under current law, school districts receive three payments from the EF on September 10<sup>th</sup>, December 10<sup>th</sup>, and April 30<sup>th</sup>. For school year 2019-2020, the April 30<sup>th</sup> payment to school districts is still outstanding. This payment includes state categorical aid for special education, transportation, and small schools as well as the education payment. Revenue losses and deferral of some trustee taxes could create a cash flow issue for the EF.

Municipalities must be timely in their payments of statewide education property tax to the State even if property taxpayers are delinquent or fail to pay their taxes. Consequently, in addition to losing municipal property tax revenue, municipalities would need to remit the full amount of education property tax owed to the State. There is also an 8% penalty for late payments, but the Commissioner of Taxes likely can exercise his general authority to waive the penalty.

### **Federal COVID-19 Stimulus Bill**

The Federal COVID-19 stimulus bill includes \$13.2 billion for formula grants to states. Vermont's allocation is \$31 million. States must distribute 90% of their allocation to Supervisory Unions based on their proportional allocation of Elementary and Secondary Education Act Title I-A funds. Up to 10% of the allocation may be retained by AOE for emergency needs and administrative costs.

Funds distributed to Supervisory Unions may be used for COVID-19 response activities, such as planning for and coordinating during long-term school closures; purchasing educational technology to support online learning; and additional activities authorized by federal elementary and secondary education laws.

The federal legislation provides that the State shall award this aid as subgrants to Supervisory Unions. Federal aid to elementary and secondary schools distributed this way would bypass the EF. If the allocation to Supervisory Unions was made after June 30<sup>th</sup>, the payments would be treated as "offsetting" revenues in FY2021 and be subtracted from school budgets to arrive at education spending for the purpose of setting education tax rates.

An additional \$4.5 million in discretionary assistance is available through the Governor's Emergency Education Relief Fund. However, these funds are also available for institutions of higher education and other education-related agencies and may be used for the provision of child care and early childhood education, social and emotional support, and the protection of education-related jobs.

### **Setting Education Tax Rates for FY2021**

Prior to adjournment, the Legislature normally sets the property tax parameters for the upcoming fiscal year including the property yield, the income yield, and the nonhomestead property tax rate. Given the current level of uncertainty about the health of the EF at the close of FY2020 and the magnitude of a likely FY2021 revenue shortfall, setting education property tax parameters for FY2021 will be problematic.

COVID-19 related revenue losses are expected to be significantly higher in FY2021 than they are in FY2020. At this point in time reliable estimates of how significant those revenue losses will be are not available. The Legislative economist is current assessing likely FY2021 revenue impacts in the light of evolving epidemiological models; however, it is not clear given current uncertainties when reliable revenue estimates will be available for FY2021.

Voter-approved EF spending for FY2021 is \$73 million higher than in FY2020. In March voters approved 94 school district budgets that increased education spending by \$62 million over FY2020 levels. Other EF spending for State categorical aid as well as other uses is estimated to be up another \$11 million over FY2020 levels. Note that any reduction in State categorical aid for special education, transportation, or small schools will increase education spending by the same amount.

Even if it is possible to undue voter-approved education spending, efforts by districts to reduce budgeted education spending in FY2021 may be constrained by teacher contracts since salaries and benefits alone account for almost 80% of education spending statewide. However, as of today, negotiations between teachers and school boards for FY2021 contracts remain open in most school districts.

In districts with contracts in place for FY2021, the only way to significantly reduced spending would be to lay off teachers and other staff – an undesirable outcome if the midst of an economic downturn. At this point, this option may be largely precluded since the deadline for reduction-in-force notices in most school districts has passed or will soon pass.

In March voters defeated nine school district budgets and in five school districts the vote is scheduled in April or May. When the municipalities that belong to these districts will be able to vote on their school budget is uncertain. Note that if voters are unable to pass a school budget by June 30<sup>th</sup> there is a default in current law that will allow a school district to continue to operate by borrowing funds necessary to enable it to operate on a budget up to 87% of the most recently approved budget. Other options are currently under consideration.

In addition, an interim homestead education tax shall be imposed at the base rate or \$1.00 divided by the municipality's most recent common level of appraisal, but without regard to any spending adjustment. Within 30 days after a budget is adopted and the deadline for reconsideration has passed, the Commissioner of Taxes determines the municipality's homestead tax rate.

If the yields and nonhomestead tax rate are not set prior to adjournment, there are default parameters set forth in current law. The property and income yields would remain at their FY2020 level and the nonhomestead tax rate would remain at its statutory level of \$1.59. Alternatively, these tax rate parameters could be set as recommended by the Commissioner of Taxes last December. Board-approved school budgets were presumably presented to voters with the spending-adjusted homestead tax rates that result from these parameters in mind.

The following table compares net homestead and the nonhomestead property taxes under the December 1<sup>st</sup> and the default education property rate parameters in FY2021. Each option raises a different amount of tax revenue and the impact on homestead and nonhomestead property taxes varies between classes of property taxpayer. Under both options, education taxes go up for both classes of taxpayers compared to FY2020.

	<b>FY2020</b>	<b>FY2021 – December</b>	<b>FY2021 – Defaults</b>
Property Yield	\$10,648	\$10,883	\$10,648
Income Yield	\$13,081	\$13,396	\$13,081
Uniform Nonhomestead Tax Rate	\$1.594	\$1.654	\$1.590
Average Homestead Tax Rate	\$1.510	\$1.558	\$1.593
Average Income Tax Rate	2.47%	2.55%	2.60%
<b>Estimated Revenue (\$M)</b>	<b>\$1,140</b>	<b>\$1,220</b>	<b>\$1,206</b>
Net Homestead Taxes	\$447	\$476	\$490
Nonhomestead Taxes	\$694	\$744	\$716

Note that the legislature is free to set education property tax parameters as it sees fit. These are two obvious possibilities, but there are many others.

### **Other Issues**

#### *No Property Tax Credit for COVID-19 Related Loss of Income in 2019*

The property tax credit for FY2021 (fall 2020) will be based on CY2019 household income filed in April through July. Consequently, there will no COVID-19 related property tax assistance to assist taxpayers who lose household income due to layoffs or business losses until FY2022 (fall 2021). In FY2022 (fall 2021), the property tax credit may increase; however, household income is defined broadly to include unemployment compensation and other assistance. All taxpayers will receive their normal property tax credit based on their 1999 household income.

*Moving the Tax Filing Deadline to July 15<sup>th</sup>*

Under current law, the filing deadline for both the homestead declaration and the property tax credit claim is April 15<sup>th</sup>. The Commissioner of Taxes has now pushed that deadline back to July 15<sup>th</sup> to conform with the personal income tax filing deadline. This creates a potential problem for municipalities to issue timely net education property tax bills in FY2021.

The tax department has testified that this delay is manageable since under current law municipalities may delay issuing property tax bills until August 1<sup>st</sup> when the tax department will have homestead declarations and property tax credit claims processed. Alternatively, municipalities may issue property tax bills on their normal timeline and later issue corrected tax bills. Municipalities would have to balance cash flow with the cost of sending corrected tax bills.

**Summary of COVID-19 FY20 and FY21 Revenue Risks to the January 2020 Forecast by Fund [1]**  
**Provisional Ongoing JFO and Administration Pre-Consensus Estimates**  
**As of April 28, 2020 3:36PM**

Fund/Component (\$ Millions)	Fiscal Year 2020		FY20 Total	% Annual Total	FY20 to FY21		FY20 Excl. Shifts	% Annual Total	FY21 Excl.		FY20 Revenue	%CHYA	FY21 Revenue	%CHYA
	Quarter 3	Quarter 4			Shifts	Shifts			Total	Total				
<b>Total - All 3 Funds (Excl. TIB) [2]</b>	\$ 32.6	\$ (341.8)	\$ (309.2)	-14.3%	\$ 165.6	\$ (143.6)	-6.6%	\$ (427.0)	-17.4%	\$ 2,294.7	-5.1%	\$ 2,031.5	-11.5%	
<b>Total General Fund</b>	\$ 38.9	\$ (229.9)	\$ (191.0)	-14.5%	\$ 142.9	\$ (48.1)	-3.6%	\$ (265.8)	-16.7%	\$ 1,547.8	-4.0%	\$ 1,330.5	-14.0%	
Personal Income Tax	\$ 7.6	\$ (176.7)	\$ (169.1)	-18.9%	\$ 121.8	\$ (47.3)	-5.3%	\$ (162)	-17.8%	\$ 846.3	-3.3%	\$ 747.3	-11.7%	
Corporate Tax	\$ 35.0	\$ (27.2)	\$ 7.8	7.2%	\$ 12.6	\$ 20.4	18.8%	\$ (36)	-37.7%	\$ 128.8	-4.0%	\$ 59.2	-54.0%	
G-Fund Meals & Rooms Tax	\$ (3.6)	\$ (24.4)	\$ (28.0)	-20.6%	\$ 8.4	\$ (19.6)	-14.4%	\$ (56)	-40.8%	\$ 116.3	-14.8%	\$ 81.6	-29.8%	
Property Transfer Tax (Net)	\$ -	\$ (1.6)	\$ (1.6)	-11.7%	\$ -	\$ (1.6)	-11.7%	\$ (2)	-12.6%	\$ 13.8	10.4%	\$ 12.9	-6.2%	
All Other General Fund	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ (10)	-2.3%	\$ 442.7	-2.5%	\$ 429.5	-3.0%	
<b>Total Education Fund (Partial)</b>	\$ (3.4)	\$ (70.4)	\$ (73.8)	-13.2%	\$ 19.7	\$ (54.1)	-9.7%	\$ (112.9)	-19.7%	\$ 503.7	-4.1%	\$ 461.4	-8.4%	
Sales & Use Tax	\$ (1.9)	\$ (48.8)	\$ (50.7)	-11.5%	\$ 16.7	\$ (34.0)	-7.7%	\$ (79)	-17.4%	\$ 407.3	-1.3%	\$ 375.5	-7.8%	
Meals & Rooms Tax	\$ (1.3)	\$ (8.7)	\$ (10.0)	-20.9%	\$ 3.0	\$ (7.0)	-14.6%	\$ (20)	-40.8%	\$ 41.3	-9.3%	\$ 29.6	-28.4%	
Purchase & Use Tax	\$ (0.2)	\$ (6.7)	\$ (6.8)	-17.7%	\$ -	\$ (6.8)	-17.7%	\$ (8)	-21.2%	\$ 31.6	-15.3%	\$ 30.9	-2.1%	
Interest, Premiums	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ (0)	-61.1%	\$ 0.7	-3.9%	\$ 0.3	-58.1%	
Lottery Transfer	\$ (0.1)	\$ (6.2)	\$ (6.3)	-21.5%	\$ -	\$ (6.3)	-21.5%	\$ (5)	-15.8%	\$ 22.9	-22.3%	\$ 25.2	9.9%	
<b>Total Transportation Fund</b>	\$ (2.9)	\$ (41.4)	\$ (44.4)	-15.6%	\$ 3.0	\$ (41.4)	-14.5%	\$ (48.2)	-16.8%	\$ 243.1	-13.4%	\$ 239.6	-1.4%	
Gasoline Tax (Excluding TIB)	\$ (1.0)	\$ (11.6)	\$ (12.6)	-16.2%	\$ -	\$ (12.6)	-16.2%	\$ (18)	-22.7%	\$ 65.2	-16.3%	\$ 60.3	-7.5%	
Diesel Tax (Excluding TIB)	\$ -	\$ (1.9)	\$ (1.9)	-10.2%	\$ -	\$ (1.9)	-10.2%	\$ (3)	-13.6%	\$ 17.1	-8.1%	\$ 16.6	-2.8%	
Motor Vehicle P&U Tax	\$ (0.3)	\$ (13.3)	\$ (13.6)	-17.7%	\$ -	\$ (13.6)	-17.7%	\$ (17)	-21.2%	\$ 63.1	-15.3%	\$ 61.8	-2.1%	
Motor Vehicle Fees	\$ (1.6)	\$ (14.2)	\$ (15.8)	-18.2%	\$ 3.0	\$ (12.8)	-14.7%	\$ (10)	-11.1%	\$ 74.0	-13.3%	\$ 78.0	5.3%	
Other Fees	\$ (0.0)	\$ (0.4)	\$ (0.4)	-1.8%	\$ -	\$ (0.4)	-1.8%	\$ (2)	-6.4%	\$ 23.8	-3.3%	\$ 23.0	-3.1%	
<b>Total TIB</b>	\$ (0.2)	\$ (2.2)	\$ (2.4)	-15.0%	\$ -	\$ (2.4)	-15.0%	\$ (3.4)	-21.5%	\$ 13.4	-19.5%	\$ 12.5	-6.2%	
Gasoline Tax TIB	\$ (0.2)	\$ (2.0)	\$ (2.1)	-15.7%	\$ -	\$ (2.1)	-15.7%	\$ (3)	-22.7%	\$ 11.5	-20.8%	\$ 10.8	-6.8%	
Diesel Tax TIB	\$ -	\$ (0.2)	\$ (0.2)	-10.4%	\$ -	\$ (0.2)	-10.4%	\$ (0)	-13.6%	\$ 1.8	-10.3%	\$ 1.8	-2.6%	

**Notes:**

[1] The assessment of revenue risk herein reflects potential net revenue loss associated with COVID-19 and other known revenue events

[2] Corporate Tax in Q3 includes exceptional Mergers-Acquisitions revenues in the Corporate Tax received in March

\* Source General Fund Property Transfer Tax FY20 Loss = \$5.289

\* Revenue impacts for all categories are ongoing and may change from day to day as new information becomes available

\* FY21 impacts are continually being assessed in light of evolving epidemiological data and models, as well as new economic data and regulatory social distancing and containment measures

\* These estimates do not yet fully incorporate impacts from the enactment of the CARE Act on March 27th and prior and subsequent federal support measures

# Town Manager Update

April 2020

## Inside This Issue

- 1 Front Page Issues
- 1 Tracy Hall Energy Project
- 2 Town Manager April Updates
- 3 Some Additional Info...
- 4 TM & Dept Heads
- 4 Upcoming Events

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*Regarding the Tracy Hall Energy Project Revote on August 11, the Town Clerk encourages vote by Absentee/Early Ballot*

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## Front Page Issues

**COVID-19.** Since the last Town Manager's Report, the news certainly has not lessened on COVID-19 topics, including reports, updates, news, etc. What is most distressing, however, is the ever-growing complexity of those press releases including their related requirements. From a Town perspective, it's likely that a more conservative approach will be taken concerning "opening the spigot" to governmental services you're all used to, especially formalized recreation programs, Transfer Station accepted items, and opening of Tracy Hall.

In addition, at this time, it's not fully clear how the tax rate for FY2021 will roll out. As more information becomes available, the public will be made aware.

**ADOPTED TOWN PLAN GAINS "APPROVAL" FROM REGIONAL PLANNING COMMISSION.** On April 22, the Two Rivers-Ottauquechee Regional Commission "approved" the Town's adopted 2020 Town Plan. In addition, the regional commission "confirmed" the Town's "continuing planning process". To many citizens, this mouthful of words is not clearly understood. But, for simplicity, the Town is eligible to apply for some planning-related funds, does not "lose points" on other state grant programs, can re-apply for its Village Center Designation that provides property owners some incentives to carry out growth center development, ensures a better collaboration between other local plans and the TRORC regional plan, and some other incentives should the Town opt to carry them out. Congratulations to everyone that participated, especially the Planning Commission, the Planning & Zoning Department staff, the Selectboard, and the many individuals and groups that offered their time and energy.

## Tracy Hall Energy Project Revote on Aug 11

The revote of the Tracy Hall Energy Project (Article 8 from the 2020 Town Meeting Ballot) is scheduled for **Tuesday, August 11, 2020** – the same day as the State Primary. In addition, to the vote on August 11, the Selectboard is required to hold a public informational meeting on Monday, August 10, 2020, beginning at 7:00 pm in the Multi-Purpose Room at Tracy Hall. However, due to COVID-19, this meeting may have to be held remotely via ZOOM™. Please monitor the Listserve and the Town webpage for the meeting's details. The Board and Town staff will provide as much advance notice as possible.

Also, at this time, due to COVIC-19 it's not fully clear whether a formal polling location will be allowed. As such, Bonnie Munday, Town Clerk strongly encourages voters to request an Absentee/Early Ballot. Voters may request such mail in Ballot anytime. When the ballots are available, Bonnie will mail them out. Bonnie may be reached at [bmunday@norwich.vt.us](mailto:bmunday@norwich.vt.us) or via 802-649-1419.

## Town Manager April Updates

- Town Manager will continue to provide periodic updates to his Contingency Emergency Plan Press Releases in tandem with his requirement of the NPD to provide daily updates regarding COVID-19.
- TM continues to take weekly leadership courses (sponsored by the Kansas Local Technical Assistance Program, Federal Highway Administration, and Kansas Department of Transportation via the KU Transportation Center).
- Based on action of the Board concerning fair and impartial policing, a draft all-employee conduct policy has been drafted for consideration by the Board.
- Cash flow analysis is being undertaken to estimate year end financials and to ascertain what cash flow will be necessary on a monthly basis at least through the first 6 months of FY 2021. Hopefully, this will be completed for the Board's 2<sup>nd</sup> meeting in May.
- Tracy Hall Energy Project Team meetings, as necessary, will continue to be held. Meeting notes are offered to the Listserve and reside on the Town webpage.
- The Town's Local Emergency Management Plan was completed, adopted, and forwarded to TRORC.
- The Town hired TRORC to update the Local Hazardous Mitigation Plan. A kick off meeting is planned later in May with an updated plan to be prepared for Selectboard approval later this year.
- Updated work on the Town's Fee Schedule is anticipated, pending at least one board member's review and comment.
- Even though *Green Up Day* was moved to Saturday, May 30, the Town will not be participating formally in those activities due to the lack of guarantee of sufficient PPE's for employees and volunteers among other possible COVID-19 liability issues. Instead, the Town will offer a free MSW day that Saturday (i.e., regular household trash).
- The design build RFP for Brown Schoolhouse Pedestrian Bridge project was "let". Proposals are due no later than 4:30 pm, Friday, May 29. The selection committee is targeted to have a preferred contractor no later than June 12. Contract execution and start date will be subject to the Selectboard action and COVID-19 related issues.



## Some Additional Info...

- The Town has been fully reimbursed, finally, by FEMA and the State for expenses incurred from the July 1, 2017 storm event. Recently, \$626, 992 was deposited in the Town account to close out that disaster.
- Based on a request for proposals and based upon Selectboard action, the firm of Stitzel Page & Fletcher, PC has been appointed to serve as legal counsel for the Town. McNeil Leddy & Sheahan, PC will continue in their role to cover personnel and human resource matters, for the time being.
- The State's Division of Property Valuation & Review recently announced that Axiomatic is the new firm that will provide the State's "integrated property tax management software". Axiomatic's software will replace the Grand List related software currently provided by NEMRC to the State. The eventually turnover means that the Town no longer will need NEMRC's Grand List module, but the Town will still require its Tax Administration module. Lister training funds will continue to be available, as it always has.
- The VLCT, due to COVID-19, has been providing various webinars. Recently, Beth Pierce, State Treasurer, Chris D'Elia, VT Bankers Association President, and Michael Gaughan, VT Bond Bank Director offered perspective on available fiscal opportunities for municipalities. Some of the topics discussed included: interfund borrowing, lines of credit, issuance of short-term debt including municipal liquidity facility loans (not yet federally approved), community disaster loans, and local banks.
- The Tracy Hall technical/digital assessment has been completed by SymQuest, including their "roadmap" recommendations. Work needs to be conducted to put an RFQ together for Board approval (along with budgetary considerations).
- New VOSHA requirements have been put in place, where possible. Updates will be conducted as necessary and warranted.
- Collective bargaining continues but, essentially, is at the stage of "last, best proposals".
- Advertising for a Finance Director has been initiated. Advertising for the DPW Admin Assistant and Laborer currently is on hold due to COVID-19 and the unknown tax rate process for FY 2021.
- A significant request for information was received on the Tracy Hall Energy Project that is taking an inordinate amount of time to complete due to the quantity of information requested.
- The Town was awarded a \$10,000 grant from the Byrne Foundation for a pedestrian bridge connecting the Beaver Meadow Road area with Huntley- Meadow.
- Pre-audit work (for FY 2019-20) has started. Note that the audit will have findings/deficiencies, given the business e-mail compromises (BEC's) that occurred very early in the fiscal year.
- Addressed personnel matters related to human resource issues. Some remain on-going.



*"Call your parents. Go for a walk. Read more books. Take a real lunch break. Turn your phone off. Eat some ice cream."*

*Laura Anne Creative*

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Upcoming Events

The following information are meetings and hearings of the Selectboard, along with other important dates (e.g., tax payments, Town Meeting Day).

<b>Selectboard Meeting</b>	May 13
Memorial Day Holiday	May 25
<b>Selectboard Meeting</b>	May 27
<b>Selectboard Meeting</b>	June 10
<b>Selectboard Meeting</b>	June 24
July 4 Holiday	July 3
<b>Selectboard Meeting</b>	July 8
<b>Selectboard Meeting</b>	July 22

## Town Manager & Department Heads

Herb Durfee, Town Manager	802-649-1419 x1
Jennifer Frank, Police Chief	802-649-1460
Larry Wiggins, Public Works Director	802-649-2209
Bonnie Munday, Town Clerk	802-649-1419 x3
Alex Northern, Fire Chief	802-649-1133
Rod Francis, Planning & Zoning Director	802-649-1419 x8
Brie Swenson, Recreation Director	802-649-1419 x9
Becky Grammer, Interim Finance Officer	802-649-1419 x6

## Other Contact Info

Fire District	802-649-3474
Library	802-649-1184
Listers	802-649-1419 x6
Town Treasurer, by appointment	802-649-1678
Transfer Station & Recycling Center	802-649-1192

The Town Report includes a host of other information, including contacts, meeting schedules, office hours, general information, committees, etc.

Public Works Department

Monthly Report for April 2020

By: L. Wiggins, Public Works Director

### Highway Department

The Highway crew treated roads for black ice/snow on 2 days in the month of April (mostly in higher elevations). In addition to the routine maintenance duties, the Highway Dept removed road posting signs, picked up trees on several days, graded, brought 3 loads of old asphalt to Pike Industries, repaired a sink hole on Hemlock Road, ditched (including seed and mulch), cleaned equipment surfaces after use for Covid 19 reasons and pushed down the C&D and metal in the Transfer Station rolloffs. The Highway Dept also performed several tasks at the Transfer Station specifically: bought poster materials for posting information, placed barricades and cones for traffic control, assembled and constructed a traffic control shed for Covid 19 operations, filled potholes and repaired handrails.

The Highway crew assisted with mechanical issues specifically: changed truck tires to summer tires, brought Truck 6 to Key Dodge for repairs (received a \$7300 estimate and brought it back to PWG to wait for decision on proceeding with the repairs), wash, service and store the Holder sidewalk tractor, take Truck 13 for inspection to Sabils, take Truck 1 and Truck 9 to Pete's for tire changes, remove the grader wing plow arm and repair the backhoe extend- a -hoe.

Again, this month, one man performed mechanical repairs for most of the month.

### Buildings and Grounds

The B&G Dept brought the Tracy Hall multipurpose room discarded furniture to the PWG for reuse.

B&G aerated, fertilized and seeded the worn areas of Huntley field. B&G picked up trash, opened the stairs and blew off the tennis courts at Huntley field. B&G (with Highway assistance) picked up the skating rink liner, stored it as well as rink liner wall pieces.

Buildings & Grounds and the custodian performed bleach cleaning of Town facilities (Tracy Hall, Safety Building, Public Works and the Transfer Station) in light of the Covid- 19 virus.

As usual the B&G Dept assisted the Highway Dept with winter maintenance of roads.

### Transfer Station

In response to the Covid-19 virus, the Transfer Station implemented new policies regarding transfer station operations for the staff and residents regarding PPE, traffic control, ticket sales and accepted items.

### Miscellaneous Public Works Dept Activities

The Director:

1. Worked with the Town Manager to implement several revisions to the Governor's Covid 19 Order and Addendums in the Public Works Department and Transfer Station. Accordingly,

department operations, PPE, hours and protocol were changed over time. The Highway Department's hours were changed to split shifts (6AM to 12PM and 12PM to 6PM) effective April 24, 2020. The Director spent significant time changing operations to comply with the Covid 19 changes. The Highway Dept has limited the majority of work to those items deemed critical by the Governor.

2. Responded to daily requests to exceed the posted weight limit by contractors, supply companies, residents, etc. After inspecting road conditions for approximately two weeks, the Director lifted the posting on April 16, 2020 and changed the VTDMV website postings as well.
3. Worked with the Town Manager and Chief Frank regarding Tracy Hall locking for general purposes and for the Transfer Station pouch pickup.
4. The Director performed a budget status analysis based on the expenses as of March 8. As a result of the analysis, the Director emailed the Town Manager informing him the Public Works Dept will make only non-discretionary purchases for the remainder of the year in hopes that this will produce a year ending budget in the "black".
5. Met with residents, contractors and Green Mountain Power regarding permits for railroad crossings, logging operations and utility pole locations.
6. Requested further information from Unifirst Corporation when it was announced Unifirst would increase prices again after the 7% increase last summer. Unifirst responded to the Director's comments on the new contract proposal and the Director was very disappointed with Unifirst's position regarding contract issues.
7. Responded to resident's concerns regarding road maintenance, drainage, trees, etc.

#### Projects:

1. Tigertown
  - a. The project is currently on hold for Covid 19 reasons.
2. BM Scoping Study
  - a. The RFP for Beaver Meadow Bike and Ped Grant consultant selection for the study of the addition of a sidewalk on Beaver Meadow received five submittals. The Director reviewed and ranked the proposals. After receiving written responses on questions from the Director from the top ranked firm, the Director prepared a draft letter to Vtrans recommending award for the Town Manager's review.
3. PD/PWG Generators
  - a. Continued to work on the overall plan to replace the generators at Tracy Hall, Public Works and the Public Safety Building. The Director received the Public Safety Building generator proposal and responded with some questions. Subsequently a revised proposal is forthcoming.
4. RT 132 culvert
  - a. Prepared and submitted the documentation required for a VTRANS Structures Grant application (engineering only) to replace the RT 132 concrete bridge just north of Bowen Road.
  - b. Requested Vtrans to perform an inspection to determine if a one lane closure or total closure is required due to wingwalls failing on the downstream side.

5. Chapel Hill South Bridge
  - a. This project may have to be put on hold due to RT 132 impact on the Bridge Designated Fund.
6. 2020 Paving Project
  - a. The Union Village and Beaver Meadow paving projects grant applications were prepared and submitted to Vtrans after BOS approval.
7. Grants in Aid – Tilden, Upper Turnpike, Town Farm Roads
  - a. Continued to work on the Grants in Aid ditching projects on Tilden Hill, Town Farm and Upper Turnpike Roads. The Director continued with preparing the bid documents, performing field measurements and meeting with residents regarding the project details.
  - b. The Director has been in communication with the TRORC regarding a possible extension of the grant deadline due to Covid 19 delays.
8. Public Safety Building
  - a. Continued to work on obtaining accurate as built plans and an overall plan to address the HVAC issues in the Public Safety Building. Wright Construction has recently emailed a picture of the real as built marked up by the HVAC subcontractor.
  - b. Issues continue to arise with the actual operational status of the condenser units which is not what was agreed to at the January meeting.
  - c. Wright Construction is scheduling the subcontractor to place filters in the condensing units which were specified but not installed.
9. Tracy Hall Energy Project
  - a. Attended several ZOOM meeting for the Tracy Hall Energy Project.



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

To: Town Manager/Town of Norwich Selectboard

Re: Summary of Fire Chief/D-EMD, Departmental & NFD Member Activity-April, 2020

Date: May 6, 2020

---

Chief:

- Continuing my Fire Inspector I class Practicum
- Attended the UVRESA quarterly meeting
- Began FEMA AFG-S Grant for PPE
- Produced seven S.O.P.'s regarding COVID-19 protocols
- Delivered State mandated signage to Town department buildings

D-EMD:

- Continued the process of updating the Towns' Hazard Mitigation Plan
- Submitted Revised LEMP
- Organized and attended Zoom meeting for Haz. Mit. Plan RFP

Departmental:

- To date, the NFD has:
  - Made 130 food deliveries to Norwich residents
  - Driven 606 miles to make those deliveries
  - For a total of 51.75 volunteer hours
- Our own Peter Orner wrote a nice short article which appeared in the NY Times about Norwich and social distancing
- The department responded to 23 Fire/EMS & Mutual Aid calls in April

**FACILITIES MEMORANDUM OF UNDERSTANDING  
BETWEEN THE TOWN OF NORWICH SELECT BOARD (Norwich Recreation Dept.)  
AND THE NORWICH SCHOOL DISTRICT**

This Memorandum of Understanding between the Norwich School District (hereafter referred to as "the District") and the Town of Norwich (hereafter referred to as "the Town") will be effective July 1, 2020 through June 30, 2021.

The District agrees to allow the Town use of the Marion Cross School and the District-owned Town Green (as outlined below). In exchange for the use of school space, the District owned Town Green will be maintained during the spring, summer and fall months including mowing, trimming and leaf removal by the Town of Norwich.

The District areas covered in this agreement are as follows. During those times when the District is not using the facility, the following areas of the Marion Cross School are approved for use by the Norwich Recreation Department:

- Gymnasium (approximately 1,200 hours)
- Multi-Purpose Room (approximately 500 hours)
- Room 145 – Art Room (as needed)
- Room 156 – Pre-K Room (approximately 500 hours)
- Room 158 – Summer Day Camp locations (as needed)
- The Green – Field space as needed for sports programs and other special events (approximately 150 hours)
- Other locations upon request

The Town will share its practice and game schedule with the District no later than two weeks before the release of the Town's schedule to participants. At the earliest time possible, the Town will notify the District of any changes to the schedule. At the earliest time possible, the District will notify the Town of any changes in availability or scheduling conflicts. On dates when school is cancelled or interscholastic games are cancelled, the gym will be closed. The District must be notified in advance for any use of the school building.

*The Town also agrees to abide by the General Conditions as outlined in the Norwich School District Facility Use Regulations. This agreement shall have an initial term of one year from the effective date. Upon expiration of the initial term, this agreement shall automatically renew for succeeding terms of one year each, unless either party gives written notice to the other at least ninety (90) days prior to the expiration of any term.*

\_\_\_\_\_  
Superintendent

Shawn Gonyaw  
\_\_\_\_\_  
Principal

\_\_\_\_\_  
Director of Facilities

\_\_\_\_\_  
Town Manager

Brian Peterson  
\_\_\_\_\_  
Recreation Director

**MEMO**

TO: Herb Durfee III, Norwich Town Manager  
FROM: Rita Seto, AICP, Senior Planner  
DATE: April 21, 2020  
RE: TRORC Transportation Advisory Committee (TAC) Representative Appointments

To fulfill VTrans federal requirements on local consultation, each regional planning commission must use a Transportation Advisory Committee (TAC) to meet these requirements. The TAC acts as a liaison between local communities and the Vermont Agency of Transportation, and provides local and regional input regarding transportation issues important to the region. The TRORC Transportation Program is guided by the TAC which consists of representatives appointed from the Region's towns. The TAC serves in an advisory capacity to the TRORC Board of Commissioners. The TAC's purpose is to address regional transportation issues as well as advise and recommend plans, activities and projects (through the project prioritization process) to both the member municipalities and the state, as well as articulating regional transportation policy to the state.

Meeting topics include the TRORC transportation planning work program and the items it contains, the regional transportation project prioritization list that is annually submitted to VTrans, regional public transit issues, and the TRORC Regional Transportation Plan. These topics by no means encapsulate all of those at TAC meetings, as other local and regional issues are routinely discussed. TAC meetings are held regularly throughout the year (every other month – Thursday mornings) and are open and free to the public.

Your current TAC representative is **Larry Wiggins**. Please let us know of any changes to your town's appointment and feel free to call with any questions.

cc: Peter Gregory, Executive Director  
Rod Francis, TRORC Commissioner

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
**128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ [trorc.org](http://trorc.org)**

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock Harford ~ Hartland  
Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford ~ Theford  
Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

TO: Herb Durfee III, Town Manager  
FROM: Rod Francis, Planning Director  
RE: Intermunicipal Regional Energy Coordinator  
DATE: 05/05/2020

Two Rivers Ottauquechee Regional Commission (TRORC) is continuing to work with seven towns funding an Intermunicipal Regional Energy Coordinator.<sup>a</sup> I have attended one meeting called by TRORC (as Norwich TRORC Commissioner) along with Linda Gray (Energy Committee). Initial discussion covered the management of the hire, and in broad terms the range of activities the Energy Coordinator position will encompass. Draft documents circulated to date include:

- Service Agreement
- Job Description

The day-to-day management of the position will be the responsibility of Peter Gregory TRORC Executive Director. Funding towns and TRORC program staff would constitute a Steering Committee intended to provide overall direction for the position and identify possible work projects. It is hoped that where possible common work needs across the member towns will be a focus of the position.

The steering committee membership will be drawn from Selectboard members (or their nominee) of member towns. Ensuring we have adequate representation could involve appointing two members and one alternate.

Linda Gray and I have reviewed the work priorities of the Energy Committee and the policies and actions contained in the March 7, 2020 Norwich Town Plan. We then looked for areas of commonality with the draft job description. If the energy coordinator hired has the necessary background and skills, they could support the Norwich Selectboard on details of a solar Power Purchase Agreement (PPA). Of great importance to Norwich is assistance with identifying low-income households who could benefit from targeted energy efficiency upgrades for homes.

Beyond that Norwich, like other towns, will benefit from more work on:

- best practices for physical energy projects or fleet vehicle purchases
- planning policy and data collection
- public outreach

Recommendations:

1. Appoint one member of the Norwich Selectboard to the Steering Committee
2. Appoint the Planning Director as alternate to the Steering Committee
3. Instruct Steering Committee member and alternate to work with the Energy Committee
4. That the Energy Coordinator work with Norwich on: i) a solar PPA ii) identifying low-income households for energy efficiency upgrades and iii) data needs we have to implement Norwich energy plan action items.

---

<sup>a</sup> Seven towns include; Barnard, Pomfret, Woodstock, Sharon, Strafford, Thetford and Norwich. Fairlee is contemplating joining.

# 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.

128 King Farm Road, Woodstock, VT 05091  
802.457.3188, fax: 802.457.4728, [www.trorc.org](http://www.trorc.org)

**Herb Durfee**

**From:** Victoria Littlefield <vlittlefield@trorc.org>  
**Sent:** Tuesday, May 05, 2020 2:11 PM  
**To:** Town Admin Barnard; bobedmunds.barnardvt@gmail.com; Rock Webster; mtjhnsn@aol.com; Herb Durfee; Miranda Bergmeier; Rod Francis; Town Admin Sharon; Joe Ronan; Kevin Gish; Mary Gavin; Doc Bagley; Brian Johnson; ksiepmann@straffordvt.org; lberkenkamp@straffordvt.org; pkelly@straffordvt.org; Town Clerk Strafford; Toni Pippy; nickclark.lp@gmail.com; Michael Kiess; Guy Scaife; Jerry Fredrickson; Peter Anderson; Jesse Anderson; John Echeverria; Nicole Nourse; Cathy McGrath; Town Manager Woodstock; Butch Sutherland; Zach Ralph; mriley@townofwoodstock.org; Peter Berger; Town Admin Fairlee; Don Bourdon; josh.hickman@fairleevt.org; Linda Gray; Ryan Haac; jdavies@townofwoodstock.org; mary Bryant; Elizabeth Ferry; KThorkilsen@icloud.com  
**Cc:** Peter G. Gregory; Kevin Geiger  
**Subject:** Regional Energy Coordinator Meeting - Scope of Work  
**Attachments:** Energy Coordinator draft v4.docx

Good afternoon!

Thank you to those of you who attended our first meeting, we thought it was very productive! As promised, I would like to schedule another meeting with you all to start going over the scope of work for the position. I have attached our first run of the scope for you to make edits to. It will be super helpful and more productive if everyone has reviewed the scope and provides comments to me at least a few days before the meeting. That way I can squash them all together and we can go through them.

Here is a doodle poll to see what the best time is for you all: <https://doodle.com/poll/xg8itxhkvsfmpryt>. Please fill out by the end of this week.

Thanks!  
Tory

**Victoria (Tory) Littlefield | Regional Planner**



128 King Farm Road | Woodstock, VT 05091

[Trorc.org](http://Trorc.org) | [facebook](#) | [twitter](#) | [youtube](#)

Cell: 413-896-3145

**\*\*TRORC staff are working from home until further notice. For COVID information, go to**

**<https://www.trorc.org/programs/emergency/covid-19/>\*\***

# Job Description

## Intermunicipal Regional Energy Coordinator

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- 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.

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802.457.3188, fax: 802.457.4728, [www.trorc.org](http://www.trorc.org)

April 21, 2020

Nydia Lugo  
Technical Development Engineer  
Municipal Assistance Bureau

Re: NORWICH BEAVER MEADOW RD SIDEWALK EXPANSION SCOPING STUDY - Engineer Selection

Dear Nydia,

The Town of Norwich is requesting approval to award the scoping engineer contract to Dubois & King for Norwich Sidewalk Expansion Scoping Study on Beaver Meadow Road.

The Town placed an ad in the Valley News 6/5/19, posted on Vermont Business Registry site, posted on the Vermont League of Cities and Town's website and emailed 38 consultants directly informing of the RFP notice. There were 24 consultants and 1 contractor that requested the RFP. The Town received proposals from five (5) consultants: DuBois & King, Stantec, Dufresne Group, Fuss & O'Neill and Pathways Consulting. Technical proposals, cost proposals and consultant rating forms were distributed to the Selection Committee consisting of two (2) members of the Town (Town Manager Herb Durfee and DPW Director Larry Wiggins) and Rita Seto of TRORC.

The Selection Committee met on April 10, 2020 utilizing Zoom (due to Covid 19 issues). The committee discussed the 5 proposals that were submitted by the five firms: DuBois & King, Stantec, Dufresne Group, Fuss & O'Neill and Pathways Consulting.

Each member of the Selection Committee offered their comments (comments are included on the individual ranking sheets).

The selection committee ranked the firms with the top ranked firm being D&K. The remaining firms were ranked Dufresne Group (rank 2<sup>nd</sup>), Fuss & O'Neill (ranked 3<sup>rd</sup>), Pathways Consulting (ranked 4<sup>th</sup>) and Stantec ranked last, The scores were an average of the 3 committee scores.

Cost proposals were then evaluated with the following results:

DuBois & King - \$28465.91, Dufresne Group -\$27,000 plus \$9400, Fuss & O'Neill - \$33,000, Pathways Consulting - \$42,288 plus \$7300, Stantec - \$38,802 plus \$25,048. The Town requested a possible additional study portion and asked that additional study area

costs be identified separately. Two firms chose not to break out the additional study area costs.

After reviewing all materials and compiling the ranking scores, ***the Selection Committee is recommending Dubois & King as the Beaver Meadow Scoping Study consultant.***

Next Steps:

- a) L. Wiggins will write up formal recommendation to the Norwich Selectboard for an upcoming meeting to approve award of the contract (contingent upon your approval).
- b) While waiting for the Norwich Selectboard's formal approval, L. Wiggins will notify all 5 consultants of the selection results with a tentative offering of contract award to Dubois & King on the condition that the Selectboard approves the recommendation.
- c) L. Wiggins will work with Dubois & King to get a draft contract agreement for the Town and VTrans to review. The contract is to address the additional study area ( either included or not included) and possibly add a survey/questionnaire to the scope of work to gain more accurate public input.

If you have any questions, please contact me.

Sincerely,

Larry Wiggins  
Town of Norwich

**VTrans - MAB Project Design Consultant RFP Ranking Form**

**Project Name / Number:** Norwich Beaver Meadow Sidewalk Scoping Study STP B19 (13)  
**Date:** 4/6/2020

Chis Sargent, Dayton Crites, Julia Ursaki  
 Hartgen 4 staff + Hartgen

**Reviewer's Name/Title/Signature :** Rita Seto, TRORC  
 Signature and Date

discussed public outreach efforts during Covid19 - fairly strong

**Consultant Firm Name:** Dubois & King

optional add on for construction level survey

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

noted several factors in the designs (utiilities, Blood Brook, etc)  
 pointed out signage on this roadway  
 270hrs staff plus 32hrs Hartgen  
 302

**Ranking Criteria :**  
 (\*Determined in advance by MPM and VTRANS )

	Scoring Scale	Poor Average Exceptional					Criteria	Brief Comments (required): (To Support your Score)	Pt Total	
		1	2	3	4	5				
	% of Total Score *									
		Score								
1	Qualifications/Experience of proposed Staff	10		3	(x2)	6	Timeline complete by September (seems ambitious, I anticipate at least til December/early Jan/Feb)			
	<i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs. , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>									
		good previous experience w VTrans MAB, scoping studies								
2	Experience of consultant personnel/similar projects	15		5	(x3)	15	Rochester Scoping Study example (not same staff though)			
	<i>5= internal, available and dedicated to project, 3= subconsultants only, 1= none included</i>									
3	Understanding the Scope of Work	25		4	(x5)	20	maybe helpful to break out the 2 sections requested by town			
	<i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>									
4	Clarity of proposal / thoroughness of scope	30		5	(x6)	30				
	<i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>									
5	Submission completeness of RFP	10		5	(x2)	10				
	<i>5= All areas addressed, 3= 1-2 elements not addressed/briefly addressed, 1= minimal elements addressed</i>									
		\$28,465.91								
6	Quality of work sample	10		5	(x2)	10				
	<i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>									
	Maximum Score	100					Final score	91		

Things to keep in mind when completing this form:

- A. By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Municipal Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review since no price included.)
- B. Please review proposals BEFORE you meet with the selection committee, allow 20-30 minutes (min) for each review, or more as needed.
- C. In comments section, include specific references to parts of proposal (page numbers or phrases, etc.) to support your score. Add an additional sheet, if you wish.
- D. Reviewers may prefer to scan the proposal to develop an overview, before studying the details. Do not contact firms for clarification.
- E. Fill out your review independently of others on the committee. You can discuss your reasoning at the ranking meeting, where you may choose to adjust your score.
- F. When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- G. If Scope of work includes "non-participating" work separate from the grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.

**VTrans - MAB Project Design Consultant RFP Ranking Form**

**Project Name / Number:** Norwich Beaver Meadow Sidewalk Scoping Study STP B19 (13)  
**Date:** 4/6/2020  
**Reviewer's Name/Title/Signature :** Rita Seto, TRORC  
 Signature and Date  
**Consultant Firm Name:** Pathways

Rod Finley, Ann Kynor, (5 staff)  
 Hartgen  
 good breakdown of 2 sections and understanding  
 good VTrans MAB experience, sidewalk scoping  
 basic public outreach approach, not much more robust

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

April 2021 timeline for completion

Scoring Scale	Poor		Average		Exceptional	
	1	2	3	4	5	

Section A - 361hrs \$42,288.50  
 Section B - 69hrs \$7,300  
 430 hrs \$49,588.50

**Ranking Criteria :**  
 (\*Determined in advance by MPM and VTRANS )

Ranking Criteria :	% of Total Score *	Score	Criteria Pt Total	Brief Comments (required): (To Support your Score)
1 <b>Qualifications/Experience of proposed Staff</b> <i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs. , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>	10	5	(x2) 10	
2 <b>Experience of consultant personnel/similar projects</b> <i>5= internal, available and dedicated to project, 3= subconsultants only, 1= none included</i>	15	4	(x3) 12	
3 <b>Understanding the Scope of Work</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	25	4	(x5) 20	could expand on public outreach more
4 <b>Clarity of proposal / thoroughness of scope</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	30	4	(x6) 24	
5 <b>Submission completeness of RFP</b> <i>5= All areas addressed, 3= 1-2 elements not addressed/briefly addressed, 1= minimal elements addressed</i>	10	4	(x2) 8	
6 <b>Quality of work sample</b> <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>	10	4	(x2) 8	

Woodstock example

Maximum Score 100 Final score 82

- A. By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Municipal Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review since no price included.)
- B. Please review proposals BEFORE you meet with the selection committee, allow 20-30 minutes (min) for each review, or more as needed.
- C. In comments section, include specific references to parts of proposal (page numbers or phrases, etc.) to support your score. Add an additional sheet, if you wish.
- D. Reviewers may prefer to scan the proposal to develop an overview, before studying the details. Do not contact firms for clarification.
- E. Fill out your review **independently** of others on the committee. You can discuss your reasoning at the ranking meeting, where you may choose to adjust your score.
- F. When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- G. If Scope of work includes "non-participating" work separate from the grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.

**VTrans - MAB Project Design Consultant RFP Ranking Form**

**Project Name / Number:** Norwich Beaver Meadow Sidewalk Scoping Study STP B19 (13) Bryan Ruoff, Rene LaBranche (9 staff)  
**Date:** 4/6/2020  
**Reviewer's Name/Title/Signature :** Rita Seto, TRORC noted several factors in the designs (utilities, Bloody Brook, etc)  
good discussion on outreach but still typical approach vs. Covid19  
**Consultant Firm Name:** Stantec

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

Section A - 312hrs \$38,802      hrs difference  
 Section B - 195hrs \$25,048  
 383hrs total      \$63,850  
 507  
 proposed timeline September

Scoring Scale	Poor		Average		Exceptional	
	1	2	3	4	5	

**Ranking Criteria :**  
 (\*Determined in advance by MPM and VTRANS )

% of Total Score \*            Criteria Pt Total      Brief Comments (required):  
 (To Support your Score)

<b>1 Qualifications/Experience of proposed Staff</b> <i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs. , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>	10	<input type="text" value="5"/>	(x2)	<input type="text" value="10"/>	Essex Junction, VT example
<b>2 Experience of consultant personnel/similar projects</b> <i>5= internal, available and dedicated to project, 3= subconsultants only, 1= none included</i>	15	<input type="text" value="4"/>	(x3)	<input type="text" value="12"/>	maybe issue or not - use of 2 office branch staff? 2 lead staff from NH office, few VT MAB experience
<b>3 Understanding the Scope of Work</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	25	<input type="text" value="4"/>	(x5)	<input type="text" value="20"/>	could have more in depth public outreach discussion
<b>4 Clarity of proposal / thoroughness of scope</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	30	<input type="text" value="4"/>	(x6)	<input type="text" value="24"/>	could have more in depth public outreach discussion, more breakout of the 2 sections
<b>5 Submission completeness of RFP</b> <i>5= All areas addressed, 3= 1-2 elements not addressed/briefly addressed, 1= minimal elements addressed</i>	10	<input type="text" value="4"/>	(x2)	<input type="text" value="8"/>	
<b>6 Quality of work sample</b> <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>	10	<input type="text" value="4"/>	(x2)	<input type="text" value="8"/>	

Maximum Score       Final score

- A. By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Municipal Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review since no price included.)
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- F. When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- G. If Scope of work includes "non-participating" work separate from the grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.

**VTrans - MAB Project Design Consultant RFP Ranking Form**

**Project Name / Number:** Norwich Beaver Meadow Sidewalk Scoping Study STP B19 (13)  
**Date:** 4/6/2020  
**Reviewer's Name/Title/Signature :** Rita Seto, TRORC  
**Consultant Firm Name:** Pathways

Rod Finley, Ann Kynor, (5 staff)  
 Hartgen  
 good breakdown of 2 sections and understanding  
 good VTrans MAB experience, sidewalk scoping  
 basic public outreach approach, not much more robust

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

April 2021 timeline for completion

Scoring Scale	Poor		Average		Exceptional	
	1	2	3	4	5	5

Section A - 361hrs \$42,288.50  
 Section B - 69hrs \$7,300  
 430 hrs \$49,588.50

**Ranking Criteria :**  
 (\*Determined in advance by MPM and VTRANS )

Ranking Criteria :	% of Total Score *	Score	Criteria Pt Total	Brief Comments (required): (To Support your Score)
1 <b>Qualifications/Experience of proposed Staff</b> <i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs. , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>	10	5	(x2) 10	
2 <b>Experience of consultant personnel/similar projects</b> <i>5= internal, available and dedicated to project, 3= subconsultants only, 1= none included</i>	15	4	(x3) 12	
3 <b>Understanding the Scope of Work</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	25	4	(x5) 20	could expand on public outreach more
4 <b>Clarity of proposal / thoroughness of scope</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	30	4	(x6) 24	
5 <b>Submission completeness of RFP</b> <i>5= All areas addressed, 3= 1-2 elements not addressed/briefly addressed, 1= minimal elements addressed</i>	10	4	(x2) 8	
6 <b>Quality of work sample</b> <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>	10	4	(x2) 8	

Woodstock example

Maximum Score 100 Final score 82

- A. By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Municipal Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review since no price included.)
- B. Please review proposals BEFORE you meet with the selection committee, allow 20-30 minutes (min) for each review, or more as needed.
- C. In comments section, include specific references to parts of proposal (page numbers or phrases, etc.) to support your score. Add an additional sheet, if you wish.
- D. Reviewers may prefer to scan the proposal to develop an overview, before studying the details. Do not contact firms for clarification.
- E. Fill out your review independently of others on the committee. You can discuss your reasoning at the ranking meeting, where you may choose to adjust your score.
- F. When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- G. If Scope of work includes "non-participating" work separate from the grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.

**VTrans - MAB Project Design Consultant RFP Ranking Form**

**Project Name / Number:** Norwich Beaver Meadow Sidewalk Scoping Study STP B19 (13)  
**Date:** 4/6/2020  
**Reviewer's Name/Title/Signature :** Rita Seto, TRORC  
**Consultant Firm Name:** Dufresne Group

Andrea Day, Charles Flower, Randy Goodwin  
 3 subs (land surveyor, arch, wetland)

good break out discussion between 2 sections  
 good analysis on both sections

ok discussion on public outreach, not as strong, and is your typical methodology,  
 not addressing current Covid19 situation

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

Scoring Scale	Poor		Average		Exceptional	
	1	2	3	4	5	

proposed timeline 3-4 years in narrative but sept 2020 for report  
 Timeline complete by September

Ranking Criteria :	% of Total Score *	Score		Criteria Pt Total	Brief Comments (required): (To Support your Score)	Section A	
		Score	(Multiplier)			Hours	Cost
(*Determined in advance by MPM and VTRANS )						276hrs	\$27,000
						Section B 101	\$9,400
						377hrs total	\$36,400
1 <b>Qualifications/Experience of proposed Staff</b> <i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs. , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>	10	5	(x2)	10	good VTrans MAB experience, scoping projects		
2 <b>Experience of consultant personnel/similar projects</b> <i>5= internal, available and dedicated to project, 3= subconsultants only, 1= none included</i>	15	4	(x3)	12	Jeffersonville, VT example cost proposal references Lincoln, VT		
3 <b>Understanding the Scope of Work</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	25	4	(x5)	20			
4 <b>Clarity of proposal / thoroughness of scope</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	30	4	(x6)	24	could expand on public outreach more		
5 <b>Submission completeness of RFP</b> <i>5= All areas addressed, 3= 1-2 elements not addressed/briefly addressed, 1= minimal elements addressed</i>	10	4	(x2)	8	proposed timeline 3-4 years in narrative but sept 2020 for report		
6 <b>Quality of work sample</b> <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>	10	5	(x2)	10			
	Maximum Score	100		Final score	84		

- A. By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Municipal Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review since no price included.)
- B. Please review proposals BEFORE you meet with the selection committee, allow 20-30 minutes (min) for each review, or more as needed.
- C. In comments section, include specific references to parts of proposal (page numbers or phrases, etc.) to support your score. Add an additional sheet, if you wish.
- D. Reviewers may prefer to scan the proposal to develop an overview, before studying the details. Do not contact firms for clarification.
- E. Fill out your review independently of others on the committee. You can discuss your reasoning at the ranking meeting, where you may choose to adjust your score.
- F. When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- G. If Scope of work includes "non-participating" work separate from the grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.

**VTrans - MAB Project Design Consultant RFP Ranking Form**

**Project Name / Number:** Norwich Beaver Meadow Sidewalk Scoping Study STP B19 (13)  
**Date:** 4/6/2020

Patricia Shedd (7 staff)  
Hartgen

**Reviewer's Name/Title/Signature :** Rita Seto, TRORC  
 Signature and Date

proposed timeline 3-4 years in narrative but sept 2020 for report

**Consultant Firm Name:** Fuss & O'Neill

Section A  
Section B  
271hrs total \$33,000

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

didn't break down sections

Scoring Scale	Poor		Average		Exceptional	
	1	2	3	4	5	

schedule anticipate april 2021 completion

**Ranking Criteria :**  
 (\*Determined in advance by MPM and VTRANS )

% of Total Score *	Score	Criteria Pt Total	Brief Comments (required): (To Support your Score)
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Stowe, VT example

<b>1 Qualifications/Experience of proposed Staff</b> <i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs. , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>	10	5	(x2)	10	
<b>2 Experience of consultant personnel/similar projects</b> <i>5= internal, available and dedicated to project, 3= subconsultants only, 1= none included</i>	15	4	(x3)	12	
<b>3 Understanding the Scope of Work</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	25	4	(x5)	20	typical public outreach outline
<b>4 Clarity of proposal / thoroughness of scope</b> <i>5=very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>	30	4	(x6)	24	didn't break down sections
<b>5 Submission completeness of RFP</b> <i>5= All areas addressed, 3= 1-2 elements not addressed/briefly addressed, 1= minimal elements addressed</i>	10	4	(x2)	8	
<b>6 Quality of work sample</b> <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>	10	5	(x2)	10	

Maximum Score 100

Final score 84

- By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Municipal Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review since no price included.)
- Please review proposals BEFORE you meet with the selection committee, allow 20-30 minutes (min) for each review, or more as needed.
- In comments section, include specific references to parts of proposal (page numbers or phrases, etc.) to support your score. Add an additional sheet, if you wish.
- Reviewers may prefer to scan the proposal to develop an overview, before studying the details. Do not contact firms for clarification.
- Fill out your review independently of others on the committee. You can discuss your reasoning at the ranking meeting, where you may choose to adjust your score.
- When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- If Scope of work includes "non-participating" work separate from the grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.

# BEAVER MEADOW SIDEWALK SCOPING STUDY

## Request for Proposals Municipal Scoping Study Town of Norwich, Vermont

**Date Issued: March 6, 2020**

**Date Due: March 27, 2020 at 10:00 AM**

**Contact person: Larry Wiggins, Director of Public Works, 802-649-2209, [lwiggins@norwich.vt.us](mailto:lwiggins@norwich.vt.us)** . All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

### I. INTRODUCTION

The Town of Norwich is requesting proposals for production of a scoping study to identify issues with construction of a pedestrian/bicycle facility on Beaver Meadow Road, funded in part by the Federal Highway Administration and the Town of Norwich VT, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau (MAB).

The pedestrian/bicycle facility shall, at a minimum, be a sidewalk which extends from the existing sidewalk on Beaver Meadow Road (near the intersection of Huntley Ave.) to the intersection of Moore Road and Beaver Meadow Road and continuing along Moore Road to Turnpike Road.

The study shall also address the continuation of a pedestrian/bicycle facility from Moore Road to Ballard Park across from Brigham Hill Road. All study costs for this section shall be kept separate from the facility study between Huntley Ave and Moore/Turnpike Road.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of Norwich Town Manager and the Selectboard.

Project development must follow the VTrans Municipal Assistance Bureau (MAB) process. Questions related to the MAB project development process can be answered by Nydia Lugo, VTrans Project Supervisor, Municipal Assistance Bureau, by phone at (802) 595-3347 or email at [Nydia.Lugo@vermont.gov](mailto:Nydia.Lugo@vermont.gov).

All work will be accomplished in accordance with the following:

- MAB Guidebook for Municipally Managed Projects (found on the VTrans MAB website <https://vtrans.vermont.gov/highway/local-projects> ).
- MAB Project Development Process flow chart (found on the VTrans MAB website).
- Specifications for Contractor Services (found in the MAB Guidebook appendix).

## **II. SCOPE OF WORK**

In general, the scope of this project will consist of a planning process that identifies the needs of Norwich within a defined area taking into consideration the existing conditions. The outcome of the process at a minimum will be:

- Identification and prioritization of improvements shown on a conceptual drawing(s)
- A public involvement process to ensure local input and support of projects
- An assessment of historic, archaeological and environmental constraints
- Clear, written documentation of project issues and overall feasibility
- A complete preliminary cost estimate for further engineering, project administration and construction

The draft and final reports will include the elements of the recommended outline included as Appendix A of this RFP.

The scope of work shall include (at a minimum):

### **A.) Project Kickoff Meeting**

Meet with Town and State officials (VTrans Bicycle and Pedestrian program staff or Transportation Alternatives Coordinator) to develop a clear understanding of the project goals, objectives, timelines and deliverables.

### **B.) Compile Base Map/Document Existing Conditions**

Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town (if available) and other natural resource-based GIS data available from the RPC or the Vermont Center for Geographic Information (VCGI). The compiled information must be displayed in an ArcView-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcView. Existing conditions to be noted include presence of existing pedestrian/bike facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate. Additional items to be mapped shall include natural resource constraints, utilities, historic and archaeological constraints, etc. Additionally, the consultant will collect traffic information such as the Average Daily Traffic, pedestrian and bicycle counts and available crash data. The consultant shall perform a topographic survey to more accurately map roadway widths, location of existing buildings, drainage facilities and any other features that may be critical to the design of the project. These items would include; property pins, trees, walkways, walls, posts, signs, shrubs and mailboxes.

### **C.) Local Concerns Meeting**

The consultant shall organize and moderate a local concerns meeting with Town representatives, State officials (including the District Transportation Administrator (when applicable)) and the public to develop a clear understanding of the project goals, objectives and concerns. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. Items that may be discussed (especially for shared use paths) are what different user groups are anticipated/desired (e.g. bicyclists, roller-bladers, snowmobiles in winter, etc.) and what surface type is desired.

**D.) Identify Land Use Context**

The consultant shall identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed (e.g. rural, suburban, village area, etc.) Based on existing land use patterns and potential connections to planned or existing pedestrian and/or bicycle facilities, the consultant shall document predicted and existing pedestrian/bicycle travel patterns to gain an understanding of the best location for new sidewalks/bike facilities.

**E.) Develop Conceptual Alternatives**

In cooperation with the Town staff the consultant will be responsible for identifying potential alternatives for the proposed bicycle and/or pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include roadway crossing needs. If a shared use path paralleling a road is proposed, the alternative of providing on-road accommodation for bicyclists should be discussed. If a proposed alignment includes off road (shared use path) and on road bike facilities, discuss how these transitions will be made. The consultant shall also review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements.

The consultant shall develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces and other features. Typical sections shall be prepared at every 100 feet and at locations where the alternative impacts trees, shrubs or manmade objects.

As part of developing alternatives, the consultant shall assess the impact of the project construction on existing vehicle, pedestrian and bicycle traffic. The assessment should be made by referencing the VTrans Work Zone Safety and Mobility Guidance document and

its appendix. An initial determination should be made as to what level of impact is likely to result from project construction; significant, moderate or minor. The study shall include a section on traffic management that discusses the possible impacts, what stakeholders may be impacted and what measures are likely to be needed to address work zone impacts during construction. If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be identified in the overall costs for each alternative.

**F.) Identify Right-of-way Issues**

The consultant shall compile roadway right-of-way and abutting property ownership information along the proposed alignment of the project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected property. Map right-of-way information on the same base mapping as the existing conditions – Task B).

**G.) Identify Utility Conflicts**

The consultant shall identify, locate and discuss all public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a preliminary assessment of whether any relocations will be required. Will the relocations occur outside of the existing Rights of Way? For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment should include identification of owners of potentially impacted utilities.

**H.) Identify Natural and Cultural Resource Constraints and Permitting Requirements**

The consultant shall review natural and cultural resource issues including wetlands, surface waters, floodplains, river corridors, lake shorelands, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.

All environmental resource work shall be conducted by qualified professionals in that field (i.e. wetland reviews conducted by qualified wetland biologists, historic preservation reviews by historic preservation professionals, archaeological reviews by archaeologists, etc.), and should be well documented in the scoping report. Project area should be delineated on a map. Environmental resource areas should also be delineated/illustrated/or otherwise described on the map.

Historic and Archaeological resources will be reviewed by qualified experts in those fields to determine potential impacts to those resources. For the Historic resources, the correct level of study for above-ground resources would be a reconnaissance-level survey. For Archaeology, the correct level of effort is an "Archaeological Resources Assessment" which involves no excavations, but is to determine where and how much of a proposed project area has "archaeologically sensitive" land

Because an alternative has not yet been selected, all environmental resource ID work shall include the general project area in which all proposed alternatives will take place. If alternatives are provided in the scoping report, then recommendations for the alternatives' effect on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

When possible, documentation from appropriate state and federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) should be included to summarize the extent to which resources may or may not be impacted. The consultant shall identify any permits that will likely be needed for the project.

The Vermont ANR Natural Resource Atlas *and BioFinder* are web-based mapping tools which may be used to locate natural resource features. The Atlas serves as a quick reference to help determine whether the project is located in a wetland, lakeshore, or river corridor:

ANR NR Atlas: <http://anrmaps.vermont.gov/websites/anra/>

ANR BioFinder: <https://anr.vermont.gov/maps/biofinder>

The Vermont Significant Wetland Inventory (VSWI) layer denotes the approximate location and configuration of significant wetlands and does not include all state significant wetlands. The hydric soils mapping indicates additional areas where wetlands may be present. The actual boundaries and presence of wetlands must always be determined in the field by a professional wetland scientist.

The DEC Watershed Management Division has regional lake, river, and wetland scientists who are available to help with project scoping and permitting requirements. For instance, the river scientist can help evaluate river corridors and whether certain types of bike and pedestrian facilities meet the State river corridor performance standard, i.e., fit within these dynamic areas without the application and maintenance of river channelization practices.

Improvements for bicyclists and pedestrians are likely to increase impervious surface area. Especially where a closed, subsurface drainage system is proposed (new or addition to existing), an estimate of new, redeveloped and existing contributing surface areas should be included as well as an assessment of what will be required to obtain a

stormwater discharge permit. An estimate of the area of disturbance that will result from the project should be included to assess the extent of mitigation that will be required under the National Pollutant Discharge Elimination System (erosion prevention and sediment control) permit.

During development of alternatives, the Consultant shall attempt to minimize discharges of untreated stormwater to surface waters, particularly during smaller storms (1yr return frequency and smaller). Reasonable effort shall be made to identify and attempt to minimize conflicts and align project goals as practicable with known community stormwater master plans, tactical basin plans, jurisdictional features associated with State stormwater permits, planned stormwater retrofits and other related considerations which may be affected by the project.

This resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. Scoping reports will be reviewed by VTrans Project Delivery Bureau Environmental Section (via Resource ID work request from VTrans Project Manager) prior to development of Conceptual Plans.

#### **I.) Alternatives Presentation**

All of the proposed alternatives (including a mandatory “no build” alternative) will be evaluated in an alternatives matrix. The matrix will include resource impacts, right of way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help the community evaluate the alternatives being considered. Taking into consideration previously gathered information, the consultant shall conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development. Prior to the informational meeting, the consultant shall send a certified letter to all property owners affected by the project and all property owners along Beaver Meadow Road from Main St. to the intersection of Brigham Hill Road announcing the public informational meeting.

#### **J.) Develop Preliminary Cost Estimates**

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. Construction cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The estimates should be based on the assumption that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The cost estimates should include amounts for

construction, engineering, municipal project management and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.

**K.) Project Timeline**

The consultant will provide a project development timeline that takes the project through the design, permitting and construction phases assuming the use of a combination of Federal and local funding. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.

**L.) Report Production**

Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final feasibility reports outlining the findings of the study (see Standards and Deliverables for number required). The draft and final feasibility report shall address the pedestrian and bicycle facility from Moore Road to Brigham Hill Road separately. The draft report must be submitted to the Town of Norwich 2 weeks prior to submission to VTrans. The draft report (and all town comments) shall be submitted to VTrans for comment prior to issuing a final report. A minimum of 3 weeks must be allowed for VTrans review of the draft report. A public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown in Appendix A and is expected to include all of the elements listed in the outline. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.

**III. STANDARDS AND DELIVERABLES**

- A.) All documents should be provided in both hard copy (paper) and digital format. All hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Adobe .pdf format is required for the draft and final reports.
- B.) All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town/City or RPC upon completion of the project and become the joint property of the Town/City or RPC and the State of Vermont when applicable.
- C.) The consultant will provide ten (10) hard copies of the draft and final reports to the Town. One digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the VTrans project supervisor and the Town.

**IV. RESPONSE FORMAT**

Responses to this RFP shall consist of:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town of Norwich including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
8. A representative work sample similar to type of work being requested.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B.) A separate cost proposal consisting of:

1. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

## **V. CONSULTANT SELECTION**

The Selection Committee is made up of Norwich Town Manager Herb Durfee, Public Works Director Larry Wiggins and Rita Seto, Two River Ottaquechee Regional Planning Committee

representative. The Selection Committee will make a recommendation to the MAB Project Supervisor and the Town Selectboard to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Qualifications of the firm and the personnel to be assigned to this project.	2	5	10
Experience of the consultant personnel working together as a team to complete similar projects.	3	5	15
Demonstration of overall project understanding and insights into local conditions and potential issues.	5	5	25
Clarity of the proposal and creativity/thoroughness in addressing the scope of work.	6	5	30
Submission of a complete proposal with all elements required by the RFP	2	5	10
Quality of representative work sample	2	5	10
<b>TOTAL</b>			<b>100</b>

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The Town of Norwich reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the Municipality requesting approval of such a change. This change will also need to be approved by VTrans.

The committee will select the consultant on or about April 3, 2020 to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

## **VI. SUBMISSIONS**

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Five (5) hard copies of the technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (technical or cost proposal)
- Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

**And**

Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals shall be sent or delivered to the address below before 10:00 AM on Friday March 27, 2020

Larry Wiggins  
Tracy Hall -Town Manager's Office  
PO Box 376  
300 Main St.  
Norwich, VT 05055  
[lwiggins@norwich.vt.us](mailto:lwiggins@norwich.vt.us)

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile/ machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of the Town of Norwich. The cost of preparing, submitting and presenting is the sole expense of the firm. The Town of Norwich reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or cancel this RFP in part or in its entirety, if it is in the best interest of the Town. This Request for Proposals in no way obligates the Town of Norwich to award a contract.

## **VII. CONTRACTING**

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street

Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Norwich Selectboard, PO Box 367, Norwich, VT, 05055. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Bureau Guidebook Appendix. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

**Appendix A:  
Recommended Outline for a Bicycle and Pedestrian Scoping Study**

- I. PURPOSE AND NEED OF THE PROJECT – identify goals and objectives, provide description of existing conditions (how do they hinder the goals?)
- II. PROJECT AREA AND EXISTING CONDITIONS – identify the project area, existing conditions and proposed location of facilities. What other locations were considered? What origins and destinations are served by the proposed facility?
- III. RIGHT OF WAY – identify Town or State Highway right of way (if project parallels a highway) and abutting property owners and assess their level of interest in the project if their property is likely to be impacted.
- IV. UTILITY IMPACTS – What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project? Will they need to be relocated outside the existing right of way?
- V. NATURAL AND CULTURAL RESOURCES – identify constraints and possible design solutions and necessary permits. Include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.
  - A. Natural Resources
    - 1. Wetlands
    - 2. Lakes/Ponds/Streams/Rivers (stormwater discharge and erosion/sediment control implications)
    - 3. Floodplains
    - 4. Endangered Species
    - 5. Flora/Fauna
    - 6. Stormwater
    - 7. Hazardous Wastes
    - 8. Forest Land
  - B. Cultural Resources
    - 1. Historic
    - 2. Archaeological
    - 3. Architectural
    - 4. Public Lands
    - 5. Agricultural Lands
- VI. PRELIMINARY PROJECT COST ESTIMATE – including preliminary engineering, right of way acquisition, construction, project management and construction inspection costs.

- VII. MAINTENANCE - Discuss anticipated maintenance needs of the proposed project, including how snow removal is likely to be addressed.
- VIII. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.
- IX. COMPATIBILITY WITH PLANNING EFFORTS – Indicate how the proposed improvement is compatible with relevant local Town plans, and regional Transportation or Bike/Ped (if available) plans.
- X. PROJECT TIMELINE – given the nature of the project what is your best estimate of the time it will take to scope, design and construct the project (or initial phase of the project).
- XI. VIABILITY – why should VTrans or other funding sources consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?



626286X  
March 27, 2020

Larry Wiggins  
Tracy Hall - Town Manager's Office  
PO Box 376, 300 Main St.  
Norwich, VT 05055  
lwiggins@norwich.vt.us

**RE: Technical Proposal, Town of Norwich Beaver Meadow Sidewalk Scoping Study**

Dear Mr. Wiggins and Selection Committee,

Expanding connectivity between our villages, homes, parks, and trails is an ideal way to improve the vitality of our communities. Adding a sidewalk to Beaver Meadow Road will clearly benefit the community that already uses the corridor and existing pedestrian crossings to access the Ballard Trail and Huntley Meadow park. The DuBois & King (D&K) team is prepared to bring our diverse experience and creativity to this project and to work closely with the Town of Norwich (Town). This project will expand opportunities for a pleasant stroll from Norwich Village Center along Beaver Meadow Road to Huntley Meadow. There are electric utilities lining one side of the corridor, water lines and a river on the other, and private property improvements and vegetation along the right of way. D&K understands the complexity of this project. Despite these constraints, the surrounding recreational and social resources make the value clear that this project will make Beaver Meadow a street that works for all travelers.

D&K's planning team has completed over 25 bicycle and pedestrian scoping studies for Vermont communities along complex and constrained corridors. Those studies are among the 100+ related projects we have completed for the VTrans Municipal Assistance Bureau. We develop plans and scoping studies that are concise, detailed, impactful and implementable. Our portfolio illustrates a history of effective communication with the public and local decision makers through carefully wrought designs, plans, and data. Our team understands that when building public infrastructure, good communication is essential to building support for implementation of the project.

The D&K planning team is a multidisciplined group delivering planning, landscape architecture, and engineering services that scoping study alternatives are well-designed, contextually sensitive, and light on the land. I will act as project manager, overseeing my team of planners, including senior transportation planner Dayton Crites, AICP, who has significant expertise in the development of active transportation facilities. Our staff engineer Julia Ursaki is the planning group's expert on mobility, bicycle and pedestrian safety, and transportation engineering. We are joined by Hartgen Archeological Associates to conduct the historic and archeological analysis needed to comply with VTrans Bike Ped Program standards for scoping studies.

The following proposal offers an efficient and targeted approach to improving connectivity in Norwich through the scoping process. We look forward to working collaboratively with Norwich, VTrans, and local stakeholder groups to ensure that the scoping study meets VTrans process requirements and provides a clear and inspiring guide for the community to take the next steps toward implementing this important project.

D&K appreciates the opportunity to work with Norwich to realize the Town's vision for a more walkable, safe, and connected community. Should you have any questions or wish to discuss the project further, do not hesitate to contact me at (802) 728-3376 or at csargent@dubois-king.com.

Sincerely,  
**DuBois & King, Inc.**

Christopher L. Sargent, AICP, CFM  
Project Manager



## Project Understanding and Approach

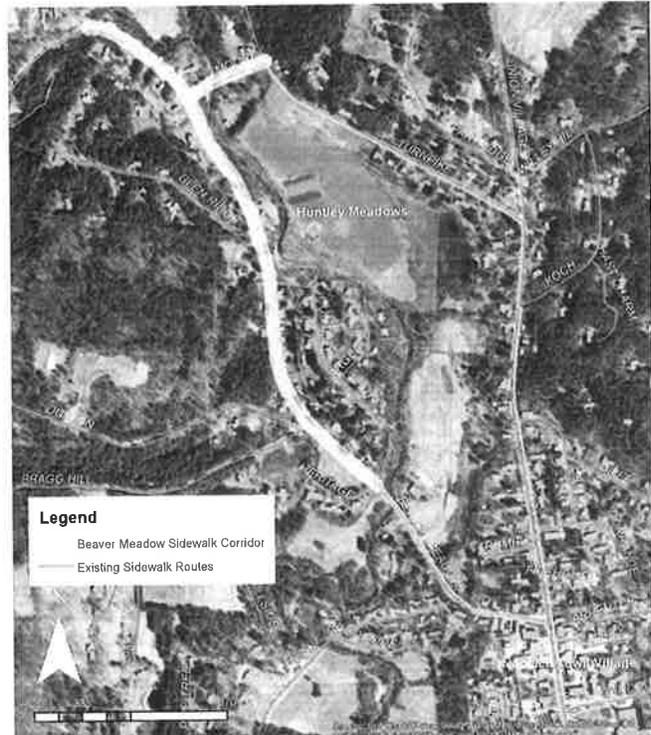
The Town of Norwich (Town) is seeking to develop an implementable plan to enhance connectivity and safety for pedestrians and cyclists traveling along Beaver Meadow Road between Huntley Avenue and Moore Road, and eventually to Ballard Trail trailhead. This portion of Beaver Meadow Road is surrounded by single family homes and provides a direct route for residents to access the Town center. The park, trails, transit stops, and park and rides surrounding this roadway all point to a clear need for a safer walking and bicycling corridor. When complete, this project will create a contiguous safe walking route linking the Town center, Huntley Meadows, and some of Norwich's most densely settled neighborhoods.

With a low speed limit of 25 mph, existing crosswalks within the study area, and existing sidewalks along Moore Road Bridge and the southeastern edge of Beaver Meadow Road, the Town of Norwich has been working to support safe pedestrian activity along this stretch of roadway. The Blood Brook stream corridor, electric, phone, and water utilities within the ROW, and private fence lines, trees, and parking lots adjacent to public right of way make clear the need for a detailed scoping study to support the development of a safer, more complete Beaver Meadow Road in Norwich.

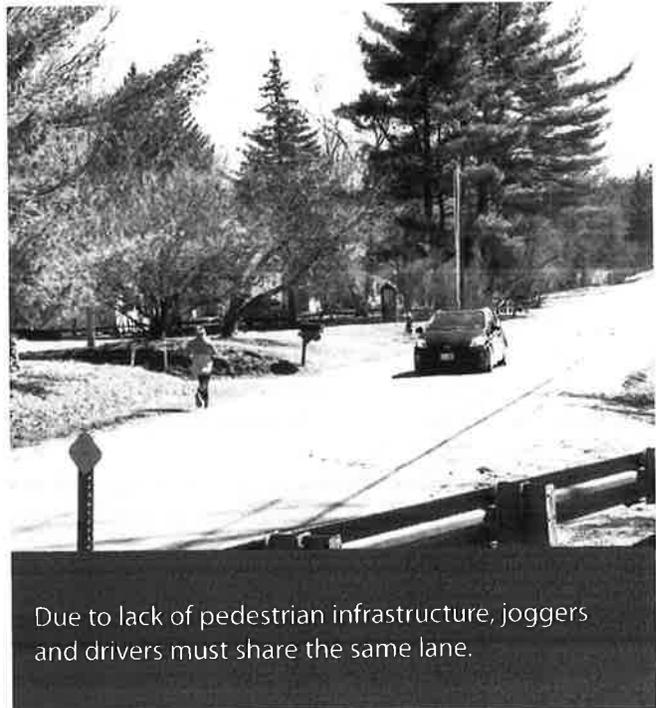
D&K Project Manager Chris Sargent, AICP, CFM, knows Norwich well from his past position at the Two Rivers-Ottawaquechee Regional Commission (TRORC). Chris and Senior Planner Dayton Crites, AICP, recently visited Norwich and Beaver Meadow Road to get a better understanding of existing conditions and potential project challenges and discussed the project with Rita Seto at TRORC. This preliminary work provides our team with a more detailed understanding of project issues that will help us develop an approach that meets Town of Norwich's project goals.

### Insights on Project Conditions

**Huntley Meadow.** This regional park, with baseball diamonds, a pumptrack, trails, a park and ride station, electric vehicle charging, and access to Blood Brook, is a four season draw to the community. However, for residents along and west of Beaver Meadow Road, the



This sidewalk corridor will create infrastructure that will link central Norwich neighborhoods with key community assets.



Due to lack of pedestrian infrastructure, joggers and drivers must share the same lane.



only way to access these amenities on foot or bicycle is to share a narrow 11-foot travel lane with auto traffic. This recreational draw and the limited public access routes indicate obvious benefits to building a sidewalk on Beaver Meadow Road.

**Advance Transit.** Two transit stops are situated within the project corridor, and safe pedestrian access to transit resources is crucial to improving ridership and reducing single occupancy vehicle use. These transit stops not only create a demand for safe pedestrian infrastructure to and from them, but may offer potential funding partnerships for future design and construction of a sidewalk along Beaver Meadow roadway.

**Ballard Trail.** The extension of this sidewalk project to the existing crosswalk across from the entrance to the Ballard Trail and trailhead creates additional demand for safe and comfortable pedestrian connectivity.

**American Legion Post #8.** Land use along Beaver Meadow Road is primarily residential, except this property. Any proposed sidewalk along the frontage of this property would disrupt the existing parking situation. Rather than being seen as a constraint, good designs and open dialog with the Legion could offer improvements to benefit both public safety and the Post's parking and access.

**Private Properties.** Regardless of future alignment, some impact on adjacent fences, vegetation, and private right of way may be incurred. This scoping study is an ideal time to engage potentially affected landowners to gauge individual support for improvements to private property as part of a sidewalk project.



Any sidewalk alignment affecting this property must carefully consider interactions with parking access.



Transit stop signage is essential for providing a clear and comfortable experience for transit users.



Private property improvements adjacent to the right of way must be approached sensitively.



**Utilities.** Powerlines and phone utilities are on one side, waterlines on another. Anywhere a sidewalk is proposed adjacent to the existing pavement has the potential to impact existing utilities. The ideal solution from a cost-conscious standpoint must seek to minimize utility relocation.

**Blood Brook.** This waterway parallels the project area and comes very close to the existing roadway in two crucial areas. Alignments considered for the riverine side of the roadway must contend with the likelihood of additional permits, structures and engineering costs along these short segments.

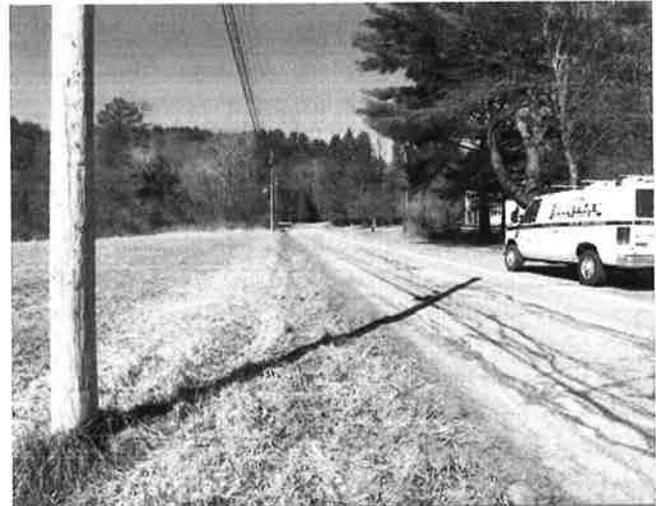
These are only a few of the key opportunities and constraints affecting this project. Our team looks forward to an opportunity to further our research to develop an excellent scoping study for the Town of Norwich.

## Our Approach

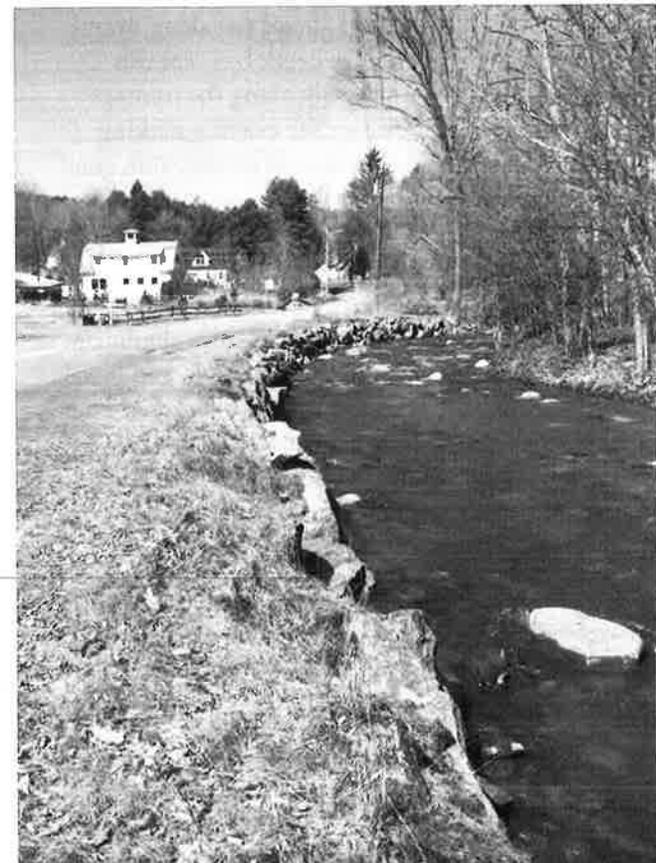
The D&K team is well-versed in the inherent issues of vehicles sharing streets with people walking and biking and of the challenges of providing for each mode separated infrastructure while considering restrictive rights-of-way, sensitivity to the natural environment, and limited budgets in real-world settings. Our approach includes a thorough examination of all available options alongside the construction of a sidewalk, such as traffic calming, road striping techniques, and transit improvements.

Based on our experience, the following elements will lead to a successful study for the Town of Norwich.

**Identify the desired outcomes.** Our first step in this project will be to meet with the Town, TRORC, and local stakeholders (including the community's outdoor recreation groups) to develop a shared understanding of the project's desired outcomes and priorities. The outcome will include development of a consensus plan that enjoys public support; is technically feasible and cost-effective; is attractive, context-sensitive, functional, and easy to construct and maintain; and will provide a positive user experience.



Opportunities exist between pavement edges and utility poles.



Blood Brook creates both a scenic draw and a constraint for future sidewalk construction.



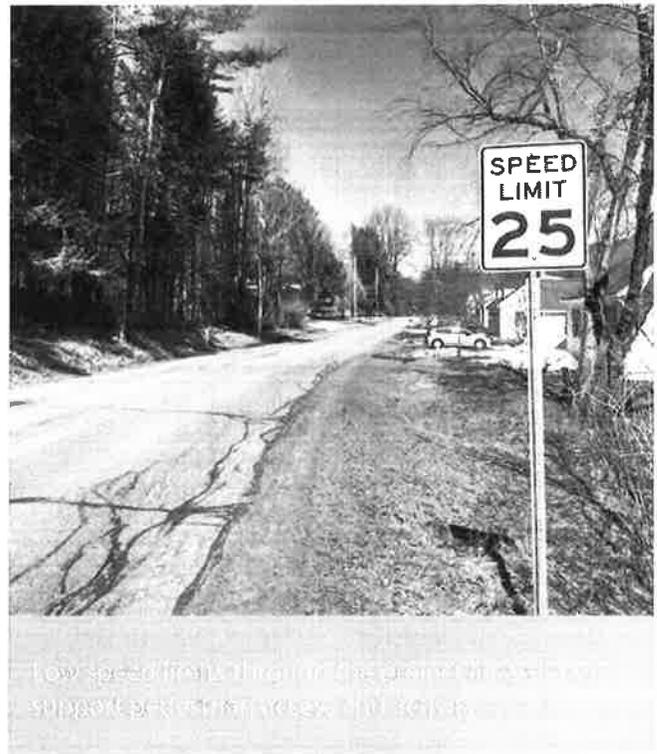
**Engage the Community.** In our public engagement process, we will seek to build a shared understanding of issues and opportunities, present any trade-offs clearly and in an unbiased manner, and mitigate concerns through careful planning and design. We will use effective communication, outreach, and graphic visualizations to make sure the community understands the design challenges and opportunities, which are essential for effective collaborative decision making.

**Invite Public Input.** As we submit this proposal, the future of public engagement looks markedly different from when this RFP was issued. At DuBois & King, we are actively developing solutions for the changing landscape of public engagement during the COVID-19 period. These solutions range from creative online community meetings utilizing software that allows for public polling and open discussion to on-site feedback collectors that will allow for those without internet connections or tech savvy to provide input in meaningful ways.

The community will be actively involved in shaping this project from the beginning in order to assure the final alternative is supported and has the momentum needed for implementation. We see our role in public participation as important as our role as designers and engineers. D&K will work with Norwich, landowners, community stakeholders, and the public through the following steps of the process:

- Defining the problem through observation and experience
- Establishing criteria for project success
- Highlighting pertinent information
- Providing additional perspectives (safety, environmental concerns, aesthetics, and economics)
- Generating and evaluating alternative solutions
- Supporting selection of a preferred alternative

D&K staff have demonstrated experience organizing and facilitating public meetings and digital town halls. We will seek to ensure that despite the challenges facing us at this time, the public engagement component of this project will build public support for the selected alternative.



**Provide an Effective Implementation Strategy.**

One of the most critical elements of a scoping study is to provide the community with a clear and realistic way to fund construction. A sidewalk project like Norwich's involves improvements that cost more than what can be funded through a single grant, so it is important to plan the phases of implementation into manageable segments. D&K is experienced in identifying ground-truthed cost estimates and logical project phasing plans so that communities can budget for satisfying, rapid, and practical implementation.

**Project Management.** D&K will work efficiently to provide a product that is satisfactory to the Town and the public and meets VTrans requirements. The key steps of our project management approach include:

- Dedicating a project manager with vision, ability, experience, and communication skills to drive the project.
- Assembling a team of qualified professionals who will focus on the project until completion.
- Identifying and resolving key design issues as early as possible.
- Fostering a culture of open, clear and frequent communication.



## Scope of Work

The following scope of work describes D&K's program and methodology for the development of the scoping study. The project will focus on identifying priorities for improvement, involving the public throughout the process, assessing constraints, documenting any issues or feasibility challenges, and providing preliminary cost assessments. The staff members who will contribute to each task are indicated in the Project Team section and in the Labor Hour Estimate included in the proposal.

**Task A: Project Kickoff Meeting.** D&K will meet with representatives from the Town, TRORC, VTrans, and community stakeholders to discuss the objectives, concerns, goals, schedule, and deliverables and to solicit any existing relevant information such as tax maps, right-of-way or utility information. This meeting can also include a site walk to share information, concerns and ideas for the project and can be effectively conducted via video conference if requested. We will provide meeting minutes and documentation to the project team after this initial meeting.

The project kickoff meeting will ideally be held in person, but D&K is prepared to facilitate a productive virtual meeting should health regulations require social distancing.

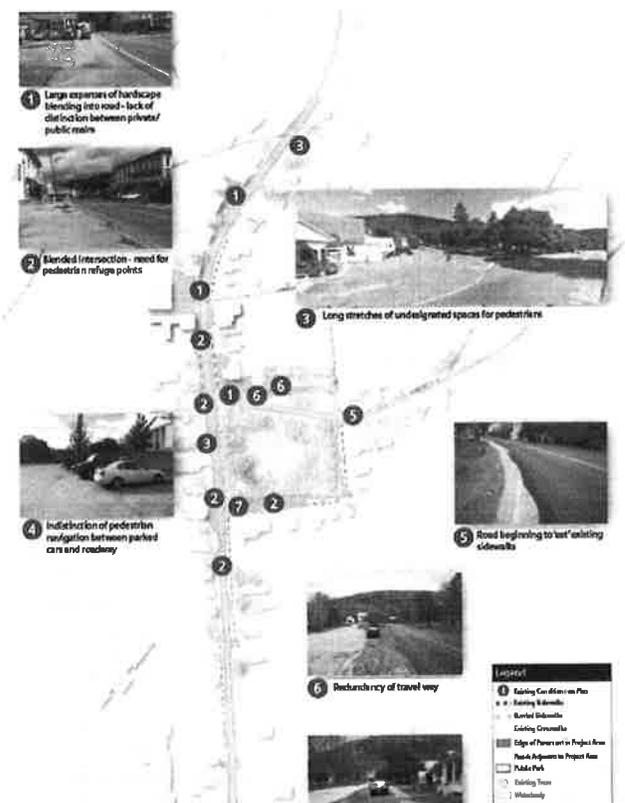
**Task B: Compile Base Map/Document Existing Conditions.** D&K will obtain Vermont Center for Geographic Information (VCGI) mapping, orthophotos, tax maps, and property owner information from the Town and/or TRORC. The information gathered will be compiled into base mapping to be used throughout the study process.

Once the base map is compiled, D&K will visit the project area to photograph the corridors; take measurements to determine existing roadway and shoulder widths; examine stormwater infrastructure; and identify the presence of overhead and subsurface utilities, signing, and traffic circulation patterns. We will also discuss the presence/ extent of underground utilities with the Town.

Natural resource information from the VCGI database and cultural and historic resources identified through our investigations will be shown on the base mapping. The mapping will be developed in an ArcGIS compatible format.



**Public Outreach:** D&K supports public outreach events throughout the year. Our team attended Hyde Park's Old Home Day Celebration and engaged with the community to discuss the Main Street Action Master Plan.



An example of map-based site analysis from D&K's bicycle and pedestrian scoping study for Town of Rochester. The project identified issues and prioritized improvements to the pedestrian and bicycle infrastructure in the Village of Rochester.



D&K will collect traffic volume information, pedestrian and bicycle counts (if available), and crash history, and will use this information to define the project need and as a baseline to evaluate alternatives.

Our team will utilize 1-ft LiDAR contours and existing GIS right of way data to develop topographic survey detail to inform project alternative development.

**Optional Add-on:** As an additional add-on D&K's in-house surveyors can develop a construction level survey record of the Beaver Meadow project area. This will position Norwich well for future construction efforts and will provide detailed information applicable to this project.

### Task C: Local Concerns Meeting/Feedback.

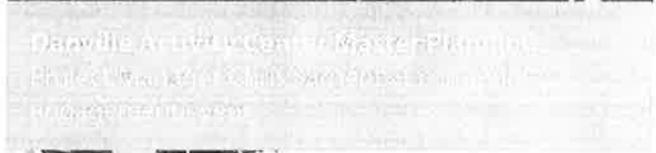
DuBois & King will coordinate with the Town to arrange a Local Concerns Meeting that will allow the public to help identify needs, issues and priorities for the study area. While we will discuss the best specific approach for this meeting with the Town and TRORC staff ahead of time, we anticipate that the meeting will be a combination of in-person and online meetings.

The meeting will begin with the consulting team presenting basic information about the study and study area. Depending on the number of attendees, the meeting can break into smaller groups where participants can provide more detailed input to the study team. A full range of topics will be explored, including:

- Safety for all users along Beaver Meadow Road
- Evaluation of existing pedestrian and bicycle infrastructure and travel patterns
- Evaluation of major physical and utility site constraints
- Environmental quality and stormwater management
- Aesthetics and design qualities of any future project along this corridor

Following the Local Concerns Meeting, D&K will prepare a Purpose and Need Statement for the project. This statement will clearly define the reasoning and justification for the project, as it will be used as the basis to evaluate the proposed alternatives. The statement will be submitted to the Town, TRORC and VTrans for review and comment. D&K will address review comments and prepare a final statement.

Through direct mailing and a dedicated phone line to gather comments, DuBois & King will seek to engage in ongoing and open dialog and gather comments with the community even if social distancing measures are still being recommended.





**Task D: Identify Land Use Context.** DuBois & King will identify and review existing land use patterns and the need for connectivity between destinations throughout the project area. Land use determines travel mode and purpose, and we will assess likely travel patterns by foot and bicycle within the surrounding community.

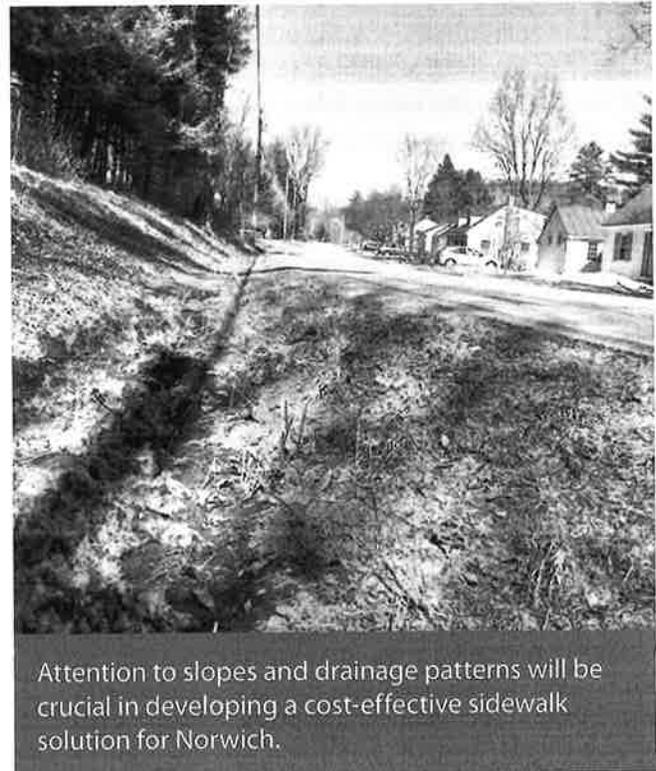
**Task E: Develop Conceptual Alternatives.** D&K will work with the Town to identify potential alternatives to address project needs. These alternatives will address current and future needs of pedestrians and bicyclists and town maintenance crews, as well as those of adjacent landowners within the corridor.

Alternatives will be illustrated in plan view and include typical sections and other details. Alternatives will be developed to meet the requirements of the Americans with Disabilities Act (ADA) and other applicable state and federal requirements. D&K staff are very familiar with these requirements from our extensive project experience throughout Vermont, the Northeast, and beyond.

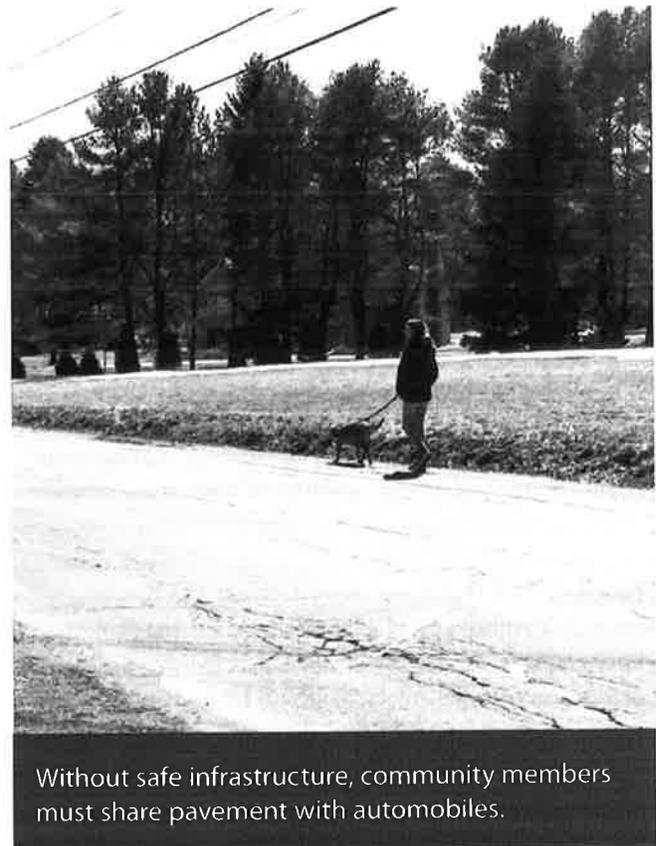
**Task F. Identify Right of Way Issues.** Existing right of way and easement information will be compiled from Town and VTrans records and reviewed for impacts to proposed alternatives. In any roadway project during discussions of right of way, it is important to be sensitive when new sidewalks are proposed, as land that has long been used as private front yards may actually be publicly owned or vice versa. Our experience helps us develop designs that are sensitive to customary uses of rights of way while balancing with the public's need for safe and accessible pedestrian infrastructure.

**Task G. Identify Utility Conflicts.** Proposed alternatives will be reviewed for potential impacts to public utilities identified as part of Task B, base mapping. For each alternative, D&K will identify which utilities may be affected, conflicts, and probable relocations that may be necessary for implementation. If relocations are envisioned, we will identify where those would occur and identify if these locations are within or outside the existing right of way.

**Task H. Identify Natural and Cultural Resource Constraints and Permitting Requirements.** D&K will identify natural resources within the project area through the use of the VCGI database. Using in-house



Attention to slopes and drainage patterns will be crucial in developing a cost-effective sidewalk solution for Norwich.



Without safe infrastructure, community members must share pavement with automobiles.



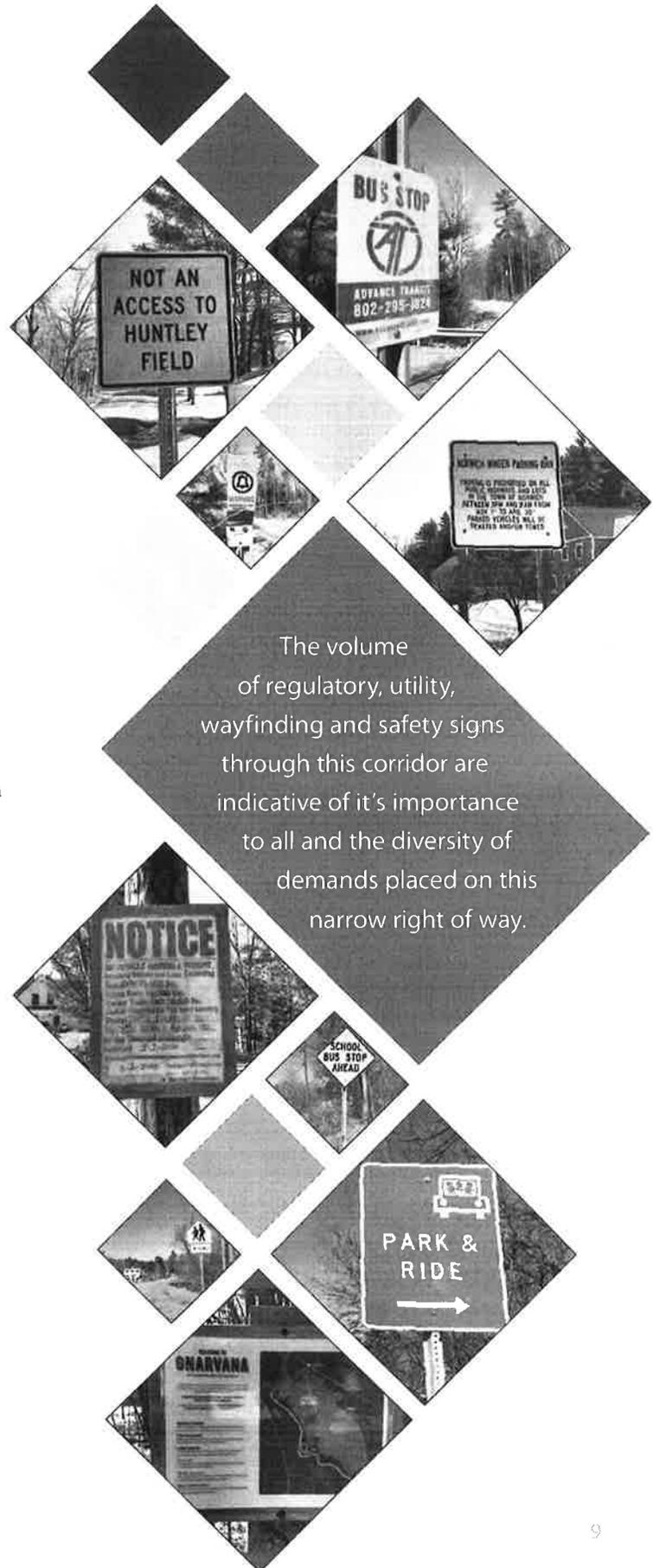
GIS capabilities, we will import known natural resource information into our base mapping. Anticipated impacts to known resources will be identified and considered in our recommendations.

Our staff wetland scientist, Charlotte Brodie, CWS, will review the site for the existence of potential wetlands. She will review proposed alternatives for impacts to any mapped or identified wetlands within the project area.

Our subconsultant, Hartgen Archeological Associates (Hartgen), will conduct a historical reconnaissance-level survey and an archaeological resource assessment for the project area. Recommendations for avoiding impacts and adverse effects will be documented in a letter report submitted to the client. D&K will also identify permits that may potentially be needed for this project. These may include:

- Amendments to existing Act 250 permits
- Conditional Use Determination for wetlands
- USACE General Permit for wetlands
- Construction General Permit for stormwater
- Operational Permit for stormwater
- Stream Alteration Permit

**Task 1. Alternatives Presentation.** Upon compilation of the base information and development/review of potential alternatives, D&K will coordinate and schedule a public meeting to present and get input on the alternatives. Appropriate parties will be invited, including the general public, affected property owners, local officials, VTrans, and the TRORC. D&K staff will conduct the meeting and present the alternatives for bicycle and pedestrian safety and, potentially, other streetscape enhancements. To facilitate discussion, D&K will prepare conceptual plans, a matrix comparing the various alternatives, and other displays to illustrate the alternatives and issues identified during the course of the project development. We will encourage discussion and answer questions. This meeting can be facilitated in person, through online video conference, or a combination of the two, whichever is appropriate give health concerns. We will work to build a consensus for a preferred alternative, which may be one of the alternatives presented or a hybrid, including elements of several alternatives.





**J. Develop Preliminary Cost Estimates & Refinement of Selected Alternative.** Construction cost estimates will be prepared for the highest priority alternatives using VTrans bicycle and pedestrian project cost information supplemented by costs of specific design features using VTrans pay items and data.

In addition, the preferred alternative will be further refined and developed with CADD-level detail to include sections every 100 feet and where the selected alternative impacts utilities, private property, and/or vegetation.

**K. Project Implementation Timeline and Funding Strategy.** D&K will work with the Town to provide a detailed and practical implementation plan for the project. The plan that results from this study will likely divide project implementation into phases that may unfold over a number of years. A realistic timeline will be developed, taking advantage of D&K's significant experience with all phases of the planning, design, and construction of projects and knowledge of funding opportunities. The implementation strategy will include a prioritization of the plan's elements and will be developed with input from the public and Town officials.

**L. Report Production and Presentation to the Selectboard.** DuBois & King will compile the results of the above tasks and prepare a draft report that will follow the VTrans Recommended Outline for Bicycle and Pedestrian Feasibility Studies. An outline of the report is expected to include:

- Executive Summary
- Introduction
- Project Purpose & Need
- Existing Conditions
- Right of Way
- Utility Impacts
- Natural and Cultural Resources
- Identified Alternatives (description, function, relation to purpose and need)
- Conceptual Plans
- Preliminary Project Cost Estimates
- Public Involvement
- Project Time Line
- Summary and Recommendations
- Appendices (sketches/cost estimates/ environmental data)

DuBois & King will provide ten (10) hard copies of the draft and final reports to the Town. One digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the VTrans project supervisor and the Town.



Existing crosswalks demonstrate pedestrian activity in the project area



## Estimated Labor Hours

A proposed summary of estimated labor hours by tasks and labor class for our project team follows.

TASKS	CLASS OF LABOR				TOTAL by task
	Project Manager Chris Sargent, AICP, CFM	Senior Planner Dayton Crites, AICP	Staff Engineer Julia Ursaki, EI	Field Naturalist/ Wetland Scientist Charlotte Brodie, CWS	
<b>A. Kickoff Meeting</b>	4		4		8
<b>B. Existing Conditions</b>					34
GIS Basemap (Include LiDAR detail)	2	16	16		
<b>C. Local Concerns Mtg</b>					20
Meeting Prep	2	4	6		
Meeting Execution	4		4		
<b>D. Identify Land Use Context</b>	1	4	6		11
<b>E. Develop Concept Alternatives</b>					78
Alternatives Design	4	24	24		
Alternatives Matrix	2	8	16		
<b>F. Identify ROW Issues</b>	1	5	5		11
<b>G. Identify Utility Conflicts</b>	1	5	5		11
<b>H. I Identify Natural and Cultural Resource Constraints and Permitting Requirements</b>					12
Archeological ( <i>see Hartgen hours below</i> )					
ID NR: Wetlands Assessment				8	
ID NR: Stormwater Discharge Permit and Contributing Surface Areas			4		
<b>I. Alternatives Presentation</b>					32
Public Letter Campaign			4		
Meeting Prep	8	8	4		
Meeting Execution	4		4		
<b>J. Develop Preliminary Cost Estimates</b>	2	4	8		14
<b>K. Project Implementation Timeline and Funding Strategy</b>	4	4	8		16
<b>L. Report Production &amp; Presentation to Selectboard</b>					23
Report Production & Edits	1	8	12		
Presentation to Selectboard	2				
<b>Total Hours by Project Staff</b>	<b>42</b>	<b>90</b>	<b>130</b>	<b>8</b>	<b>270</b>

### Subconsultant: Hartgen Archeological Associates

	Principal Investigator	CAD/GIS Specialist	Researcher	TOTAL by task
<b>H. I Identify Natural and Cultural Resource Constraints and Permitting Requirements</b>				32
Archeological	26	4	2	



## Proposed Schedule

Our proposed project team is committed to fully serving the Town's needs promptly and efficiently throughout the life of this project. D&K's in-house staff are fully able to service the demands of this project. D&K estimates the following approximate timetable for this project:

	2020					
	April	May	June	July	Aug.	Sept
<b>Task A: Project Kickoff Meeting</b>						
<b>Task B: Existing Conditions/Basemap</b>						
<b>Task C: Local Concerns Meeting</b>						
<b>Task D: Identify Land-Use Context</b>						
<b>Task E. Develop Concept Alternatives</b>						
<b>F. Identify ROW Issues</b>						
<b>G. Identify Utility Conflicts</b>						
<b>H. Identify Natural and Cultural Resource Constraints and Permitting Requirements</b>						
<b>I. Alternatives Presentation</b>						
<b>J. Develop Preliminary Cost Estimates</b>						
<b>K. Project Implementation Timeline and Funding Strategy</b>						
<b>L. Report Production &amp; Presentation to Selectboard</b>						

**KEY**

	<b>Ongoing</b>		<b>Internal Meeting</b>
	<b>Public Meeting</b>		<b>Deliverable</b>

## Qualifications of the Consultation Firm

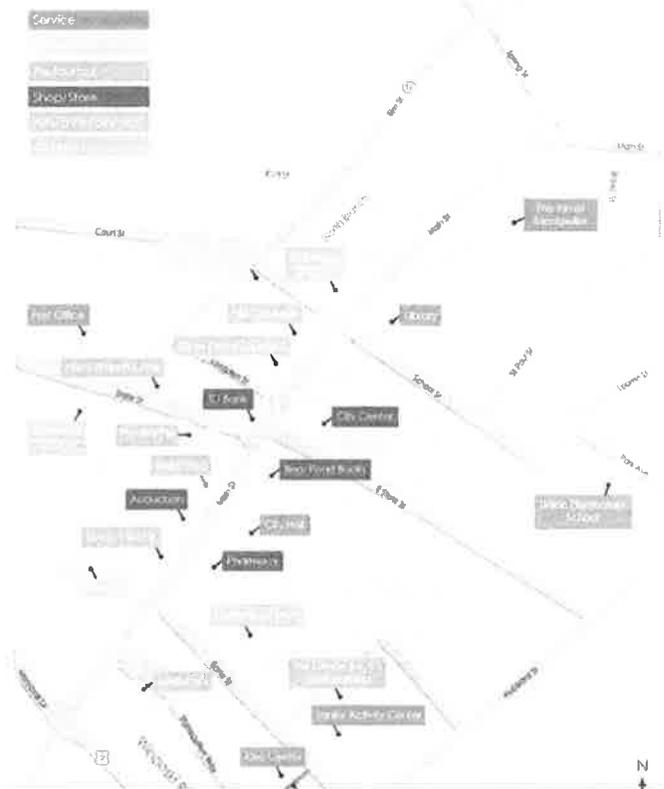
### Firm Overview

D&K planners and engineers have supported regional commissions, municipalities, and state agencies with a wide range of planning and engineering services on hundreds of projects. In-house services include:

- Transportation Planning
- Public Outreach
- Bicycle and Pedestrian Facility Design
- Landscape Design
- Traffic Analysis & Signalization
- Construction Phase Service
- Roadway Design
- Construction Cost Estimating
- Bridge Design
- Survey
- Right-of-Way
- Utility Identification & Coordination
- Permitting and NEPA
- Drainage and Stormwater Management
- Hydraulic Design
- Highway Resurfacing

DuBois & King's Transportation Planning staff include planners, engineers, and a landscape architect experienced in working with communities, agencies, and the public on a variety of transportation planning projects. The firm's approach is to be well-informed of public and community concerns, to consider the important influences between land use and transportation design, and to incorporate community goals and visions into the plans. Transportation staff are well-versed in the latest innovations of multimodal land use/transportation planning, including mode share analysis for developments, evaluation of road diets, and development of Complete Streets designs. The firm is committed to preserving the integrity of the natural and cultural landscape and focuses on projects that promote a more sustainable environment.

The D&K team has experience developing streetscape design concepts, street design guidelines, and construction documents for improvements that incorporate the needs of those walking or using bicycles, transit, parking, and/or other vehicles in a limited space. D&K routinely uses slide shows, display boards, SimTraffic model simulations, SketchUp modeling, and aerial photographs to enable the



D&K recently led the Main/Barre Street Scoping Study in Montpelier that explored options for addressing needs for walking and bicycling among many downtown destinations.



As part of the bicycle and pedestrian scoping study for West Hartford, D&K developed a rendering of alternatives for pedestrian and bicycle infrastructure improvements.



public, agency officials, clients, and other stakeholders to be actively engaged in Vermont’s community transportation projects.

### Municipal Assistance Bureau Project Experience.

Funding for this project is administered by VTrans through the Municipal Assistance Bureau (MAB) and will be developed in accordance with the VTrans Local Projects Guidebook (2014). D&K understands this project development process through our work on dozens of projects. We are thoroughly familiar with the design requirements, cost estimating practices, electronic submission and review practices, standardized bidding documents, and consultant expectations and will utilize our knowledge to assure all necessary actions are taken at appropriate junctures throughout the project. Our MAB experience will be important to keep the project moving forward, prevent unnecessary delays, and to not jeopardize federal funding.

### Project Team

Following are detailed summaries of the D&K team members. Key staff resumes are included at the end of this document.



**Chris Sargent, AICP, CFM, Project Manager/Senior Planner,** is experienced in community and municipal planning, zoning regulation, permit analysis, facilitation and public process. He has extensive public engagement experience, and he has worked with over

20 communities to develop their municipal visions for the future. Chris has overseen the development of long-range regional planning policy, including land use, natural resource protection and energy. He has led community projects for the development of pedestrian improvements to improve walkability and village aesthetics. Chris has a firm understanding of the planning and public engagement process necessary to develop projects at a rural scale. Role: Project Manager, primary contact, and quality review of deliverables.



D&K hosted a local concerns meeting and open house with the Town of Weston and Regional Windham Commission to develop a clear understanding of project goals, objectives and concerns.



Project Manager Chris Sargent, AICP, CFM, recently supported the West Hartford Bicycle and Pedestrian Feasibility Study to identify mobility issues and solutions associated with the construction of pedestrian and bicycle infrastructure and provide design recommendations and an implementation strategy.



**Dayton Crites, AICP, Senior Transportation Planner**, has 10 years experience as a planner for diverse planning and design efforts. He has assisted rural governmental organizations with mapping, land use and trail planning, park design, data management and administrative

needs. He authored the County’s first adopted trails and active transportation master plan, winner of the 2018 APA National Planning Award. Dayton’s efforts secured over \$2.1M in grant resources and fundraising for local trails and active participation. He is currently supporting the development of pedestrian connections and streetscape enhancements as part of the Fairlee Route 5 Corridor Project. Role: Senior-level support for the completion of each task item, public engagement lead, and report development.



**Julia Ursaki, EI, Staff Engineer**, has experience with transportation research, planning, and highway design for municipal and state-funded projects. Her experience includes conducting field inventories for ADA accessibility, design of

innovative bicycle and pedestrian projects using quick-build methods, developing traffic control plans for bicycle lane pilot projects, and assisting in the development and evaluation of alternatives for numerous bicycle and pedestrian scoping studies. Additionally, she creates user-friendly online maps where spatial data can be explored and displayed through ArcGIS online. Julia is currently supporting the Bicycle and Pedestrian Scoping Study in the Town of Weston and providing transportation engineering and analysis for the Fairlee Route 5 Corridor project. Role: GIS base mapping, data analysis, developing alternatives and final report.



**Charlotte Brodie, CWS, Field Naturalist/ Wetland Scientist**, is an interdisciplinary field scientist trained in environmental evaluation, interpretation, and monitoring. Her training and experience incorporate geology and geomorphology, soils

chemistry, botany, vertebrate and invertebrate zoology, and hydrology. She specializes in wetlands analysis and has a thorough knowledge of state and federal regulations pertaining to wetlands and other waters of the United States. Charlotte supervises environmental studies and recommends action; provides guidance on resource identification, values and functions; oversees preparation of environmental permit applications; is knowledgeable of all applicable environmental regulatory programs; and is responsible for schedules and assignment delivery. As a Wetland Scientist and Field Naturalist, she evaluates wetland functions and values and projects for impacts to wildlife and rare, threatened, and endangered species and habitat. The quality of her work has been recognized by the US Environmental Protection Agency, which requested her services for a northwestern Vermont project aimed at early identification and protection of wetlands in areas subject to heavy development pressure. Role: wetlands assessment and review of proposed alternatives for impacts to mapped or identified wetlands

## Subconsultant Resources

**Hartgen Archeological Associates** will perform archaeological and historical investigations. Hartgen has been providing cultural resource management and professional archaeological services since 1973. The firm works throughout a ten-state area and has successfully completed investigations on over 100 VTrans projects. Their staff members are well-versed in cultural resource regulations, including Section 106 of the National Historic Preservation Act (NHPA) and Vermont Act 250. D&K and Hartgen have worked together on a large number of transportation-related projects.

## Representative Experience and References

Detailed summaries of the DuBois & King project team’s relevant experience follows. References are provided for each project.

# Technical Proposal for BEAVER MEADOW ROAD SIDEWALK SCOPING STUDY

TOWN OF NORWICH, VERMONT

March 27, 2020



Submitted to:  
Larry Wiggins  
Tracy Hall – Town Manager's Office  
PO Box 376  
300 Main Street  
Norwich, VT 05055

March 27, 2020

Larry Wiggins  
Tracy Hall – Town Manager's Office  
PO Box 376  
300 Main Street  
Norwich, VT 05055

Re: Beaver Meadow Road Sidewalk Scoping Study - Technical Proposal

Dear Mr. Wiggins:

We are pleased to respond to the Town of Norwich's Request for Proposals for the Sidewalk Scoping Study. Please note that we offer the following advantages to the Town:

- Dufresne Group provides an experienced and efficient team of staff members and subconsultants who have successfully worked together on several VTrans funded projects. Each team member brings an important and unique quality to the team to provide a well-rounded technical team covering all required disciplines. The principal members of the team include Project Manager, Andrea Day, PE; Project Engineer, Charles Flower, EI; and Cost Estimator, Randy Goodwin, CPE. Our subconsultants include Land Surveyor, Shane Clark, LS; Historic and Archeological Consultant, Charles Knight, PhD; and Wetlands Scientist, Bradley Wheeler.
- Dufresne Group provides a Certified Professional Estimator, Randy Goodwin, with a long track record of accurate construction cost estimates. Randy maintains a database of previously bid projects, which provide a good picture of actual industry costs. This experience will prove valuable for developing the total project cost estimate and budgeting for design and construction.
- Our team has provided planning and design engineering services for several VTrans funded sidewalk and pathway projects throughout Vermont. We offer a clear, concise and professional style for public presentations and communication with property owners and the community.
- Dufresne Group is a Disadvantaged Business Enterprise, registered with the Vermont Agency of Transportation.

Please note we have Form AF38 on file with VTrans. If you have any questions, please contact our office.

Sincerely,  
DUFRESNE GROUP

A handwritten signature in black ink, appearing to read 'Andrea J. Day', written over a faint, illegible background.

Andrea J. Day, PE  
Vice President

## PROJECT UNDERSTANDING

Across the nation, the desire for utilizing non-motorized modes of transportation is surging. An increasing number of Vermonters are walking and biking to get where they need to go. This increased desire of Vermont residents and visitors to utilize alternative modes of transportation has brought the poor condition of existing facilities and lack of bicycle and pedestrian facilities across the State to the forefront. To address these needs, the Vermont Agency of Transportation (VTrans) provides funding with a substantial grant incentive to allow communities to affordably improve or expand their bicycle and pedestrian facilities.

Increased pedestrian and bicycle access has been one of Norwich's priorities in recent years. The 2018 draft Town Plan outlines this need with several objectives, including providing recreation facilities and programs for residents and promoting the creation of an interconnected system of trails, bike paths, and sidewalks. One of the high priority areas is a path to connect Huntley Meadow with the Town Green.

The primary goals of this project are to improve connectivity, accessibility, and pedestrian/bicycle safety with two sections of sidewalk. The longer section extends from the existing sidewalk at Huntley Road on Beaver Meadow Road to Moore Lane, continuing on Moore Lane to Turnpike Road, referred to as Segment A in this proposal. The shorter section extends from the proposed sidewalk ending at Moore Lane along Beaver Meadow Road to the Ballard Park trailhead, referred to as Section B in this proposal. The Scoping Study will consider both bicyclists and pedestrians when identifying and evaluating alternatives to address the following challenges for these two project areas:



*Bloody Brook, close to Beaver Meadow Road*



Both sides of the road have challenges such as no shoulders on the road, areas of close proximity to Bloody Brook, and adjacent ledge or banks that make installation of a sidewalk difficult.



The project areas fall within the 100- and 50-foot buffers of the Shoreline Overlay District as set by the Norwich Planning Office.



There were indications that there are some properties with rights-of-way that would inhibit construction of a sidewalk.

We understand the need to involve the public throughout the project to ensure the preferred alternative has strong community support. To meet this need, we intend to invest a significant portion of our time during the study performing site walks with Town officials and residents and conducting public meetings. To ensure there is adequate time spent on the more technical aspects of the study, we have utilized the proposal preparation process to review the features of the project area and identify challenges. Our analysis is presented below.

Technical Proposal



*Existing sidewalk on Moore Lane*

Segment A is approximately 3,700 feet long from the intersection of Moore Lane and Turnpike Road to the end of the existing sidewalk along Beaver Meadow Road. Segment B is approximately 800 feet long from the intersection of Moore Lane and Beaver Meadow Road to the Ballard Park trailhead. The road the majority of the two project areas follow, Beaver Meadow Road, is not heavily traveled, but has no shoulders. There is one existing section of sidewalk in the first project area, at a bridge crossing on Moore Lane that appears to be in poor condition. The existing speed limit is 25 mph.

As shown in Figure 1 on the next page, there are no mapped wetlands identified within the project area, though there are floodplains within or in close proximity to the project area. A site visit with a wetlands scientist is proposed as part of the scope of work to identify any potential issues or unmapped wetlands. If work will occur within 50 feet of a wetland, a permit may be required from the Vermont Department of Environmental Conservation.

During a site visit we performed during preparation of this proposal to identify existing utilities and site challenges in the project area that may conflict with potential improvements we observed:

- Due to some challenging site conditions, both sides of the road should be considered. Investigations will be done to ensure both minimized road crossings and the most efficient route.
- Utilities, such as power poles, underground electrical lines, and water hydrants, are too close to the road in some parts of the project area to allow for a sidewalk/bike path, and would have to be relocated.
- The Bloody Brook, in one section of Beaver Meadow Road in particular, comes very close to the road.
- There were some sections of both project areas with either ledge or steep banks.
- There were indications that some properties are located within four feet of the road, indicating a narrow right-of-way. A professional land surveyor will be retained to identify right-of-way width so areas requiring easements can be identified.



*Ledge close to the road*

The challenges discussed above will be considered as alternatives are evaluated and identified. We will work closely with the Town, VTrans, community and adjacent property owners to determine the most suitable alternative. We will develop preliminary cost estimates, including construction, contingency, engineering, construction inspection and local project management, as well as a project schedule with recommendations for phasing.

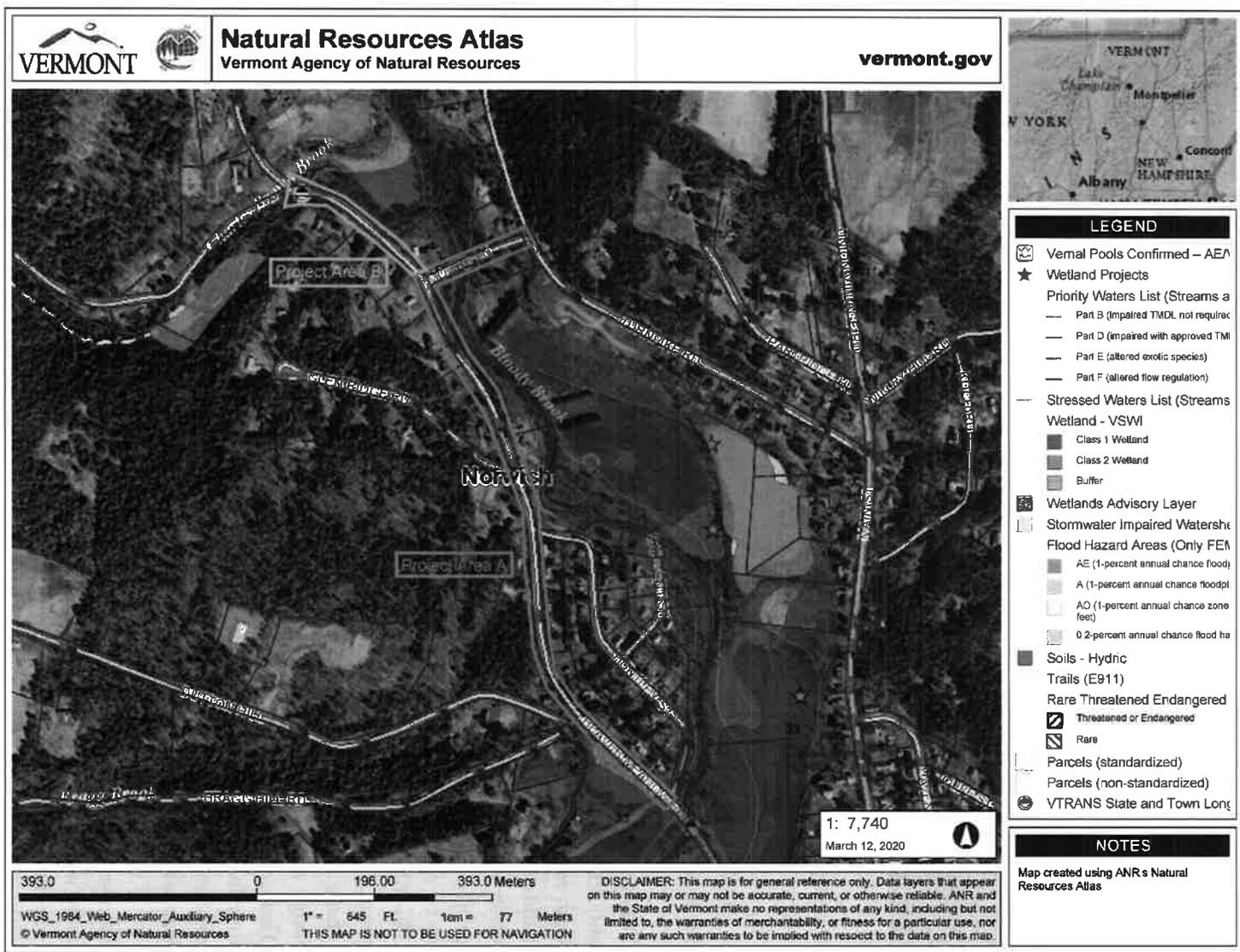


Figure 1. Norwich Project Area Map

Technical Proposal

PROJECT APPROACH



Existing crosswalk on Moore Lane

The Town of Norwich has been planning for the needs of the community as they relate to pedestrian and bicycle facilities for many years. Our first step in furthering the Town’s planning effort will be to meet with the Town and VTrans to discuss the project goals and review the timeline and associated deliverables. This meeting will also serve as an information and ideas sharing session. A project site walk, as part of this meeting, will assist in discussions of problem areas and identification of potential alternatives.

After the project kickoff meeting, we will work to identify utility and natural and historic resource conflicts in the project area and utilize that information to develop a basemap of the project area for presentation to the public at a local concerns meeting.

Dufresne Group will organize and moderate a Local Concerns Meeting with Town representatives, State officials, and the public to develop a clear understanding of the project goals, objectives, and concerns. This meeting will also be an opportunity to discuss any future maintenance issues or concerns with the proposed project. We often utilize a survey or questionnaire to obtain public input at the Local Concerns Meeting. Some people may not feel comfortable talking or sharing their opinion in a public forum. Some may not be available to attend the meeting. The survey typically allows for a greater public response, as it allows those that do not want to speak or cannot attend to voice their opinions anonymously. Through the use of these surveys, we have found that the opinions voiced at public meetings are not always the opinion of the majority of the community. These surveys can be paper surveys available throughout town, or online surveys with a link posted on the Town’s website.

The Local Concerns Meeting and survey provide information and ideas from the community, which helps to guide the project development. As a result of this meeting, a Purpose and Need Statement will be identified. We will draft this statement based on local input and our understanding of existing conditions and the Town’s needs and goals. The draft statement will be shared with the project team for review and approval.

Based on input from the project team and community, we will identify and evaluate alternatives. The alternatives identification will also be guided by the Purpose and Need Statement



Example Local Concerns Meeting Questionnaire

## Technical Proposal

and will consider impacts to natural resources, historic resources, existing utilities and structures, and right-of-way. Typical cross sections will be developed to identify impacts related to each alternative. The construction cost estimates for each alternative will also be a factor in the evaluation.

To compare the alternatives, an evaluation matrix will be prepared. This matrix will score each alternative under a variety of criteria. Once the alternatives have been evaluated and reviewed with the project team, they will be presented to the public in an Alternatives Presentation meeting. The Alternatives Presentation meeting will allow the public to ask questions about each alternative and identify the preferred alternatives. The evaluation matrix and alternative scoring will be presented during this meeting. Ideally, the outcome of this meeting will be identification of a preferred alternative by the public and Selectboard support.

Utilizing all the information gathered from the evaluations and community input, a draft report will be developed. The report will include the Purpose and Need Statement, a summary of community input, alternatives identification and evaluations, cost estimates, the evaluation matrix, a summary of the reasons for selection of the preferred alternative, maintenance considerations, and conceptual plans for the preferred alternative.

The draft report will be presented to the project team for review and comment. The draft report will also be presented to the community in a public meeting, after VTrans review is complete. After comments are received, the report will be revised as needed, and a final report will be provided to the Town and VTrans.

During this process, public and Town involvement is extremely important. We will work together with the Town to get as much community involvement as possible. This may involve online and/or mailed questionnaires and posting notices in public places. In addition to the community, the Town staff and/or committee will have an instrumental role in the development and evaluation of alternatives.

## SCOPE OF WORK

Our scope of services includes all the tasks described in the Request for Proposals. This scope covers both segments of the project area. The fee for each project segment is split up in the cost proposal. We are not proposing any variances to the scope of work. The detailed scope tasks are discussed below:

### A. Project Kickoff Meeting

Dufresne Group will meet with Town officials, the VTrans Project Supervisor and the local project coordinator to develop a clear understanding of the project goals, objectives, timelines, and deliverables. A discussion of the plans for any additional extension of the sidewalk network and how the phasing of the two segments of the project might occur will also be included in the Kickoff Meeting to ensure the project will fit in with any future plans the Town may have. We will also incorporate a site walk to identify potential constraints and alternatives. We will work with the Local Project Manager (LPM) and Town to coordinate and schedule the meeting, prepare an agenda for the meeting and document the meeting discussions with minutes. At the meeting we will provide the

## Technical Proposal

Town with a list of documents and information needed for the study (i.e. tax maps, utility maps, previous studies etc.).

### B. Compile Basemap/Document Existing Conditions

Dufresne Group will compile a basemap using available mapping including VT Digital Orthophotos, digital parcel maps and other natural resource-based GIS data available from the RPC or the Vermont Center for Geographic Information. The basemap will be developed in ArcGIS and will include information related to existing facilities, natural resources, historical and archaeological constraints, existing utilities including overhead and below grade, existing roadway widths, subsurface drainage, and environmental constraints, such as wetlands or hazardous sites. The basemap will also depict existing conditions and areas that may limit the installation of improvements. This map will be utilized for discussions at the Local Concerns Meeting and for the development of exhibits. Available traffic count data, crash data, and pedestrian and bicycle counts will be obtained.

### C. Local Concerns Meeting

Dufresne Group will organize and moderate a Local Concerns Meeting with Town representatives and the public to develop a clear understanding of the project goals, objectives and concerns, as well as discuss future maintenance issues. We will coordinate and work with the Town and the LPM to schedule and warn the meeting, post announcements, prepare presentation for the meeting and document the meeting discussions with minutes. A questionnaire will also be prepared and distributed at the meeting to allow for additional comments after the meeting. A Purpose and Need Statement will be developed as a result of this meeting and be provided to the Town for review.

### D. Identify Land Use Context

Dufresne Group will identify both the existing and proposed land uses and the overall area context of both project areas. We will document predicted and existing pedestrian and bicycle travel patterns to help find the best location for new sidewalk and bicycle facilities, with acknowledgment of existing land patterns and existing facilities.



*Utility poles near Beaver Meadow Road*

### E. Develop Conceptual Alternatives

Information obtained from the Local Concerns Meeting, review of available data and through discussions with the Town will be utilized to develop alternatives to address the Purpose and Need Statement. The alternatives may include on-road and off-road facilities and any required crossings. Cross sections for each alternative showing dimensions, right-of-way and travel lanes will be prepared. Each alternative will include an outline of the advantages and potential conflicts. All alternatives will meet the Americans with Disabilities Act requirements.

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As part of the alternatives development, we will assess the impact of the project construction on existing vehicle, pedestrian and bicycle traffic. This assessment will be made by referencing the VTrans Work Zone Safety and Mobility Guidance document and its appendix. An evaluation of traffic management will be performed, including potential impacts, stakeholders, and potential traffic measures needed.

### F. Identify Right-Of-Way (ROW) Issues

We will work with Truline Land Surveyors, Inc. to identify the limits of the right-of-way along all project segments, develop a right-of-way basemap and identify any conflicts that may require future right-of-way evaluation. Properties that may have potential conflicts with the project or right-of-way, will be identified. A list of the properties with potential conflicts and those requiring access control will be provided to the Town.

### G. Identify Utility Conflicts

Town and State rights-of-way are often utilized by multiple overhead and underground utilities. Prior to the local concerns meeting, we will conduct a site visit and obtain utility maps from the Town and Fire District. A utility locate will be requested to allow for any potential underground utility conflicts to be identified during the site visit. Common utility conflicts for bicycle and pedestrian projects are utility poles and sewer or storm drain structures. The project area also includes the Norwich Fire District water system, any conflicts with hydrants will be identified. The locations of these underground and aboveground utilities will be documented during the site visit. As alternatives are developed, conflicts with existing utilities will be identified and shown on the project exhibits. Utility companies will be contacted to determine if the project will incur any costs to relocate existing utilities. Often, if a utility pole relocation is required and the relocation will occur within the right-of-way there will be no cost to the project. If easements are required for the relocation, those will need to be acquired by the Town during later project phases.



*Hydrant near Beaver Meadow Road*

### H. Identify Natural and Cultural Resource Constraints and Permitting Requirements

When considering alternatives, natural and cultural resources and permitting requirements will be one of the areas reviewed. This project is intended to enhance Norwich and any impacts to historical, cultural or natural features should be minimized to the greatest extent possible. We will work with the UVM Consulting Archaeology Program to identify any historical or archaeological areas of concern and with Wheeler Environmental Services to identify any wetlands in the project area that may be impacted. The Vermont Agency of Natural Resources, Natural Resource Atlas, will be utilized to review the project area for hazardous sites, floodplains, rare, threatened and

## Technical Proposal

endangered species, State and National forests, mapped wetland and hydric soils and other areas of interest.

A map, showing areas of interest as identified through the studies by the UVM Consulting Archaeology Program and Wheeler Environmental Services and found on the Natural Resources Atlas, will be prepared for use in evaluation of alternatives and identification of permitting requirements.

The addition of pedestrian facilities often increases impervious area. Increases in impervious area may increase stormwater runoff. Permitting requirements and opportunities to minimize stormwater runoff and align stormwater facilities with community goals will be evaluated for each alternative. In addition to potential stormwater permitting, other permitting requirements will be identified.

### I. Alternatives Presentation

Conceptual alternatives will be developed to meet the Purpose and Need Statement. For each alternative the following will be summarized:

- Proposed alignment;
- Proposed typical cross sections;
- Advantages and disadvantages;
- Potential utility and right-of-way impacts;
- Environmental, Archaeological, and Historical impacts;
- Ability to meet the Purpose and Need Statement;
- A preliminary cost estimate.

This information will be presented on maps of the project area as well as in an evaluation matrix. A no-build alternative will be included in the evaluation matrix.

The information will be presented to the community at a public meeting. Comments and concerns related to the alternatives will be collected to aid in selection of a preferred alternative. We will work with the LPM and Town to coordinate and schedule the meeting, prepare an agenda for the meeting, and document the meeting discussions with minutes. We will also prepare and provide handouts of exhibits and the evaluation matrix of alternatives.

### J. Develop Preliminary Cost Estimates

To aid in the evaluation of alternatives, an itemized cost estimate with preliminary bid quantities and unit prices based on recent project experience, the Vermont Agency of Transportation Report on Shared-Use Path and Sidewalk Costs dated January of 2020, and VTrans published average price lists will be developed for each alternative. The cost estimates will include construction, engineering, municipal project management and construction inspection. If phasing is proposed, we will provide cost estimates for each phase.

**K. Project Time Line**

An overall project timeline will help the Town make preparations to apply for necessary funding and obtain any required easements. Timelines can be difficult to estimate on these types of projects due to potential delays for both funding and right-of-way acquisition. VTrans Municipal Assistance Bureau (MAB) project managers are recommending a final design timeline of three to four years. An estimated timeline based on funding, permitting and right-of-way acquisition will be prepared.

**L. Report Production**

The information gathered in the tasks above will be assembled in the report format shown in Attachment A of the RFP. A draft of the report will be provided to the Town and VTrans for review and comment. The draft report will be presented in a public informational meeting after review by VTrans and comments will be received.

**M. Final Report Production**

Upon receipt of comments on the draft report, the report will be finalized and provided to the Town and VTrans in both printed and electronic format.

**LABOR HOURS BY TASK**

Summary of Estimated Labor Hours - Segment A - Huntly Rd. to Turnpike Rd.

Task Number	Task Description	Andrea Day (Hrs)	Charlie Flower (Hrs)	Randy Goodwin (Hrs)	DG Clerical (Hrs)	Land Surveyor (Hrs)	Wetlands Consultant (Hrs)	Historical Archaeological Consultant		TOTAL Per Task
								PI/PM (Hrs)	Sr AH (Hrs)	
A	Steering Committee and Public Meetings	6	2							8
B	Compile Basemap/Document Existing Conditions	2	16							18
C	Local Concerns Meeting	6	2							8
D	Identify Land Use Context	4	6							10
E	Develop Conceptual Alternatives	4	24	4						32
F	Identify Right-of-way Issues	1	6			10				17
G	Identify Utility Conflicts		4							4
H	Identify Natural Resource Constraints & Permitting Requirements		4				8	23	67	102
I	Alternatives Presentation	6	4		2					12
J	Develop Preliminary Cost Estimates	2	4	4						10
K	Project Time Line	1	2							3
L	Report Production	4	24		4					32
M	Final Report Presentation	8	8		4					20
<b>Total Hours</b>		44	106	8	10	10	8	23	67	276

**Technical Proposal**

Summary of Estimated Labor Hours - Segment B - Moore Lane to Brigham Hill Rd.

Task Number	Task Description	Andrea Day (Hrs)	Charlie Flower (Hrs)	Randy Goodwin (Hrs)	DG Clerical (Hrs)	Land Surveyor (Hrs)	Wetlands Consultant (Hrs)	Historical Archaeological Consultant		TOTAL Per Task
								PI/PM (Hrs)	Sr AH (Hrs)	
A	Steering Committee and Public Meetings		2							2
B	Compile Basemap/Document Existing Conditions		4							4
C	Local Concerns Meeting		2							2
D	Identify Land Use Context		2							2
E	Develop Conceptual Alternatives		6	2						8
F	Identify Right-of-way Issues		2			8				10
G	Identify Utility Conflicts		4							4
H	Identify Natural Resource Constraints & Permitting Requirements		4				3	5	15	27
I	Alternatives Presentation	1	12		2					15
J	Develop Preliminary Cost Estimates		4	2						6
K	Project Time Line		2							2
L	Report Production	1	12		1					14
M	Final Report Presentation	2	2		1					5
<b>Total Hours</b>		4	58	4	4	8	3	5	15	101

**Technical Proposal**

**PROJECT SCHEDULE**

We propose the following schedule to meet the goal of completion by September of 2020. Note that we anticipate completing the report by September 30, 2020. Time is included in this schedule to allow for Town and VTrans review; however, should that review take longer than anticipated, or if the public meeting schedule is modified, the final submittal date may be delayed.

Beaver Meadow Sidewalk Scoping Study	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020
<b>Task</b>						
Contract Coordination and Meeting Scheduling	█					
Project Kickoff Meeting						
Compile Basemap/Document Existing Conditions		█				
Local Concerns Meeting						
Receive Public Input		█				
Identify Land Use Context			█			
Develop Conceptual Alternatives			█			
Identify Right-of-Way Issues				█		
Identify Utility Conflicts					█	
Identify Natural and Cultural Resource Constraints and Permitting Requirements						█
Alternatives Presentation						
Receive Public Input				█		
Develop Preliminary Cost Estimates					█	
Project Time Line						
Report Production					█	
Report Review by Town						█
Report Review by VTrans						█
Report Presentation						█
Final Report Production						█

## QUALIFICATIONS AND EXPERIENCE OF PROPOSED STAFF

Since 1999, Dufresne Group has provided civil engineering and consulting services to both municipal and private sector clients throughout Vermont and New Hampshire. Dufresne Group is based in Springfield, Vermont with offices in Barre, Manchester and St. Johnsbury, Vermont. We currently employ a staff of seventeen including seven licensed engineers, as well as multiple project and field engineers. We are a registered Disadvantaged Business Enterprise (DBE) with the State of Vermont.



We propose a team for your project that has been assembled to ensure that the Town of Norwich receives the maximum benefit of our experience and talents. All of our project team members are very knowledgeable in sidewalk design and the MAB Local Projects program. Our team members, including sub-consultants, have successfully worked together on multiple pedestrian improvement planning and design projects, including several MAB projects. Our team will gladly interview with the Town and VTrans representatives at your convenience. Resumes for the team listed below are available upon request. Dufresne Group and all subconsultants included in this proposal have the current VTrans AF 38 form on file with the State.

At Dufresne Group, we have long recognized the importance of public participation. The public at large, bases their perception of technical competence based on oral presentations as supplemented by the digital and printed materials provided. Our staff has substantial experience conducting public meetings and working with both committees and the public, since these are required elements for every planning project funded by VTrans. We understand that a project's success is contingent on keeping all project stakeholders informed and encouraged to become actively engaged in the development and implementation of a project.

### *Andrea J. Day, PE, Vice President, Project Manager*



Andrea will be responsible for project management and oversee the preparation of the Scoping Study. Andrea will attend all regularly scheduled project meetings, as well as any emergency meetings. She has over 15 years of experience designing and managing subdivision projects, commercial and residential site plans, on-site water and sewer, municipal water and sewer, and pedestrian improvement projects. Andrea's experience working with the public on pedestrian improvement projects includes a 5 mile long shared use pathway where she provided design and construction services which included obtaining more than 20 easements. Andrea also recently completed Bicycle and Pedestrian Scoping Studies for the Town of Danville, Town of Hyde Park, Village of Jeffersonville, Vermont, and Town of Wolcott, therefore she is very familiar with current VTrans guidelines and will be able to apply the knowledge obtained from these recent studies to the Beaver Meadow Road Sidewalk Scoping Study.

Technical Proposal

Charles Flower, EI, Project Engineer



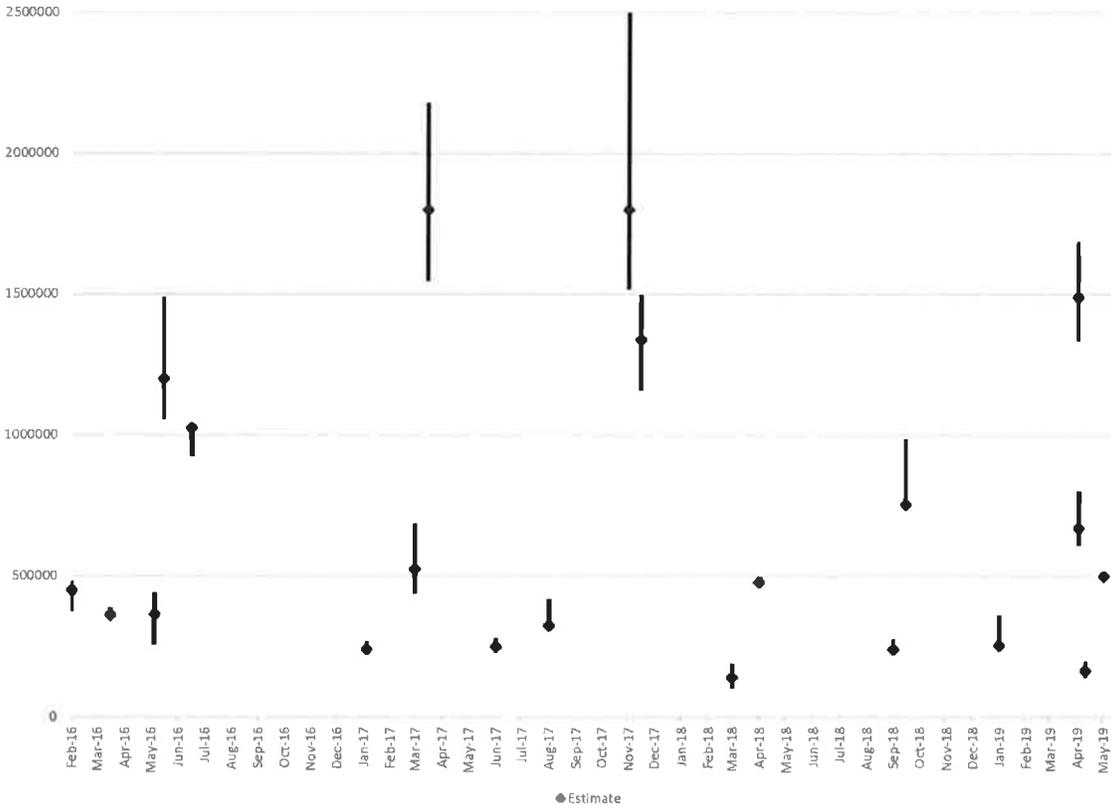
Charlie Flower will serve as Project Engineer. Charlie has extensive experience in sidewalk planning, design, and construction, as well as report preparation. Charlie will be responsible for gathering data, coordinating subconsultants, preparing exhibits and the final report for the Beaver Meadow Road Sidewalk Scoping Study. He will work closely with Andrea to conduct public meetings and gather input from the community.

Randy Goodwin, CPE, Cost Estimator



Randy will develop the cost estimates for the project. Randy has over 30 years of cost estimating and construction experience for numerous municipal projects and serves as the head of our Construction Services Division. Randy holds the designation of Certified Professional Estimator (CPE) through the American Society of Professional Estimators. Randy has provided cost estimates for all our projects and maintains a database of current unit price estimates. The chart below provides a summary of our bidding history. The vertical blue lines represent the range of bids received and the red diamonds represent Dufresne Group’s construction cost estimate.

Dufresne Group Bidding History for the Past 3 Years



Technical Proposal

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*Shane Clark, LS, Truline Land Surveyors, Inc. Right-of-Way and Easement Consultant*

Shane will be responsible for property deed and right-of-way research. Shane is a licensed Land Surveyor in the State of Vermont with over 20 years of experience in land title survey, boundary and easement survey and construction layout and control.

*Charles Knight, PhD, Historical and Archaeological Consultant*

Charles will complete the Historical and Archaeological study along the project route. Charles has been working as an archaeologist for over 15 years and has been the author of several studies on archaeological excavation projects in Vermont. Charles is currently the Assistant Director of the Consulting Archaeology Program at the University of Vermont.

*Bradley Wheeler, Wetlands Scientist*

Brad will assist with wetland delineation in the project area. Brad has over 30 years of experience as a soil scientist working for the Soil Conservation Service and as a private consultant completing Phase I and Phase II Environmental Assessments, soil and groundwater investigations, wetland delineations, mitigation planning and Act 250 and Section 248 Permitting.

**DEMONSTRATION OF SUCCESS**

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Dufresne Group has been providing civil engineering and consulting services for 20 years. We pride ourselves on providing high quality engineering services on time and on budget and we have an excellent track record to prove it.

DG has completed or is currently providing engineering services for over 30 VTrans MAB sidewalk and pathway projects as shown in the figure on the following page. DG has also provided engineering services for many other federally and locally funded sidewalk projects.

The typical schedule for a project from scoping to construction if funded by the VTrans MAB program can take several years depending on the scope of the project, VTrans review times and other outside factors. DG has consistently provided timely responses at each phase of the project, in accordance with the schedule of engineering tasks. The factors that typically extend a schedule are not controlled by DG or by the client. DG will regularly communicate with the team members, regulatory agencies and other outside factors to keep the project on schedule and moving along to prevent delays in future phases of the project.

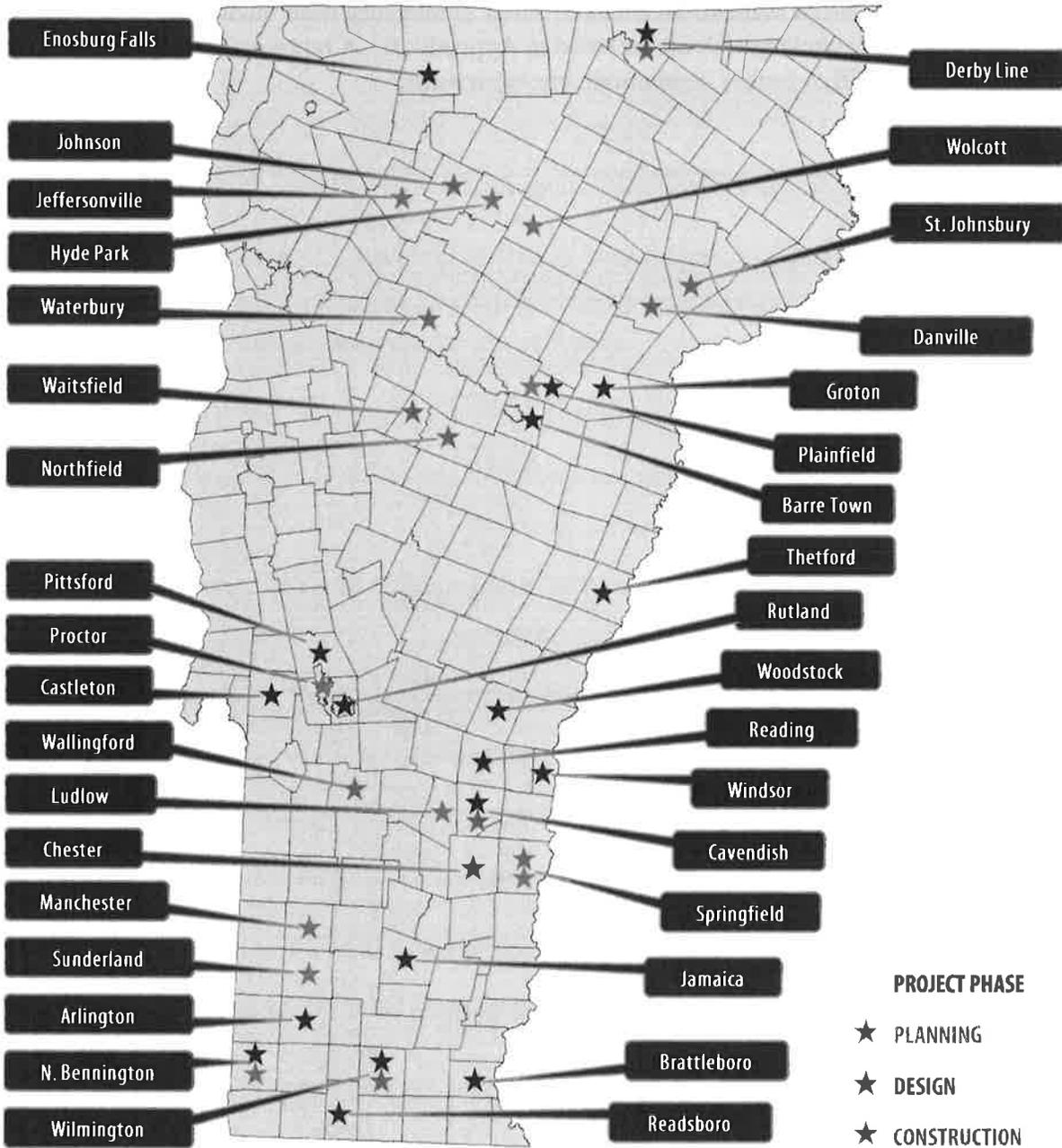
DG has proposed a budget for the project based on the scope of services and scope of the project. DG has consistently completed projects within the original budget, unless revisions are made to the scope of services or scope of the project. If any unanticipated factors arise that may affect the budget or the project, DG will notify the Town immediately and provide recommendations to either maintain the original budget or revise the scope of the project.

**Technical Proposal**

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Project examples have been selected for projects similar to the Beaver Meadow Road Sidewalk Scoping Study and are attached in Appendix I. Similar components include providing sidewalk planning and design services and use of the VTrans Local Projects Guidebook and Vermont Pedestrian and Bicycle Facility Planning and Design Manual. In addition, letters of reference from municipalities we have worked or are currently working with are included in Appendix II. A representative work sample is included in Appendix III to further demonstrate our experience.

Dufresne Group's VTrans Local Projects Experience



## CONCLUSION

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The team we have proposed for the Norwich Scoping Study is the best team for this project for the following reasons:

- This team has recently worked together on other successful pedestrian improvement projects.
- We will work closely with the Town to use creative techniques to engage community members in the development of the Beaver Meadow Road Sidewalk Scoping Study.
- Our wide range of experience will allow us to creatively address any issues that are identified in the scoping phase of the project to allow for more efficient future phases.
- We provide a certified professional cost estimator with over 30 years of experience and an extensive unit price database.

**APPENDIX I**  
**PROJECT SHEETS**



## PATHWAYS CONSULTING, LLC

Planning • Civil & Environmental Engineering • Landscape Architecture • Surveying • Construction Assistance  
2060 Hartford Avenue • Post Office Box 1942  
Wilder, Vermont 05088  
(802) 295-5101

[www.pathwaysconsult.com](http://www.pathwaysconsult.com)

240 Mechanic Street, Suite 100  
Lebanon, New Hampshire 03766  
(603) 448-2200

March 27, 2020

Larry Wiggins, Director of Public Works  
Tracy Hall – Town Manager's Office  
Town of Norwich  
Post Office Box 376, 300 Main Street  
Norwich, Vermont 05055

RE: PROPOSAL FOR ENGINEERING AND PLANNING SERVICES, BEAVER  
MEADOW SIDEWALK SCOPING STUDY, NORWICH, VERMONT (P5538)

Dear Mr. Wiggins:

We appreciate this opportunity to provide you with five (5) hard copies and one digital version of our Technical and Cost Proposals for the Beaver Meadow Sidewalk Scoping Study in the Town of Norwich (Town), Vermont. We propose to provide the services requested in your March 6, 2020 Request for Proposals as a team with Hartgen Archeological Associates, who will provide our historic and cultural resources review. We have teamed with Hartgen Associates for other Federally funded transportation improvement projects in New Hampshire and Vermont.

Pathways Consulting, LLC is a Disadvantaged Business Enterprise registered with the Vermont Agency of Transportation (VTrans). Our staff of approximately 25 people has served many clients throughout our region from our centrally located offices along the Connecticut River. We are excited about our team, and the opportunity to work with you and the Town on this important bicycle and pedestrian access project.

We are familiar with the Town, and most recently assisted the Town with design and permitting services for the reconstruction of multiple roads, streams, flood ways, and banks after major damage caused by the July 12017 storm event. Additionally, we provided assistance preparing FEMA claims for reimbursement. Throughout those projects, we worked directly with the Town Manager, Herb Durfee, who has a good understanding of our capabilities.

We understand the challenges associated with the Beaver Meadow Sidewalk Scoping Study and the need to provide pedestrian safety and believe with our facilities, equipment, experience, and knowledge base, we can help you and the Town successfully complete the project.

If you have questions regarding this proposal, please contact feel free to contact me. We look forward to working with the Town once again.

Sincerely,

PATHWAYS CONSULTING, LLC

Rodrick J. Finley, P.E.  
Vice President/Director of  
Engineering Services

RJF:AGK:sef  
Enclosures

## **TECHNICAL PROPOSAL**

### **PROJECT DESCRIPTION**

The Town of Norwich (Town) was awarded funding through the Federal Highway Administration (FHWA) and the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau (MAB) for a scoping study to identify evaluate construction of a pedestrian/bicycle facility along a portion of Beaver Meadow Road and Moore Lane.

### **PROJECT UNDERSTANDING**

The scope of the pedestrian/bicycle facilities in Part 1 will, at a minimum, include a sidewalk that extends from the terminus of the existing sidewalk on Beaver Meadow Road to the intersection of Moore Lane and continuing along Moore Lane to Turnpike Road.

- The existing sidewalk transitions to the east side of the road from Hopson Road to approximately the intersection of Heritage Lane and Huntley Street; the formal sidewalk ends before the Huntley Street intersection after the bridge over Blood Brook.
- Moore Lane also includes a sidewalk on the bridge over Blood Brook; a new sidewalk on Moore Lane would connect to the terminus of the sidewalk on Turnpike Road at the intersection of Moore Lane.
- The project would complete long-anticipated pedestrian connectivity around the Huntley Meadow complex, which is frequently used by pedestrians and bicycles.
- Although the proposed study will contemplate the appropriate side of the road for a new sidewalk, we note the following:
  - We assisted the Town with ERAF/FEMA funding of repairs along Beaver Meadow Road north of Huntley Street following the July 1, 2017 storm event. In concert with Town direction, repair work included the narrow grass area and bank east of the road adjacent to Blood Brook.
  - There is a significant ledge outcrop on the west side, immediately before Glen Ridge Road.
  - Soil conditions along the Beaver Meadow Road corridor are generally very good (e.g., sand and gravel).

The scope of the pedestrian/bicycle facilities in Part 2 will, at a minimum, include a sidewalk that extends from Moore Lane to the entrance drive to the Ballard Trail and former Norwich Pool parking area, which is accessed before the bridge over Charles Brown Brook before the intersection of Brigham Hill Road.

- We acknowledge that the Public Works Department has performed work on the east side of Beaver Meadow Road to the Ballard Trail entrance in recent years to enhance pedestrian connectivity.

Members of our staff have intimate knowledge of the project corridor from the referenced flood repairs and project work for residents to lifetime residence and frequent pedestrian use (including use of the Huntley Meadow recreation complex to swimming at the Norwich Pool when it existed). We are excited about assisting with the project, which has long been envisioned by the

Norwich Fire District and the Town.

Additional elements of our understanding include:

1. For purposes of this proposal, we assume that both project sections, which we have identified in our proposal as Parts 1 and 2, will be approved and will proceed simultaneously through all tasks in this scoping project. This approach will promote more efficient use of our efforts and limit redundancy.
2. The Town will provide all project direction throughout the project from the Town Manager or his designated representative.
3. Project development must follow the VTrans MAB process, which is a program with which we are well familiar from similar project work in other communities. All work will be accomplished in accordance with the following:
  - MAB Guidebook for Municipally Managed Projects (found on the VTrans MAB website <https://vtrans.vermont.gov/highway/local-projects>).
  - MAB Project Development Process flow chart (found on the VTrans MAB website).
  - Specifications for Contractor Services (found in the MAB Guidebook appendix).

## SCOPE OF WORK

### General Scope of Work

In general, the scope of this project will consist of a planning process that identifies Town objectives within a defined corridor that considers existing conditions. As identified in the Request for Proposals (RFP), the defined outcome of the process will be:

- Identification and prioritization of improvements;
- A public involvement process to ensure local input and support of the project;
- An assessment of historic, archaeological, natural resource, utility, and environmental constraints;
- Clear, written documentation of project issues and overall feasibility; and
- A complete conceptual engineer's opinion of probable cost (EOPC) for further engineering, project administration, and construction.
- Draft and final reports that include the elements of the recommended outline included as Attachment A of the RFP.

The following list describes the specific work tasks and deliverables under this scope of work.

#### A. Project Kickoff Meeting

We will meet with Town project representatives and VTrans Bicycle and Pedestrian program staff or Transportation Alternatives coordinator to develop a clear understanding of the project goals, objectives, timelines, and deliverables. We will record minutes for the meeting, issue them in draft format to all participants for comment, and then incorporate comments, additions, or amendments into a final meeting document.

Deliverables: Draft and final meeting minutes.

**B. Compile Base Map/Document Existing Conditions**

We will compile a base map using available mapping that will include:

- VT Digital orthophotos;
- Digital parcel maps for the Town;
- Information from the Town regarding the right-of-way (ROW) for Town roads;
- VTrans culvert inventory and mapping;
- Other natural resource-based GIS data available from the Two-Rivers Ottauquechee Regional Commission (TRORC) or the Vermont Center for Geographic Information (VCGI); and
- Light Detection and Ranging (LIDAR) data available through the VCGI to provide planning level topographic information and to supplement topographic surveying.
- Topographic Surveying and Base Plan Development: Our survey crew will perform a topographic survey of the project corridor to establish visible site detail and elevations at two-foot contour intervals. We will locate existing roadway, visible drainage and utility components, visible property corners, large trees close to the road, and foliage lines. We will use field work to create a base plan for the project.

We will compile the data in an Arc-View compatible format, although we may utilize AutoCAD for development of typical sections, engineering drawings, and annotations. The existing conditions plan will include the following items:

- An accurate representation of the current roadway corridor including travel lane width, shoulder width, associated drainage systems, and ROW corridor widths from Town records;
- The location and configuration of existing pedestrian access, sidewalks, bicycle lanes, driveway curb cuts, and planting islands;
- Topography;
- The approximate location of visible surface and subsurface utilities within the highway corridor including telecommunications, electric power, fiber optics, the Fire District water line, and stormwater management systems;
- Other appropriate items within the project area including intersecting roadways, signage, existing roadway striping, lighting, and on-street and off-street parking;
- We will show building locations and usage designations from VCGI and/or other publicly available information.

Additional items to be mapped will include overlays identifying:

- Natural resources such as mapped wetlands, flood plains, stream corridors, , endangered species, sensitive species or habitat, hazardous materials sites, public or agricultural lands, Town planning and zoning, and other pertinent resource identification (there are no shoreland protection areas); and
- Historic, architectural, or archaeological resources.

We intend to utilize any available prior traffic studies and counts for Beaver Meadow Road to collect information specific to average daily traffic counts, peak hour counts, level of service for intersections of site access, crash data, and available bicycle or pedestrian usage and counts. Since this is a scoping and conceptual study, we are not proposing additional traffic services for this phase of work (acknowledging that these services may be required in future permitting and design phases based on the results of this project study).

Deliverables: Base map of existing conditions with topographic surveying and overlays for historic, archeologic, architectural, and natural resources.

**C. Local Concerns Meeting**

We will organize and moderate a local concerns meeting with Town representatives, State officials (including the District Transportation Administrator), and the public. We will utilize information available from the Town to identify specific stakeholders such as abutting residents, various department representatives as directed by the Town Manager, and the public to solicit input. We will coordinate with the Town to warn and conduct the meeting in accordance with Vermont Open Meeting Law. The purpose of the meeting will be to provide the understanding, need, and objectives of the project to the public, to solicit input, and to identify possible present and future impacts and improvements that the project may have on the project corridor and community. Items that may be discussed (especially in consideration of a shared use path) include the different user groups that are anticipated and desired (e.g., pedestrians, bicyclists, roller-bladers, residents, etc.) and what surface type is desired. We will provide a summary copy of the minutes from this meeting, maintain an attendance list, and coordinate with the Town to publish or circulate the minutes to interested parties and publication on the Town's web site.

Deliverables: Attendance or participant list, meeting minutes, executive summary of concerns and benefits identified, and a Project Purpose and Need Statement for inclusion in Final Report.

**D. Identify Land Use Context**

We will utilize information collected in various tasks of this study, especially Town plans, zoning, staff input, and any TRORC planning documents to identify:

- Existing and proposed land uses in the project area, including an inventory of current residences and names;
- Overall context of the area where the project will be sited relative to the village, Huntley Meadow, Blood Brook, and residents along the corridor including the relationship of each home along the corridor to the proposed project; and
- Existing and future vehicle, pedestrian, and bicycle travel volumes and patterns to gain an understanding of the appropriate location for new planned improvements or extensions.

Deliverables: Land use summary for incorporation into Final Report.

**E. Develop Conceptual Alternatives**

In concert with the Town staff, we will identify potential alternatives for the proposed pedestrian facilities utilizing the information compiled on the existing condition base plan, identified in site visits, and defined by the Purpose and Need Statement. We will evaluate alternatives including detailing connectivity options, materials of construction, landscape or lighting that may be appropriate, and implementation details. Conceptual alternatives will consider roadway crossing needs and connectivity to existing active and passive recreations facilities (with the understanding that the current Village Residential zoning and Town Plan do not likely include significant land development). We will also evaluate the impacts of the “no build” option. As noted in the RFP:

- If a shared use path paralleling roads in the project corridor are proposed, we will evaluate the alternative of providing on-road accommodation for bicyclists;
- If the proposed alignment includes off road (shared use path) and on road bicycle facilities, we will identify means for accommodating transition points;
- Roadway crossing needs;
- We will also review the proposed alternatives to address the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements;
- We will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility will be located within existing ROWs and in relation to travel lanes, shoulders, existing building faces, and other features deemed pertinent to the project. We will prepare sections every 100 feet and at locations where an alternative impacts significant trees, shrubs, and/or other facilities on private property.
- We will assess the impact of the project construction on existing vehicle, pedestrian, and bicycle traffic, including the impacts likely to result from project construction. We will reference the VTrans Work Zone Safety and Mobility Guidance document and its appendix for this task and include an initial determination about level of impact likely to result from project construction (e.g., significant, moderate, or minor). The study will include a section about traffic management that discusses possible impacts, stakeholders that may be impacted, and the measures that will likely be needed to address work zone impacts during construction.
- If traffic control measures, including temporary pedestrian facilities, are needed, we will identify such costs in our EOPC for each alternative.

We have included time in our labor and cost matrix to communicate and meet with VTrans representatives at the site to conduct a site walkover. We have also included one meeting with Town representatives to discuss alternative layouts and details at the draft stage so that we can consider comments and insights for final layouts.



Deliverables: We will develop layout plans, typical design cross-sections for the different alternatives that show materials of construction and basic dimensions, identification of constraints if the improvements are within existing ROW, identification of relationship of improvements to travel lanes and shoulders, access to existing homes, integration with existing pedestrian access, identification of location and impacts on identified resource areas, landscaping and lighting considerations, and alternative-specific notes and details.

**F. Identify ROW Issues**

We will identify the roadway ROW based on existing record documents, Town or VTrans ROW databases, and Town Tax Assessors' maps. We will identify property ownership based on the Town's database. We will identify existing easements and permits (e.g., Act 250) that may constrain the project alternatives from readily identifiable public databases. We have not included specific deed or boundary line research and do not propose to conduct extensive research to establish property ownership or the ROW.

Deliverables: ROW and Ownership identification and areas of impact for inclusion in the base plan and in the Final Report.

**G. Identify Utility Conflicts**

During preparation of the existing conditions base plan, we will graphically identify, where appropriate, and provide a written discussion in the Final Report about public and private underground and overhead utilities (Fire District water, fiber optics, telecommunications, electric power, cable services, stormwater collection or management systems, and other identified utilities). This will include:

- Identification of the owners of potentially impacted utilities;
- A preliminary assessment of potential relocation of utilities including identifying potential impacts due to construction and future maintenance and access requirements;
- Initial contact or coordination with the owners and/or operators of the potentially impacted utilities to identify the process for relocation and how to minimize impacts during project implementation; and
- Identification of the future installation or extension of utility services within the project area as directed by the Town.

Deliverables: Additional utility information and evaluation of impacts or constraints for inclusion in the base plan and Final Report.

**H. Identify Natural and Cultural Resource Constraints and Permitting Requirements**

During the initial information gathering phase we will graphically identify, where appropriate, and provide a written discussion in the final report about natural and cultural resource issues including mapped wetlands, flood plains, stream corridors, endangered species, sensitive species or habitat, hazardous materials sites, Federal Section 4(f) or 6(f)



public lands, significant State or Town agricultural lands, Town planning and zoning districts, and historic, architectural, or archaeological resources. As part of this evaluation we will:

- Complete the environmental and natural resource review identified in the RFP by a qualified professional;
- Complete historic, architectural, and archeological review identified in the RFP by a qualified sub-consultant in concert with our staff;
- Identify potential impacts on identified resources and permitting requirements, including the potential for review pursuant to Act 250;
- Include documentation from appropriate State and Federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) to summarize the extent to which resources may or may not be impacted;
- Identify permits that will likely be needed for the project including erosion prevention and sediment control;
- In addition to our firsthand knowledge along the corridor north of Moore lane, we will utilize the Vermont ANR Natural Resource Atlas and BioFinder web-based mapping tools to locate natural resource features, including use of the Vermont Significant Wetland Inventory (VSWI) layer in the BioFinder, which denotes the approximate location and configuration of significant wetlands but does not include all state significant wetlands. We will also use hydric soil mapping to inform other potentially sensitive areas along the corridor.

We frequently interact with State and Federal regulators including:

- Mike Adams, U.S. Army Corps of Engineers (USACE);
- Rebecca Chalmers, District Wetlands Ecologist with the Vermont Agency of Natural Resources (VANR);
- Scott Jensen, P.E., River Management Engineer with the VANR Rivers Management Program;
- Chris Tomberg with the VANR Stormwater Program;
- Linda Matteson, VANR District 3 Coordinator; and
- Rita Seto with TRORC.

We have included coordination time to contact each office as outlined above to discuss the project and obtain initial thoughts about review and impacts that may be associated with this project. Our staff has licensed professionals for all of these considerations except historic, architectural, and archaeological resources, which we propose to address by teaming with Hartgen Archeological Associates (Hartgen). Hartgen will complete a reconnaissance level survey and prepare an Archaeological Resources Assessment for the project area as required in the RFP; our proposal considers a level of study for above-ground resources at a "reconnaissance-level survey." For Archaeology, the correct level of effort is an "Archaeological Resources Assessment," which involves no excavations, but

seeks to determine where and how much of a proposed project area may have "archaeologically sensitive" land. Documentation in the final report will include, as appropriate, a written request for a project review to proper regulatory entities and a written response indicating that a preliminary review has been conducted. Field reconnaissance reports and resources assessments are included in our proposal with identification of possible sensitive areas and related impacts.

As noted in the RFP, construction of new bicycle and pedestrian improvements will likely involve earth disturbance and additional impervious surfaces. We will assist with evaluating drainage impacts (particularly on abutting residential properties), drainage improvements (grading and structures), existing and new contributing surface areas, and VANR stormwater discharge permit requirements.

We will include an estimate of the area of disturbance that will result from the project to assess the extent of mitigation that will be required under the National Pollutant Discharge Elimination System (erosion prevention and sediment control) permit.

We will evaluate the alternatives for using low impact design, stormwater collection and recharge, and other green techniques for stormwater management. As noted in the RFP, our design will attempt to minimize discharges of untreated stormwater for at least the 1-year return frequency storm, and will identify construction and operational stormwater management permits that may be required as part of the project work. In addition, we will make a reasonable effort to identify and attempt to minimize conflicts and align project goals as practicable with known community stormwater master plans, tactical basin plans, jurisdictional features associated with State stormwater permits, planned stormwater retrofits and other related considerations that the project may affect.

As noted in the RFP, this resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. We understand that scoping reports will be reviewed by the VTrans Project Delivery Bureau Environmental Section (via Resource ID work request from VTrans Project Manager) prior to development of Conceptual Plans.

**Deliverables:** The information developed within this task will be included in the Final Report and will include identification, delineation, and discussion of the listed natural and sensitive resources, a Historic Resources Identification Report by our historic and architectural sub-consultant, an Archeological Resources Assessment by our archeological sub-consultant, copies of pertinent contacts or reviews completed by State or Federal natural resources regulators, and preliminary stormwater management plans and calculations.

**I. Alternatives Presentation**

We will evaluate proposed alternative (including a mandatory “no build” alternative) in a matrix format and represent them graphically on maps and/or plans in accordance with the presentation or reporting standards outlined in the RFP. This matrix will include:

- Description of conceptual alternatives;
- Resource impacts;
- ROW impacts;
- Utility impacts;
- Ability to meet the project purpose and need;
- Conceptual EOPC;
- Costs related to maintenance of the proposed project;
- Connectivity to existing and future infrastructure;
- Permitting requirements or constraints; and
- Other intangible public or private project concerns that have been identified.

We will conduct a public informational meeting to present the alternatives that have been considered. We will coordinate with the Town to warn and conduct the meeting in accordance with Vermont Open Meeting Law guidelines. The outcome of this meeting should be an alternative selected by the community for further refinement. Prior to the informational meeting, we will send a certified letter to all property owners affected by the project and all property owners along Beaver Meadow Road from Main Street to the intersection of Brigham Hill Road and along Moore Lane announcing the public informational meeting.

We will provide a summary copy of the minutes from this meeting, maintain an attendance list, and coordinate with the Town to publish or circulate the minutes to interested parties. The outcome of this meeting will be a recommendation from the public for a preferred alternative that can be incorporated in the final project documentation and report.

Deliverables: Attendance or participant list, meeting minutes, executive summary of chosen alternative.

**J. Develop Preliminary Cost Estimates**

As part of our overall evaluation, we will prepare a conceptual EPOC that will include the following for each option and for the final alternative:

- Construction costs for alternatives using conceptual bid item identification, quantities, unit costs, and an appropriate contingency (we will not utilize per foot or lump sum estimating);
- Description of costs associated with additional planning; topographic surveying; detailed design; ROW identification, negotiation, or costs; and permitting;

- Description of costs associated with anticipated project maintenance over the life of the infrastructure systems; and
- Expected costs for construction management services, construction observations services, municipal contract administrative costs, and financial costs associated with the use of public funds.

As identified in the RFP, we understand that the project will be funded using a combination of Federal (State-administered) and local funding and will be managed by the Town or the Town's appointed representative. We understand that the scope of the project will not require more than one phase of construction to complete.

Deliverables: The conceptual EOPC for construction, permitting, construction management, and maintenance will be incorporated in the final report.

**K. Project Timeline**

We will develop a project development timeline that moves the project forward from Town acceptance of the conceptual alternative Final Report, through final design and surveying, resource field confirmation, permitting, and construction. We will incorporate specific time for Town, State, and Federal review of design and permitting plans and documents. Where ranges are identified for permit review of similar tasks outside of the control of our project team or the Town, we will identify those in the timeline.

Deliverable: Project timeline that will be incorporated in the final report.

**L. Report Production**

Using information gathered from the activities outlined in this proposal, from meetings, input from key stakeholders, and from any initial reviews by Town or State officials, we will prepare a draft feasibility report summarizing the findings of the study in accordance with the RFP Standards and Deliverables requirements.

The draft and final feasibility report will address the pedestrian and bicycle facility from Moore Lane to Brigham Hill Road separately. We will submit the draft report to the Town two weeks prior to submission to VTrans. We will then submit the draft report and all Town comments to VTrans for comment prior to issuing a final report. We will allow a minimum of three weeks for VTrans to review the draft report.

In this interim review period we will coordinate with the Town to warn and conduct a public informational meeting to allow review of the draft report prior to completing the final version. We will coordinate with the Town to designate areas (such as the Norwich Public Library, Town Manager's office, and the multipurpose room in Tracy Hall) to place copies of the draft plan for public review. We will provide the Town with a PDF version of the draft report for posting on the Town website.

Once we receive all VTrans and Town comments, and conduct a public informational meeting, we will prepare the Final Report and provide the required hard and electronic copies to the Town and a digital copy to the VTrans project supervisor. We will complete draft and final reports utilizing the outline included in the RFP Appendix A.

Deliverables: Ten copies (printed on both sides) of the draft report and copies of the Final Report in paper and digital (PDF) format to the Town; one digital copy as an Adobe.pdf document of both the draft and final reports to the VTrans project supervisor; public meeting attendance or participation list, minutes of the public meeting; and review and response to VTrans comments.

We will create a file transfer protocol (FTP) site to provide data, databases, reports, programs and materials, in digital format to the Town, RPC, and VTrans. We will also provide the Town with hard copies upon request.

## **SCHEDULE**

We have attached a proposed schedule in Appendix A to indicate the project milestones and overall time for completion of this phase of the project.

## **PERSON HOURS PER TASK**

Appendix B is a summary of estimated labor hours by task and clearly identifies the project team members and the number of hours performed by each team member per task.

## **COST MATRIX**

We have included, under separate cover, cost matrices for Parts 1 and 2 that include the estimated direct labor hours and cost by staff person and task, overhead rate and profit rate, other direct costs and a total project cost.

## **ROLE OF KEY STAFF AND QUALIFICATIONS**

Pathways Consulting, LLC and Hartgen Archeological Associates propose to team for this project. The resumes of our key personnel are provided in Appendix C.

**Rodrick Finley, P.E.**, will serve as our Principal-in-Charge to assist Ann with providing project management and quality control review. Rod contributes more than 35 years of planning, design, management, and strategic expertise for many infrastructure projects.

**Ann Kynor, P.E.**, will serve as our Project Manager and will provide planning and conceptual design for the project using her 35 years of experience. Ann is very familiar with project requirements and State and Federal regulations that will guide project elements (Ann recently completed a similar evaluation for the Town of Woodstock).

**Alan Saucier, RLA and Russell Rohloff, P.E.**, will assist Ann as landscape/planning and engineering assistance, respectively. Both Alan and Russ have more than 40 years of experience

with planning and engineering projects.

**Joseph “Skip” Nalette, LLS**, will serve as our Surveying Manager for ROW, easement, topographic, and base map requirements for the project. Skip has completed surveys for numerous projects over his 30 year career.

**Timothy McCormick, CSS, CWS, LD** will assist with conceptual and natural resource evaluation. Tim’s career also includes more than 40 years of projects requiring adherence to Vermont regulations.

**The Hartgen Team** is composed of a staff of 25 well-qualified, experienced professionals, including archeologists, an architectural historian, laboratory staff, documentary researchers, CAD/GIS designers, editorial and administrative personnel, many of whom have worked together as a team for years. The Hartgen staff is well versed in cultural resource regulations including Section 106 of the National Historic Preservation Act (NHPA). Project oversight is provided by Hartgen’s 36 CFR 61 qualified Principal Investigators. Hartgen has staff certified in health and safety operations at hazardous materials (HAZMAT) sites, and in the Native American Graves Protection and Repatriation Act (NAGPRA). Hartgen’s diligent staff, flexible corporate organization, and ability to interact effectively with clients, State, and Federal agencies ensure that each project proceeds through the review process successfully and that all phases of the project are completed in a timely and efficient manner. The following provides a brief overview of the qualifications of Hartgen’s key personnel, including Elise Manning-Sterling as the primary point of contact.

**Elise Manning-Sterling, MA, Project Manager/Principal Investigator**, Ms. Manning-Sterling has 40 years of experience in historic and precontact archaeology throughout the country, including over 25 years in the northeast with Hartgen. As Project Manager, she has conducted over 400 projects, primarily in Vermont, with other projects in New Hampshire, Massachusetts, and New York, including Archaeological Resource Assessments (ARA), and Phase I, II, and III archaeological investigations. She has authored numerous scholarly articles on diverse historic archaeological topics, and has managed multi-year excavations at Fort Ticonderoga, a National Historic Landmark in Essex County, NY.

She has conducted ARAs and/or Phase IB testing for various types of VTrans projects, including, to name a few: Pedestrian Path and/or Sidewalk projects in Burlington, Chester, Montpelier and Colchester; State and Interstate Roadway projects in South Burlington, Georgia, Highgate, Woodstock, Burke and Weston; Vermont Airport projects in Franklin, Burke, Coventry, Middlebury, Barre and Stowe; and Bridge and Culvert projects, including Brandon-Churchill Bridge, Lincoln Bridge, New Haven Bridge, Nash Road Bridge, Roberts Road Bridge, Barton Bridge, Randolph Bridge #35, Route 30 Bridge #40, Waterbury- Farr Road Bridge, Pulp Mill Covered Bridge, Quechee Covered Bridge, Scott Covered Bridge, and Longley Covered Bridge.

**Walter R. Wheeler, BA/BS, Senior Architectural Historian**, Mr. Wheeler has thirty-five years of experience in the architectural field evaluating historic structures and districts for National Register eligibility, preparing National Register and National Historic Landmark nominations and preparing HABS/HAER documentation. He has served as Hartgen’s senior architectural historian since 1999 and has authored numerous scholarly articles and two monographs on New York State architecture. He is a member of numerous professional associations, including the

New England Chapter of the VAF (VAF-NE). Mr. Wheeler's project experience with Hartgen covers the range of service types, including inventory forms, HABS/HAER documentation, National Register eligibility assessments, historic contexts, and conditions assessments. Hartgen's transportation-related work includes numerous bridge, highway, rail, airport, and pedestrian path projects subject to compliance with Section 106 of the National Historic Preservation Act. Mr. Wheeler has extensive experience working on transportation projects for VTrans and other state departments of transportation. Other recent projects in Windsor County include sidewalk and pedestrian paths in Weston, Chester, and Royalton.

### **REPRESENTATIVE PROJECT EXPERIENCE, REFERENCES, AND WORK SAMPLE**

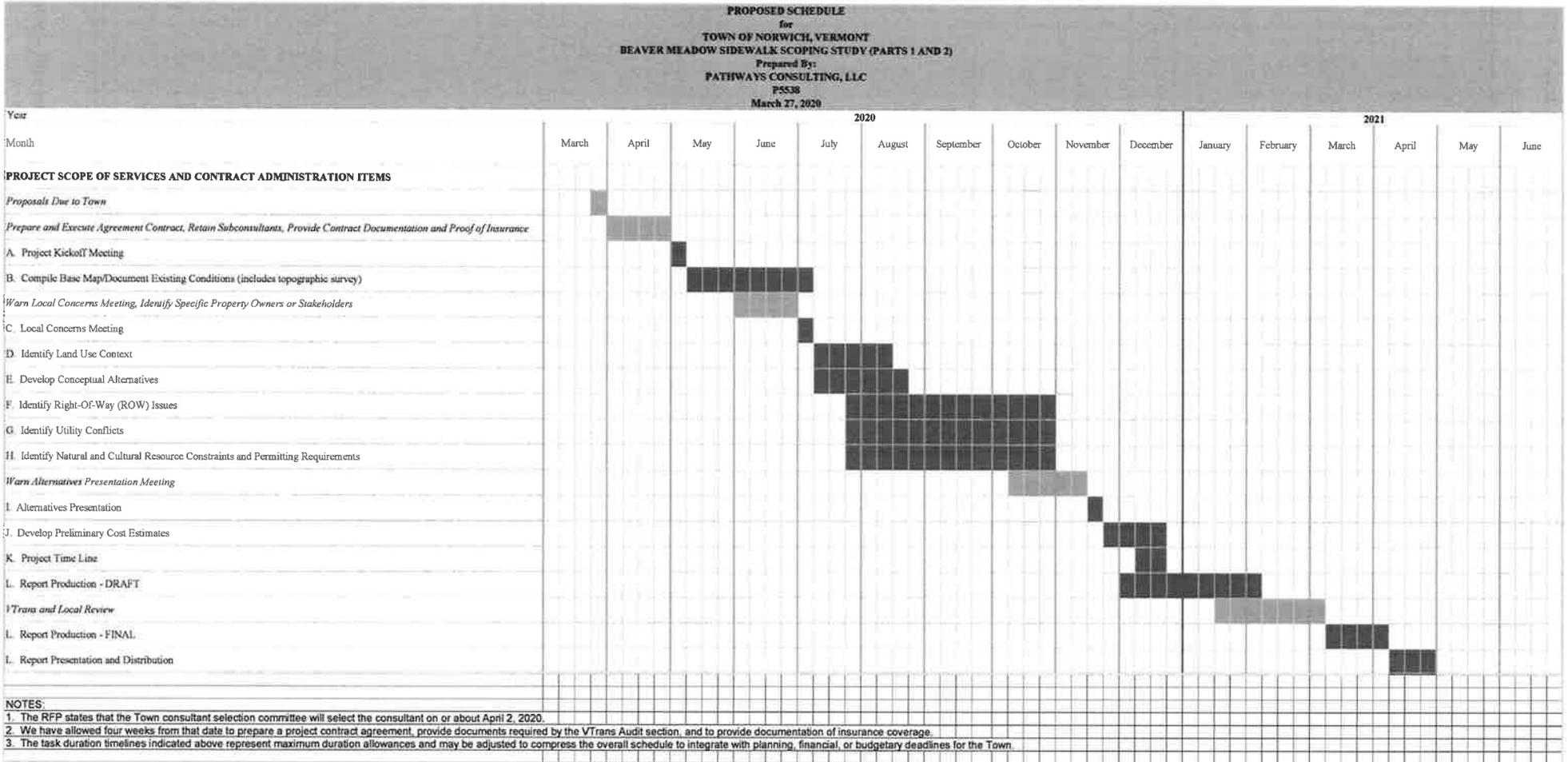
We have included a statement of our team's qualifications, a listing of representative project experience on similar or related projects, references for key municipal projects that we have completed, and a recent representative work sample similar to the scope of services being requested.



**APPENDIX A**  
**PROPOSED PROJECT SCHEDULE**



## APPENDIX A PROJECT SCHEDULE





**APPENDIX B**  
**PERSON HOUR PER TASK**



**APPENDIX B  
HOURS PER TASK**

PROJECT TASK ASSIGNMENT BY LABOR CATEGORY - HOURS PER TASK  
for  
TOWN OF NORWICH, VERMONT  
BEAVER MEADOW SIDEWALK SCOPING STUDY: PART 1- FROM HUNTLEY TO MOORE TO TURNPIKE ROADS  
Prepared By:  
PATHWAYS CONSULTING, LLC  
P5536  
March 27, 2020

SCOPE OF SERVICES	Project Director	Landscape Architect	Project Manager	Production Manager/Project Engineer	Wetland Scientist/Soil Scientist	Two-Parson Survey Crew	Senior Surveyor/Survey Manager	CAD Operator	Administrative Staff	Estimated Labor Hours per Task
A. Project Kickoff Meeting	1		6					2	2	11
B. Compile Base Map/Document Existing Conditions			8	8		64	4	24	2	110
C. Local Concerns Meeting			8					2	2	12
D. Identify Land Use Context			4					4		8
E. Develop Conceptual Alternatives		4	16	16				24	2	62
F. Identify Right-Of-Way (ROW) Issues			4				8	8	1	21
G. Identify Utility Conflicts			6					4		10
H. Identify Natural and Cultural Resource Constraints and Permitting Requirements	1		6	5	4			4	1	22
I. Alternatives Presentation	1		8					4	1	14
J. Develop Preliminary Cost Estimates for Segment(s)			2	12				2	2	18
K. Project Time Line			2						1	3
L. Report Production and Presentation	4		36	8			2	12	8	70
Labor Hour Subtotals - By Labor Categories	7	4	106	50	4	64	14	90	22	361

Hours may vary from line item to line item, however the total will remain within the estimate.

Hartgen Archeological Associates, Inc. is anticipated to provide about 20 to 24 hours for their review based on having recently completed a similar review adjacent to project area.

**APPENDIX B  
HOURS PER TASK**

PROJECT TASK ASSIGNMENT BY LABOR CATEGORY - HOURS PER TASK  
for  
TOWN OF NORWICH, VERMONT  
BEAVER MEADOW SIDEWALK SCOPING STUDY: PART 2 - FROM MOORE LANE TO BALLARD PARK  
Prepared By:  
PATHWAYS CONSULTING, LLC  
P5538  
March 10, 2019

SCOPE OF SERVICES	Project Director	Landscape Architect	Project Manager	Production Manager/Project Engineer	Wetland Scientist/Soil Scientist	Two-Person Survey Crew	Senior Surveyor/Survey Manager	CAD Operator	Administrative Staff	Estimated Labor Hours per Task
A. Project Kickoff Meeting	0.5		0.5							1
B. Compile Base Map/Document Existing Conditions			2	0.5		4	1	4	1	12.5
C. Local Concerns Meeting										0
D. Identify Land Use Context			1					1		2
E. Develop Conceptual Alternatives	1	4	2					4	1	12
F. Identify Right-Of-Way (ROW) Issues			1				2	1		4
G. Identify Utility Conflicts			2					2		4
H. Identify Natural and Cultural Resource Constraints and Permitting Requirements	1		2		2			1	1	7
I. Alternatives Presentation	1		2					4	1	8
J. Develop Preliminary Cost Estimates for Segment(s)	1		4					2	1	8
K. Project Time Line			1							1
L. Report Production and Presentation	1		4					2	2	9
Labor Hour Subtotals - By Labor Categories	5.5	4	21.5	0.5	2	4	3	21	7	68.5

Hours may vary from line item to line item, however the total will remain within the estimate.

Hartgen Archeological Associates, Inc. is anticipated to provide about 20 to 24 hours for their review based on having recently completed a similar review adjacent to project area.



**APPENDIX C**  
**STAFF RESUMES**





Danville US Route 2 Reconstruction

**TECHNICAL PROPOSAL**  
**BEAVER MEADOW**  
**SIDEWALK**  
**SCOPING STUDY**  
Norwich, Vermont

March 27, 2020



Beaver Meadow Road Existing Conditions



Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

March 26, 2020  
File: 195189007

**Attention: Mr. Larry Wiggins, Director**  
Department of Public Works  
Town of Norwich, VT

Dear Mr. Wiggins,,

**Reference: Beaver Meadow Sidewalk Scoping Study -  
Norwich, VT STP BP19 (13)**

Stantec is pleased to submit to you for your consideration a proposal in response to the Town's request for proposals to provide the Beaver Meadow Municipal Sidewalk Scoping Study. Specifically, to provide a study that identifies options, identify constraints and provides probable project costs to provide protected pedestrian and bicycle access for the following locations:

- On Beaver Meadow Road from Huntley Avenue to Moore Road and continuing on Moore Road to Turnpike Road (approximately 3,700 feet),
- On Beaver Meadow Road from Moore Road to Ballard Park (approximately 900 feet)

We are familiar with these locations, the Town dynamic and facilities and we believe that we have a good understanding of the project, the obstacles and objectives. In response to this request we are proposing a team of qualified professionals to meet the objectives of the study and to provide the Town with a feasible options that can readily be implemented into final design and construction that maximize the Town's funding potential and maximizes the benefits to the community.

On this project we will be utilizing professionals from both our South Burlington Vermont and Auburn, New Hampshire offices that are considered experts in their respective engineering disciplines including but not limited to highways safety systems, complete street designs, bike path designs, traffic study analysis and right of way law/requirements. This approach will allow us to provide the outcome for the study and incorporate previously incorporated design ideas and initiatives from a variety of different project experience in order to provide the Town with options that address the existing constraints of the existing conditions for the desired routes.

We have successfully collaborated with and completed projects working with Two Rivers Ottaquechee Regional Planning Committee (TRORPC) and VTRANS with similar scopes and objectives, including neighboring Thetford, VT, Lebanon, NH and numerous other locations in Vermont, New Hampshire and New England. We have successfully completed dozens of similar construction projects in Vermont and in the New England area so we understand what options will provide the Town conceptual plans that can obtain funding and that can be constructed in a timely manner.

March 26, 2020  
Mr. Larry Wiggins, Director  
Page 2 of 2

**Reference:** Beaver Meadow Sidewalk Scoping Study - Norwich, VT STP BP19 (13)

In addition, we have designed and administered the construction of over a half dozen projects in the past four years, working with VTRANS on federally funded project for the Town of Thetford including pedestrian improvements, roadway improvements, drainage improvements and bridge replacement projects. Our knowledge of the area, experience with similar type of projects with VTRANS allows us to effectively perform the scope of work for this study effectively, efficiently and quickly for the Town.

We look forward to the possibility of work for the Town to successfully complete this scoping study. Should you have any questions or need any additional information please feel free to contact us.

Respectfully

Stantec Consulting Services, Inc



**Bryan Ruoff, PE**  
Associate  
Phone: 603-206-7548  
Fax: 603-669-7636  
Bryan.Ruoff@stantec.com



**Rene LaBranche**  
Senior Principal  
Phone: 603-669-8672  
Fax: 603-669-7636  
Rene.LaBranche@stantec.com

Attachment: Beaver Meadow Sidewalk Scoping Study Proposal  
rb document1

# Table of Contents

	Cover Letter
	Table of Contents
Section 1	Project Approach
Section 2	Scope of Work
Section 3	Labor Hours & Schedule
Section 4	Key Personnel
Section 5	Relevant Projects & References
Section 6	Sample of Work

# Project Approach

## Project Understanding and Approach

The Town of Norwich has been and is currently active in performing upgrades and improvements to the access and interconnection of the downtown area to the recently constructed and improved recreational facilities in Town. The downtown area offers a vibrant pedestrian accessible community. The Town has both a community rich downtown area and impressive and well-utilized state-of-the-art recreational facilities, including but not limited to Huntley Meadows Park and the Ballard Trail, which encourages community growth and development for the Town.

Beaver Meadow Road is the most heavily populated roadway that provides a connection between the charming downtown area and these recreation facilities. Currently a sidewalk extends on Beaver Meadow Road from Main Street to the bridge directly South of the intersection of Huntley Road and Beaver Meadow Road, from this point there are no means of pedestrian or bicycle protected access to either the Ballard Bike trail or Huntley Meadows Park. To maximize the benefits of this scoping study, we would present to the community to gain public input, research and develop unique cost-effective options for the Town that would provide safe pedestrian and bicycle access from this point to the recreational locations.

Stantec is familiar with many of the existing conditions and obstacles with providing pedestrian and bicycle access on Beaver Meadow Road and Moore Road, including but not limited to the following:

- Bloody Brook runs along and crossing under Beaver Meadow Road for most of this section of roadway, limiting the potential roadway expansion and limiting the installation of a sidewalk or bike path to one side of the roadway.
- Beaver Meadow Road is a paved roadway surface with a width of between 18-feet and 22-feet with 2-foot gravel shoulders and utility poles located in some cases immediately adjacent to the roadway shoulder that limit expanding the width of the roadway within the road right of way (ROW).
- There are visible ledge and steep grade changes along this section of Beaver Meadow Road that would either be extremely costs or limit the Town's ability to install pedestrian and bicycle access.
- Beaver Meadow Road meanders through this section, which in some locations limits vehicular sight distance, this may limit the location of the proposed improvements or may eliminate the possibility of providing 'mid-block' sidewalk crossings where there are existing features that limit a proposed sidewalk and/or bike trail.
- The steep grade of the intersecting roads may limit where the proposed improvements can be implemented.
- The limited right of way (ROW) width may require the cooperation of the abutters to provide the Town with easements to be able to implement the improvements with the existing physical restraints of the roadway.

- A portion of the sidewalk on Beaver Meadow Road is 'mountable' and does not provide a route that is protected from vehicle traffic, the proposed improvements to Beaver Meadow Road and Moore Road may trigger the requirements to upgrade these existing locations where the existing pedestrian or bicycle access either doesn't provide a safe accessible route or is non-existent.
- In conjunction with developing the Town desired route, we will propose cost effective improvements to provide an interconnectivity to the Town's Main Street area to their recreational facilities that are VTRANS compliant and could be developed into final designs for construction.

Stantec has worked on projects with similar challenges in Vermont and New Hampshire and we have organized a team with the expertise to not only identify these constraints but to develop cost effective and unique options that address these obstacles and still meet the Town's vision and needs.

Based on our understanding of the project, and our experience on scoping similar corridors, our approach will include the following:

- Assign a Stantec team experienced in working together and with communities to develop a long-term vision for the Beaver Meadow Road improvements that will provide continuous interconnection for the Town that will strengthen the community.
- Conduct a walking tour of the corridor with stakeholders and regulators to further understand their existing issues, constraints, opportunities and future vision.
- Develop a clear project purpose and specific project needs that support the Town's vision and objectives and the determination and evaluation of improvements.
- Consider a wide range of improvements, from short term items that are readily implemented, to long term items that require further development and funding.
- Outline the impacts, costs and practicality of improvements using the detailed base survey information that we have readily available.
- Present improvements with high-quality graphics to provide the public a clear understanding of what is possible.
- Build consensus and generate local support and momentum to improve the corridor through an engaging public process utilizing meetings, social media, public displays and presentations.
- Prioritize improvements based on public input, readiness for implementation, benefits and cost.

The result is a process and product that supports seeking successful funding for a final design and construction that contributes to the Town of Norwich's pedestrian and bike access continuity and vision. Our team is unique in that we will provide the Town with unique, clear recommendations for improvements backed by an understanding of what it takes to move the recommendations into construction.

# Scope of Work

The following scope of services describes our proposed approach and deliverables for each step.

## A. Kick-Off Meeting

**Scope:** Stantec will meet with Town and State officials (VTRANS Bicycle and Pedestrian program staff or Transportation Alternatives Coordinator) and a local project Bicycle and Pedestrian Committee and Neighborhood Association to develop a clear understanding of the project goals, objectives, timelines and deliverables.

**Approach/Assumptions:** It is proposed Stantec collect much of the readily available existing data as described in the following task. This information can then be presented and discussed at the kick-off meeting. We will develop an agenda that seeks input on the history and vision of the corridor and contribute to the project's purpose and need. To assist with this input, it is proposed as part of the meeting, we conduct a walking tour to understand specific issues, constraints and opportunities. We will also develop meeting notes that document our discussions and assign actions items as discussed at the meeting.

**Deliverables:** Meeting agenda, presentation of existing information and meeting notes.

## B. Compile Existing/Future Conditions Data & Develop a Base Map

**Scope/Approach/Assumptions:** Using available GIS Lydr information we will develop a base map of the proposed improvements route to analyze the logistics of possible routes. The maps will include available GIS layers as obtained from the Town and VCGI. These may include tax parcels, environmental resources, stormwater, hazardous waste sites, and utilities. Town input will provide background on any developments that may affect the corridor.

The existing ROW will be shown on the base mapping (Task F). We will contact Town, communication companies and GMP requesting information on any of their existing facilities in the project area. Using the information provided, the general location of the existing facilities will be shown on the base mapping. Stantec team members will conduct a field review of the project and documents conditions with photographs.

For Beaver Meadow Road, Stantec will obtain and review the VTRANS the available turning movement count information. Stantec will also obtain VTRANS and Town available crash data, summarize the data and highlight the predominate causes of crashes. Stantec will collect and review existing pertinent studies and, using the Vermont State Standards, Stantec will develop the project's design criteria. If no turning movement data is available Stantec will determine approximate counts through coordination with the Department of Public Works (DPW) and local input.

**Deliverables:** Existing conditions map, summary of traffic analysis, summary of crash data and design criteria.

## C. Local Concerns Meeting

**Scope:** Stantec, working with the Town and VTRANS will organize and facilitate a Local Concerns Meeting in order for the public to bring up issues and concerns for discussion with the design team in order to develop a clear understanding of the communities desired objectives and needs for the project. This meeting will be hosted by the Town with local officials invited.

This meeting will also provide an opportunity for the community to discuss any maintenance issues or concerns in the project area. As an outcome of the local concerns meeting and the project kickoff meeting, we will develop the Project's Draft Purpose and Need Statement as indicated below. Stantec will generate this statement based on local input and an understanding of existing conditions.

**Approach/Assumptions:** Stantec will develop a meeting agenda and a slide presentation in close coordination with the Town to facilitate the Local Concerns Meeting. The names and addresses of all people, including adjacent property owners, to be notified will be provided by the Town. A direct mailing will be sent out and announcements will be posted on the Town website and via Front Porch Forum by the Town. The presentation will include an existing conditions plan illustrating collected information. This information will be reviewed by VTRANS and the Town and edited for the Local Concerns Meeting. The presentation and agenda will include pertinent discussion items such as: existing traffic operations, safety, crash prone conditions, bicycles, pedestrians, etc. The goal is to facilitate an organized solicitation of concerns. Ideas for potential alternatives will also be solicited. We will also solicit input into the desired group of users that the bicycle facilities need to address.

These groups are typically categorized as follows:

1. **Strong and Fearless:** People willing to bicycle with limited or no bicycle-specific infrastructure (1 to 5% is roughly the percentage of adults in general population in this category)
2. **Enthusied and Confident:** People willing to bicycle if some bicycle-specific infrastructure is in place (5 to 10%)
3. **Interested but Concerned:** People willing to bicycle if high-quality bicycle infrastructure is in place (50-60%)
4. **No Way:** People unwilling to bicycle even if high-quality bicycle infrastructure is in place (30-35%)

As indicated above to address a large percentage of users, up to and including "interested but concerned", a higher quality facility, such as a shared use path or protected bike lanes are needed. This will factor into the quality or type of bicycle facilities developed and evaluated. The Stantec team shall prepare meeting notes and distribute them. Comments received from anyone not present at the meetings, such as ones received via email or from a comment form provided at the meeting, will be attached to the minutes of the meetings. The meeting minutes will focus on the comments received and required action items. Comments will be organized by topic for easy referencing. If needed, available materials will be provided for posting to a project website, if there is one developed and maintained by others.

An additional approach to consider is generating an online survey to supplement the Local Concerns Meeting. With minimal effort we did this on our Exit 14 Bicycle/Pedestrian Study, and we were able to reach

a much larger audience. We received over 300 responses vs 50 people who attended the Local Concerns meeting.

Following the Local Concerns meeting, Stantec will develop a draft Purpose and Need Statement for this project. Stantec understands the importance of the Purpose and Need Statement as it is used to identify and evaluate alternatives and assist with selecting a preferred alternative. Based on our experience with scoping projects, the needs portion typically points out existing issues revealed during the information collection and local concerns tasks. **One important item to consider, for the Purpose and Need Statement is to identify the categories of bicyclists the need to be served as mentioned above.** The Purpose and Need Statement will be distributed for review and approval. The Purpose and Need Statement will be discussed at subsequent meetings and throughout the scoping process. Any discussed edits will be included, and an updated statement distributed.

**Deliverables:** Meeting agenda, slide presentation, and meeting notes. Draft and revised Purpose and Need Statement.

## D. Identify Land Use Context

**Scope:** Stantec will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed (e.g. rural, suburban, village area, etc.) Based on existing land use patterns and potential connections to planned or existing pedestrian and/or bicycle facilities, we will document predicted and existing pedestrian/bicycle travel patterns to gain an understanding of the best location for new sidewalks/bike facilities.

**Approach/Assumptions:** During the kickoff meeting and field review, origins, destinations and desire lines for bicycles and pedestrians will be discussed. Existing schools, recreation facilities such as legion field and the town forest will be noted. Any larger employers, attractions and commercial destinations such as The White Market will also be noted. These will be shown on the base mapping.

**Deliverables:** Update of base mapping indicating origins, destinations and desire lines.

## E. Develop Conceptual Alternatives

**Scope:** In cooperation with Town staff, Stantec will identify potential alternatives utilizing the information compiled for the base plan, and site visit. We will develop a plan and typical sections for the different alternatives that show the basic dimensions.

**Approach/Assumptions:** To develop the evaluation of impacts and costs, the alternatives will be developed using the base mapping. For proposal purposes it is assumed the following alternatives will be developed and evaluated:

- Do Nothing (No-Build)
- Sidewalk and crossing improvements

- An on-road bicycle facility such as bicycle lanes (buffered or protected) or cycle track.
- An off-road bicycle facility such as a shared use path.

The actual alternatives to be developed and evaluated will be determined after an analysis of existing conditions and receipt of public input. Components of each alternative will include streetscape, stormwater and transit facilities. Any widening of the roadway or addition of bicycle or pedestrian facilities may create new impervious areas potentially requiring stormwater treatment. The need for stormwater treatment will be included in the alternative evaluation. The proposed concept of improvements will be shown on the base mapping.

Once alternatives are analyzed and alternative sketches are developed, the Stantec team in coordination with VTRANS and the Town will conduct a preferred alternative presentation meeting to the public solicit ideas, issues, and concerns.

The alternative plans and evaluation will include the following:

- Plan sheets showing proposed improvements.
- Anticipated ROW and natural and cultural resource impacts.
- Stormwater treatment needs.
- Level of impact from construction
- Conceptual cost estimate.

During development of the alternatives, it is assumed 1 meeting with Town will be required. It is assumed no intersection traffic analysis is required.

**Deliverables:** Draft alternative plans, alternative evaluation matrix and conceptual cost estimate.

## F. Identify Right-of-Way Issues

**Scope:** Compile right-of-way and property ownership information along the alignment of the proposed project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected properties. Right-of-way information will be mapped on the same base mapping as the existing conditions.

**Approach/Assumptions:** The existing road ROW's for the roadways with proposed improvements are assumed to be 3 rod or 49.5-foot-wide highway ROW. This width and its location will be confirmed with VTRANS through a "Request for Right of Way Information" form. Stantec will show the existing highway right-of-way, as provided by VTRANS, on the base mapping. This is typically received as GIS layer which can be added to the mapping. Stantec will also develop a lot of property owners along the proposed routes based on Town available GIS data.

**Deliverables:** Documentation of research and right-of-way for base map.

## G. Identify Utility Conflicts

**Scope:** Stantec will research and indicate public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area on the base mapping. Stantec will include a preliminary assessment of whether any relocation will be required and indicate if the relocations may occur outside of the existing Rights of Way. For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment will include identification of owners of potentially impacted utilities.

**Approach/Assumptions:** Stantec will provide a project plan to area utility companies and request information related to existing facilities or proposed expansion or relocation within the project area. We will also request any location information and condition information that they have. This information, along with the aerial line information, will be shown on the plans. Impacts to existing facilities and potential mitigation will be indicated in the alternative's evaluation.

**Deliverables:** List of utility impacts, plan with utilities shown.

## H. Identify Natural and Cultural Resource Constraints and Permitting Requirements

**Scope:** Stantec will perform a review of natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic and archeological resources and provide their location to be included on the base mapping. Stantec will identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250. In the description and evaluation of alternatives, Stantec will identify any permits that will likely be needed for the project.

**Approach/Assumptions:** Our environmental scientists will initially perform a desktop review for existing natural resources using the Vermont ANR Natural Resources Atlas. These will be mapped on the base mapping and a field review by a professional wetland scientist will confirm the presence of the existing resources. A memo summarizing the work and findings will be developed and incorporated into the eventual scoping report.

Hartgen Associates will perform the archaeological resources assessment that will include a listing of historic structures along the corridor. Due to the preliminary nature of the alternatives, the desire to remain within the highway ROW.

**Deliverables:** Results of the field and research reviews to be incorporated into existing conditions plan and summary reports and memos.

## I. Alternatives Presentation

**Scope:** The proposed alternatives, including the no build alternative, will be evaluated and the results summarized in an alternatives matrix. The matrix will include mobility, safety, transportation impacts (traffic, bike and pedestrian), economic, community, environmental resource impacts, right-of-way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help evaluate the alternatives being considered. Taking into consideration previously gathered information, we will conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

**Approach/Assumptions:** A draft report and evaluation matrix will be developed and provided to the Town for review prior to the meeting. The evaluation will be supported by the detailed base mapping which will use actual field survey in addition to the orthophotos. Comments will be incorporated prior to the presentation to the public. The provided information will also include a draft scoping report describing the project, existing conditions, and alternatives. The presentation will include colored graphics, like the graphics shown below and, in the sample,, project contained in the appendix. These provide the public with a thorough understanding of the alternatives and a strong basis by which a preferred alternative can be determined.

**Deliverables:** Evaluation matrix, draft project scoping report, PowerPoint of alternatives.

## J. Develop Preliminary Cost Estimates

**Scope:** Stantec will develop preliminary cost estimates for further planning, design, and construction costs of the project. Cost estimates shall include preliminary bid item quantities. The alternatives estimates will assume that the project will be constructed using a combination of Federal and State funding. The alternative cost estimates will include amounts for construction, engineering, municipal project management and construction inspection and ENR or other inflation cost factors for the anticipated construction timeline.

**Approach/Assumptions:** Stantec will utilize the VTRANS Estimator database and recent bid results to develop a cost estimate for the alternatives. Cost estimates prepared to compare alternatives will be order of magnitude estimates and will not be carried out to the same level of detail as the preferred alternative cost estimate. Cost estimates will be conducted in tandem with the Alternatives Evaluation and be presented to VTRANS and the Town as part of the alternative's matrix at their meeting under Task I.

**Deliverables:** Cost estimates for alternatives.

## K. Project Timeline

**Scope:** Stantec will provide a project development timeline that takes the project through the design, permitting and construction phases assuming the use of a combination of Federal and local funding. If necessary, we will develop a project phasing plan for construction of the project over a multi-year period. We will also provide comments on other potential municipal projects planned in the project area.

**Approach/Assumptions:** Having worked with federal and local transportation funding projects for more than 30 years, we understand the project development process and the realistic timeline needed. We know Right-of-Way acquisition, permitting and utility relocations are time critical items and can add years to project. Any alternative that avoids these items can be developed quicker and likely less costly. The evaluation matrix will include a short (0-5 years), medium (5-10 years), and long term (>10 years) criteria for each alternative to assist with their evaluation.

**Deliverables:** Timeline section in the scoping report.

## L. Report Production

**Scope:** Using information gathered from the activities outlined above and from the meetings with VTRANS and the Town, submit draft and final scoping reports outlining the findings of the study. The draft report will be submitted to VTRANS for comment prior to issuing a final report. A minimum of 3 weeks will be allowed for VTRANS review of the draft report. A public informational meeting will be held to review the draft report before completion of the final report. It is expected that the local legislative body will endorse or decline the proposed project at this meeting. It is proposed Stantec work with the Town and stakeholder group to establish a recommendation on the preferred alternatives and/or improvements. Stantec shall follow the report format shown in the RFP and expects to include all of the elements listed in the outline.

**Approach/Assumptions:** It is proposed that the report sections will be developed as the work is completed. For instance, the Existing Conditions sections and Proposed Alternatives section will be completed prior to the alternative's presentation meeting. It is assumed that the Town will provide the meeting venueS for public meetings. It is proposed that a recommendation on preferred alternative and/or improvements be determined by the project stakeholder group and provided to the Selectboard for their consideration to endorse.



Town of Norwich, Vermont  
 Beaver Meadow Sidewalk Scoping Study  
 March 26, 2020  
**TASK-LABOR HOUR SCHEDULE**

TASK	Principal	Project Manager	Snr. Engineer	Project Eng./ Env. Specialist	Technical / Clerical	TOTAL
<b>A. Attend Kick-off meeting and review project scope/schedule</b>						
1. Develop agenda and meet with project committee	4	4			4	12
<b>B. Collect Existing Data/ Compile Base Mapping</b>						
1. Field review/inspection/documentation		8	4	8		20
2. Traffic data/crash data/route log				2		2
3. Identify and document existing resources	See F.1 Below					
4. Develop base mapping						
a. Collect orthophoto and survey data from resurfacing project		1		4		5
b. Update base mapping w/collected data		2		2	4	8
c. Collect existing utility information and show in base mapping		2		2		4
5. Solicit and summarize operations and maintenance issues		2		2		4
6. Establish design criteria		2		2		4
<b>C. Local Concerns Meeting / Purpose and Need</b>						
1. a. Develop list of property owners and stakeholders	Provided By Town					
b. Notice, prepare for, & attend Local Concerns Meeting		4			8	12
2. Document LCM and distribute notes		2				2
3. Develop draft purpose & need statement	1	2				3
<b>D. Identify Land Use Context</b>						
1. Document existing origins and destinations and desire lines			8			
<b>E. Development of Conceptual Alternatives</b>						
1. Develop plans and/or typical sections						
a. On-road bike lanes/cycle track	2	4	8	12	16	42
b. Shared use path	2	4	8	12	16	42
c. Sidewalk improvements		4	4	12	16	36
2. Review with VTrans/Town ( assume 1 mtg.)		4	4			8
<b>G. Identify Right of Way Issues</b>						0
1. Compile PO names from Town		1			8	9
2. Include on base plans		1			4	5
<b>H. Identify Utility Conflicts</b>						
1. Collect existing utility information		1		4		5
2. Identify conflicts and relocations needed		1		4		5
<b>F. Identify Natural Cultural Resources Constraints</b>						
1. Desktop and field review	2	2		12		16
2. Include resources on base mapping				4		4
3. Conduct team coordination		2				2
4. Coordination with ANR,DFW, ACOE			4			4
5. Develop list of permits			4			4
6. Estimate disturbance and impervious areas and stormwater needs			4	8		12
<b>K. Preferred Alternative Meeting</b>						
1. Prepare evaluation and matrix		2		4		6
2. Prepare presentation material & present to committee		4	8			12
3. Notice, present alternatives & document meeting		4	4			8
4. Meet with committee to finalize preferred alternative		4	4			8
<b>J. Preliminary Cost Estimate</b>						
1. Develop conceptual estimates for alternatives	2	4	4	8		18
<b>L. Final Report Production</b>						
1. Compile information & prepare draft scoping report	4	16	8	8		36
2. Submit to Town for review & Present at Town Meeting		4				4
3. Revise with Town comments	1	4	4		4	13
<b>TOTALS</b>	18	95	80	110	80	383



Town of Norwich, Vermont  
 Beaver Meadow Sidewalk Scoping Study  
 March 26, 2020  
**PROPOSED PROJECT SCHEDULE**

TASK	Start Date	Duration (Days)	End Date
<b>A. Attend Kick-off meeting and review project scope/schedule</b>			
0. Receive NTP	5/14/2020	0	5/14/2020
1. Develop agenda and meet with project committee	5/21/2020	1	5/22/2020
<b>B. Collect Existing Data/ Compile Base Mapping</b>			
1. Field review/inspection/documentation	5/21/2020	1	5/22/2020
2. Traffic data/crash data/route log	5/21/2020	1	5/22/2020
3. Identify and document existing resources	5/21/2020	7	5/28/2020
4. Develop base mapping	5/21/2020	7	5/28/2020
a. Collect orthophoto and survey data from resurfacing project	5/28/2020	2	5/30/2020
b. Update base mapping w/collected data	5/30/2020	2	6/1/2020
c. Collect existing utility information and show in base mapping	5/21/2020	7	5/28/2020
5. Solicit and summarize operations and maintenance issues	5/22/2020	7	5/29/2020
6. Establish design criteria	6/4/2020	9	6/13/2020
<b>C. Local Concerns Meeting / Purpose and Need</b>			
1. a. Develop list of property owners and stakeholders	5/21/2020	1	5/22/2020
b. Notice, prepare for, & attend Local Concerns Meeting	6/13/2020	5	6/18/2020
2. Document LCM and distribute notes	6/18/2020	0	6/18/2020
3. Develop draft purpose & need statement	6/23/2020	5	6/28/2020
<b>D. Identify Land Use Context</b>			
1. Document existing origins and destinations and desire lines	5/28/2020	7	6/4/2020
<b>E. Development of Conceptual Alternatives</b>			
1. Develop plans and/or typical sections			
a. On-road bike lanes/cycle track	6/28/2020	7	7/5/2020
b. Shared use path	6/28/2020	5	7/3/2020
c. Sidewalk improvements	6/28/2020	5	7/3/2020
2. Review with VTrans/Town ( assume 1 mtg.)	7/8/2020	1	7/9/2020
<b>G. Identify Right of Way Issues</b>			
1. Compile PO names from Town	7/9/2020	10	7/19/2020
2. Include on base plans	7/16/2020	3	7/19/2020
<b>H. Identify Utility Conflicts</b>			
1. Collect existing utility information	7/16/2020	5	7/21/2020
2. Identify conflicts and relocations needed	7/16/2020	5	7/21/2020
<b>F. Identify Natural Cultural Resources Constraints</b>			
1. Desktop and field review	7/21/2020	4	7/25/2020
2. Include resources on base mapping	7/25/2020	4	7/29/2020
3. Conduct team coordination	7/25/2020	0	7/25/2020
4. Coordination with ANR,DFW, ACOE	7/29/2020	2	7/31/2020
5. Develop list of permits	7/16/2020	7	7/23/2020
6. Estimate disturbance and impervious areas and stormwater needs	7/16/2020	5	7/21/2020
<b>K. Preferred Alternative Meeting</b>			
1. Prepare evaluation and matrix	7/26/2020	7	8/2/2020
2. Prepare presentation material & present to committee	8/2/2020	7	8/9/2020
3. Notice, present alternatives & document meeting	8/2/2020	0	8/2/2020
4. Meet with committee to finalize preferred alternative	8/10/2020	1	8/11/2020
<b>J. Preliminary Cost Estimate</b>			
1. Develop conceptual estimates for alternatives	8/11/2020	3	8/14/2020
<b>L. Final Report Production</b>			
1. Compile information & prepare draft scoping report	8/11/2020	14	8/25/2020
2. Submit to Town for review & Present at Town Meeting	8/25/2020	7	9/1/2020
3. Revise with Town comments	9/1/2020	14	9/15/2020



# FUSS & O'NEILL

March 26, 2020

Larry Wiggins  
Tracy Hall-Town Manager's Office  
PO Box 376  
300 Main Street  
Norwich, VT 05055

RE: Request for Proposals  
Beaver Meadow Sidewalk Scoping Study

Dear Mr. Wiggins:

Fuss & O'Neill is excited about performing a scoping study for a pedestrian and bicycle facility on Beaver Meadow Road. Our team has significant experience in planning, design, and construction administration services to support municipalities. We are familiar with the project area because your office is located about 10 minutes away from our White River Junction, VT office.

The project team has worked extensively on projects funded by the Vermont Agency of Transportation (VTTrans). We have enjoyed a long contractual relationship with VTTrans. We talk to their staff frequently, and we understand their technical and administrative programs and procedures. This project is a great fit for our team. Patricia Shedd and Nicole Fox worked together on the Stowe Sidewalk Replacement Study sample project, and Dan Monette and Jake Fowler routinely work side-by-side on projects. Our team has the availability to make your project our priority.

We take pride in all of our projects, but because this one is right in our backyard, we would be especially proud to work with the Town of Norwich on this project. We look forward to discussing our technical proposal with you and as requested, our fee proposal has been submitted under separate cover. If you have any questions feel free to contact us.

205 Billings Farm Road  
Suite 6B  
White River Junction, VT  
05001  
802.698.0370

Sincerely,

[www.fando.com](http://www.fando.com)

Patricia Shedd  
Project Manager  
603.668.8223 x2184  
[pshedd@fando.com](mailto:pshedd@fando.com)

Philip Forzley, PE  
Principal-in-Charge | Vice President  
802.698.0370 x5235  
[pforzley@fando.com](mailto:pforzley@fando.com)

California  
Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

Appendices:    1. Our Team  
                     2. Similar Projects  
                     3. Work Sample

## Approach

Our approach to this project is to bring the community and stakeholders together to develop solutions to improve pedestrian and bicyclist access to the Huntley Meadow recreation area, which includes a Park & Ride and the Ballard Trailhead near Brigham Hill Road. Everyone in the community is a stakeholder and has a voice that should be heard. Our goal is to provide the safest and most user friendly pedestrian/bicycle facility within the financial constraints of the Town of Norwich.



The Norwich Town Plan goal is to promote the development and use of a system of trails, greenways, sidewalks, bicycle paths, and commuter parking lots as safe and viable transportation components. These facilities need to be well thought out and remain consistent with the character of the Town of Norwich and the region.

Existing uses such as the Advance Transit bus stop at Huntley Street/Heritage Lane at the beginning of the project, Glen Ridge near the American Legion, and the Beaver Meadow Road/Moore Lane intersection need to be perpetuated and remain accessible to the public.



The project will consider the impacts to the Norwich Fire District water line and hydrants. Relocation of these facilities may cause an undo expense and burden to the homes and commercial businesses that depend on these facilities. Similarly, we will consider utility pole relocations throughout the scoping process.

Beaver Meadow Road is posted at 25 mph, making it an ideal setting for a multi-modal facility. There are a variety of settings, including: lawns, woods, stone walls, and some homes in close proximity to the road, which may limit the width of or ability to include a separate bicycle facility. Some tree pruning or tree removal may be necessary to construct the facility, but our goal will be to minimize impacts to trees. Additionally, there are stone walls and ledge that limit the ability to locate sidewalk on the west side of Beaver Meadow Road.

When considering the location of the pedestrian and bicycle facility, many features need to be considered. For instance, the Bloody Brook has a stone-armored bank with a shallow drainage pipe. This may necessitate locating the facility on the west side of Beaver Meadow Road. Our desire is to minimize crosswalks which may pose unnecessary conflicts with vehicular traffic.



The portion between the Beaver Meadow Road/Moore Lane intersection to Turnpike Road may include relocation of the utility pole or fence west of the bridge to provide adequate width for pedestrians and cyclists. The wooden sidewalk on the bridge will need, at a minimum, some planks replaced that are weathered and decaying. The utility poles and steep slope on the south side of Moore Lane may require a retaining wall, necessitate locating the facility on the north side of Moore Lane, or moving the NET&T Co. utility poles to the north side of Moore Lane. All of these options will be explored during the scoping study. The end goal is to connect the existing sidewalk on Beaver Meadow Road to the existing sidewalk at the intersection of Moore Lane and Turnpike Road, thus providing contiguous connectivity from Huntley Meadow recreation area to the heart of Norwich.

The Town desires to provide connectivity to Ballard Park along Beaver Meadow Road. Ballard Park provides a trail that meanders through tranquil woods and the Charles Brown Brook to the intersection of Beaver Meadow Road/Tucker Hill Road.



The portion between Moore Lane and Ballard Park near Brigham Hill Road has driveways, fences, trees, water, utility poles (some with drops for underground service), stone walls, potential sight distance, and other sensitive features that need to be considered when choosing the location of a pedestrian/bicycle facility. With the Ballard Park as a “destination” and located on the west side of Beaver Meadow Road, consideration should be given to locating the pedestrian/bicycle facility on the west side of Beaver Meadow Road.

The project does not appear to be in the direct vicinity of wetland, but it is directly adjacent to the FEMA Flood Hazard area for Blood Brook. Our in-house natural resources scientist will verify the location of wetlands in the project area and depict the limits on the GIS base mapping.

One additional consideration of the project impacts include historic and archeological resources. These initially may be less obvious, but no less important than those previously mentioned. For this effort, we will team with Hartgen Archeological Associates in Putney, VT. Hartgen has completed more than 140 architectural surveys and assessments of National Register eligibility for historic structures in Windsor County.

## Scope of Services

### Project Kickoff

Fuss & O'Neill will conduct a Kickoff Meeting with representatives of the Town of Norwich, VTTrans Bicycle and Pedestrian Program staff, and the Project Steering Committee, if established, to gain a greater understanding of the community's vision for the pedestrian and bicycle facility, project goals, evaluation criteria, schedule, and deliverables. A field review will be conducted at this time to:

- inventory field conditions
- take photographs
- identify constraints and opportunities

Information noted during the field review will include:

- sidewalk termini and crosswalk locations
- curbs
- ramps
- detectable warning surfaces
- drainage
- underground and aerial utilities
- ledge outcrops
- trees
- fences
- stone walls
- river banks
- bridges
- roadway condition and layout

### Existing Conditions Documentation

Fuss & O'Neill will compile an ArcView-compatible GIS base map that includes aerial photography, digital town parcel maps, available natural resource mapping and information obtained during our site visit. Any additional relevant mapping information available from Two-Rivers Ottauquechee Regional Planning Commission and the Vermont Center for Geographic Information. Prior Fuss & O'Neill surveys will also be included. We will incorporate this survey data into the GIS base map. This base map will then be used to document the existing conditions in the desired location of the pedestrian and bicycle facility. Our project Team will identify historic and archeological constraints in the project area and collect traffic data. It is anticipated that average daily traffic counts will be collected at two locations including the Beaver Meadow Road/Moore Lane and Moore Lane/Turnpike Road intersections.

A search of crash data from the Crash Query Tool from VTTrans identified one crash on February 10, 2014 on Beaver Meadow Road near Huntley Road, one crash on November 27, 2014, and one crash on July 6, 2010 at the intersection Moore Lane and Turnpike Road. There were no high crash locations in the project site.



March 26, 2020

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### **Local Concerns Meeting**

Fuss & O'Neill will organize and conduct a Local Concerns Meeting with local stakeholders including Town and VTrans staff and the public to gather input. The feedback received at this meeting will be vital to our understanding of the concerns and objectives of the community. We will coordinate with the Town and VTrans to advertise the meeting to the public and to identify and notify critical stakeholders prior to the meeting. During this meeting, we will:

- explain the project definition process
- present the existing conditions of the pedestrian and bicycle facility
- solicit input from meeting attendees about additional concerns and ideas for improvements

Invited stakeholders unable to attend the Local Concerns Meeting will be contacted for their input as well. Minutes documenting the meeting will be prepared and distributed to stakeholders and provided to the Town for public review on their website following a two-week comment period.

### **Purpose and Need Statement**

Based on the Local Concerns Meeting and discussions with stakeholders, a "Purpose and Need" Statement will be developed to guide the development of alternatives, which may include a shared-use path. The Purpose and Need Statement will define the issues and state the objectives of the project, not define a course of action or solution. Once a draft is complete, it will be sent to the Town and VTrans for comment. These comments will be incorporated before the Purpose and Need Statement is finalized.

### **Identify Land Use Context**

An evaluation of existing and proposed land uses within the project area will be conducted to identify the context for potential improvements. Information regarding proposed land uses will be obtained from Future Land Use mapping published by the Norwich Planning Commission and other documents provided by the Town. This evaluation will allow Fuss & O'Neill to propose new facility locations that align with existing and future land use patterns and identify areas where improvements to connectivity will be most beneficial.

### **Develop Conceptual Alternatives**

Up to three build alternatives and one no-build alternative will be developed for the study area. These alternatives will encompass a full range of improvement options for the pedestrian and bicycle facility. Alternatives may include a sidewalk, shared use paths, or a combination thereof.

Consideration will be given to transitions between on- and off-street improvements.

All build alternatives will strive to meet governing design standards including VTrans, ADAAG, AASHTO, MUTCD, and ANR, or will identify places where exceptions may be needed. The development of each build alternative will consider impacts to cultural and natural resources, right-of-way, utilities, as well as pedestrian and vehicular traffic.

The alternatives will include a conceptual design layout on aerial photos with the right-of-way, sidewalk facility, and typical sections overlaid to illustrate the envisioned improvements. LIDAR data published and available on the internet will be used to depict topography of the project areas. Typical sections will include the full roadway section to show the respective spaces for pedestrians, bicyclists, and vehicles. Conceptual construction costs will also be developed for each alternative. The build

alternatives will assess the impacts of the construction on the existing vehicle, pedestrian, and bicycle traffic. Mitigation measures may include temporary detours for vehicles, and temporary pedestrian facilities.

**Identify Right-of-Way Issues**

The Town's digital parcel maps will be included on the project base map and this will be used to identify ownership of abutting properties. Any properties identified as potentially impacted will be researched for easements or restrictions. This information will be included in the Existing Conditions Documentation.

**Identify Utility Conflicts**

An assessment of potential utility conflicts or relocations will be noted for proposed improvements. This will include aboveground and belowground utilities, and be based on the information collected during the Existing Conditions Documentation. Where relocations are deemed likely, consideration of where utilities would need to be relocated, and if they would impact private property, will be noted.

**Identify Natural and Cultural Resource Constraints and Permitting Requirements**

Natural and cultural resources will be identified, and any potential impacts to these resources will be noted along with potential permitting requirements. Fuss & O'Neill will evaluate cultural and natural resources, and we have teamed with Hartgen Archeological Associates, Inc. (Hartgen) for historic and archeological resource evaluation.

Fuss & O'Neill will conduct records and field research to identify the presence of environmental and cultural resources along the project length. We will compile a comprehensive listing of natural and cultural resource constraints for the proposed project alternatives and present them in a memorandum. We will conduct a records review to identify hazardous sites along the project length. As the anticipated disturbed area from the project is low, Act 250 permitting is not expected. However, it should be determined if any properties along the project section have existing Act 250 permits, as the proposed facility could affect conditions of those permits. Generally, these types of impacts to permit conditions are minimal and require only letters of notification to the District Commission.

Hartgen will provide an Archeological Resource Assessment Report and Historic Resources Identification Report, in accordance with Guidelines for Conducting Archeology in Vermont (2017). These will include description of resources in the Area of Potential Effect (APE), sensitivity and eligibility of the resources, and recommendations regarding further work required in future project phases. The improvement and addition of sidewalks is not generally considered an undue adverse impact to historic districts or individual historic properties; however, it is an impact, and the acquisition of land deemed state or federally registered as historic is considered a "taking" of a 4(f) property. Archaeologically sensitive areas require review and assessment, and, if found, can potentially be protected by minimizing disturbance, and utilizing geotextile fabric below sidewalk construction.

All alternatives will be developed with these resources in mind and impacts will be minimized to the extent possible. Any changes to impervious areas included in the alternatives will be identified and quantified at a conceptual level to determine what stormwater discharge permitting requirements may need to be fulfilled.

#### **Evaluation Matrix and Alternatives Presentation Meeting**

Once the no-build and improvement alternatives have been developed, an evaluation matrix will be developed to aid stakeholders in comparing the relative costs and benefits of each. The evaluation matrix will include an evaluation of how well each alternative meets the Purpose and Need Statement for the project; environmental and cultural resource impacts, right-of-way impacts, utility impacts, and estimated project costs. The matrix may also include additional categories that are identified during earlier portions of the project definition process.

Fuss & O'Neill will plan and conduct an Alternatives Presentation Meeting to present the proposed alternatives and gather feedback from the community and stakeholders, with the intended outcome of determining a Preferred Alternative for further development. If a Preferred Alternative cannot be identified at this meeting from the alternatives presented, we will work with the Town and VTrans to modify or combine alternatives to reach a consensus on the Preferred Alternative. We will coordinate with the Town and VTrans to advertise the meeting to the public and to identify and notify critical stakeholders prior to the meeting. Fuss & O'Neill will generate meeting notes documenting the determinations made at the Alternatives Presentation Meeting.

#### **Preliminary Cost Estimates**

Once a Preferred Alternative has been identified, a project phasing recommendation may be developed to aid the Town in prioritizing the various improvement segments based on financial constraints. Conceptual construction cost estimates for each segment will be developed based on major bid items and contingencies. Costs for engineering, municipal project management and construction inspection will also be included.

#### **Project Timeline**

A project development timeline will be created with input from Town and VTrans staff to take the project from the Project Development Process through to Construction. This timeline will include the project phasing identified previously and carry the project through to completion.

#### **Report Production**

A Feasibility Report will be produced to document the work undertaken in each stage of the study, from the project kickoff and data collection through the development of alternatives, selection of the Preferred Alternative that best meets the Purpose and Need Statement, and project phasing. This report will document all of the steps taken in the development of the alternatives and the selection of the Preferred Alternative. It will include a discussion of the identified constraints; the purpose and need for the improvements; and explanation of the impacts and benefits of each alternative, as included in the evaluation matrix. The Draft Feasibility Report will also include a detailed discussion of the Preferred Alternative and reasons for its selection. An electronic pdf and 10 hard copies of the Draft Feasibility Report will be submitted to the Town for a two-week review and comment period prior to submitting to VTrans for their three-week review period.

March 26, 2020

Page 8 of 13

The Feasibility Report will follow the recommended outline as follows:

- Purpose and Need of the Project
- Project Area and Existing Conditions
- Right-of-Way
- Utility Impacts
- Natural and Cultural Resources
- Opinion of Probable Project Cost
- Maintenance Considerations
- Public Involvement
- Compatibility with Planning Efforts
- Project Timeline
- Viability

The findings of the study will be presented to the community at a Public Informational Meeting. The intent of this meeting is to seek approval from the Town for the project. We will coordinate with the Town and VTTrans to advertise the meeting to the public and to identify and notify critical stakeholders prior to the meeting. Meeting notes will be developed to document this public meeting and any comments received. Following this meeting, the Final Feasibility Report will be produced. An electronic pdf and 10 hard copies of the Final Feasibility Report will be submitted to the Town and VTTrans.

March 26, 2020

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## Labor Hours

TASK	WORK HOURS								Total Hours
	Project Manager	Sr. Design Engr III	Sr. Design Engr II	Engr II	Engr I	Tech II	Clerical	Hartgen	
<b>SIDEWALK SCOPING STUDY</b>									
Task A	0	3	5	1	1	0	0		10
Task B	0	0	0	0	0	32	0		32
Task C	0	4	7	2	0	4	0		17
Task D	0	1	6	2	0	4	0		13
Task E	7	10	14	8	0	22	0		61
Task F	0	0	5	2	0	0	0		7
Task G	0	1	4	2	0	4	0		11
Task H	0	1	3	0	8	1	0	50	63
Task I	0	2	6	0	0	4	0		12
Task J	0	4	8	2	0	0	0		14
Task K	0	1	3	0	0	0	0		4
Task L	3	6	12	2	0	0	4		27
<b>TOTAL WORK HOURS:</b>	<b>10</b>	<b>33</b>	<b>73</b>	<b>21</b>	<b>9</b>	<b>71</b>	<b>4</b>	<b>50</b>	<b>271</b>

Patricia Shedd = Project Manager

Nicole Fox = Senior Design Engineer III

Daniel Monette = Senior Design Engineer II

Raymond Critch = Senior Design Engineer II

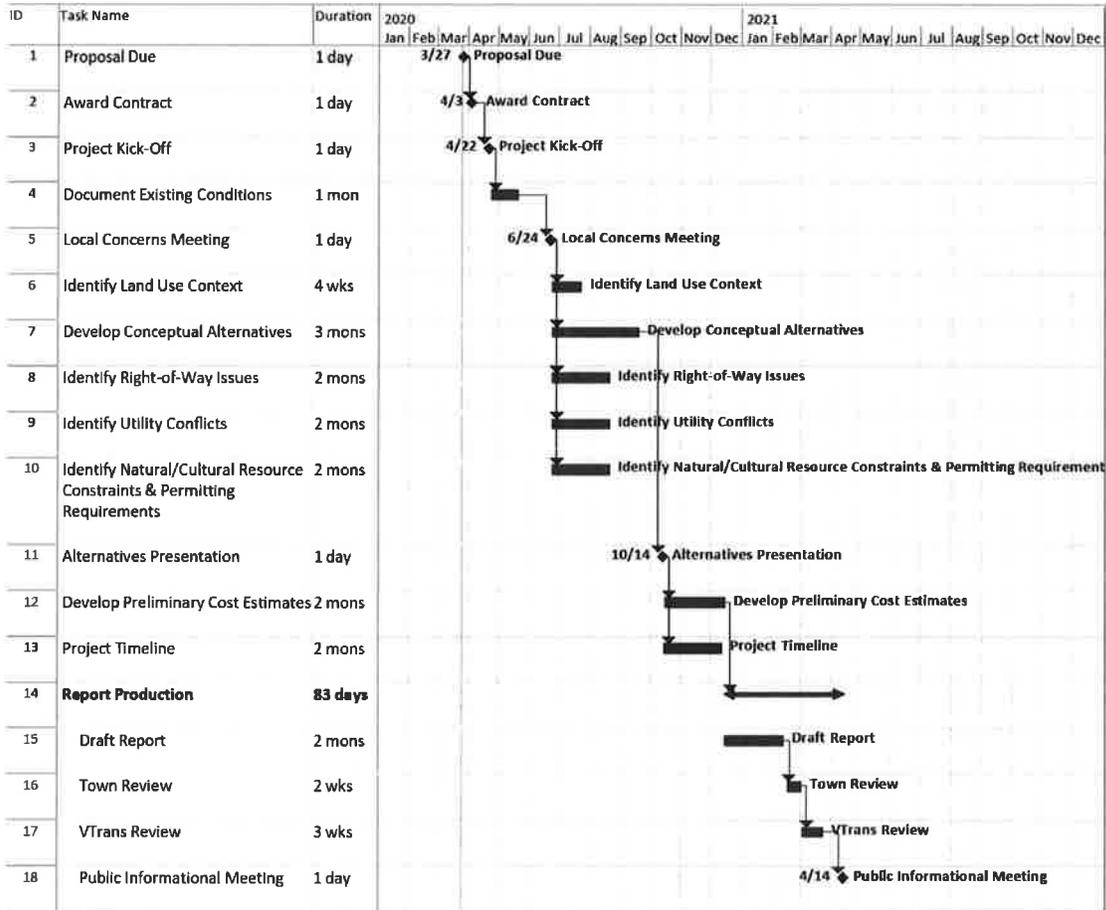
Jake Fowler = Design Engineer II

David Rosengarten = Design Engineer I

Jennifer Jones = Technician II

## Schedule

**Beaver Meadow Sidewalk Scoping Study**  
 Norwich STP BP19(13)  
 Norwich, Vermont



Memorandum, May 8 2020

To: Norwich Selectboard

From: Roger Arnold

Re: Policy Updates

In June 2019, the Board agreed to begin to use the following formatting for the writing and re-writing of policies.

- Effective Date
- Purpose
- Authority
- Procedure
- Adopted Date

In 2019, in addition to Master Financial Policies, we adopted a Digital Communications / Social Media Policy, and revised a Sexual Harassment Policy, Banner Policy. We began work on cybersecurity.

In 2019, we identified "Tax Collection Policy" and "Conservation Trust Fund Policy and Procedures" as a priority but did not begin work.

I will include a color-coded document that C. Brochu updated last year that will require some explanation but remains an authoritative document for this work. Its numbering references numbering from a binder. Many, if not all, of those binder policies were typed last year so we have electronic versions.

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

Latest Review by Claudette & Herb, May 2, 2019

RED	=	Policy requiring REVIEW/UPDATE/RE-ADOPTION or Other Action
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POLICY:	REVIEW BY:
70. Personnel Records Policy: under review in PP policy. Newest version needs to be in policy binder.	Herb, union, SB Pepper
69. Town of Norwich Selectboard procedure for receipt of correspondence. 2018 review/approval. Good.	Updated 2019.
68. Road and Bridges: new from 2018. OK.	State update forthcoming. Will need to amend, again.
67. Reporting of Committees: OK. Want to revise the form.	SB review this year with update to form. Brochu
66. Conflict of Interest: new 2018. OK. Replaces #62, 51, 47,	Updated 2019.
65. Town Service Officer: needs review.	Review by TSO and Herb. Include procedure for disbursement of funds. Needs approval by SB? Arnold

Policy Review (working from newest to oldest from list provided my Miranda.)  
 Latest Review by Claudette & Herb, May 2, 2019

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POLICY:	REVIEW BY:
64. Rules of Conduct: needs review but wait until 3/2019.	Revised and adopted 2019. Needs annual review in February in anticipation of the required annual review.
63. Town Road and bridges: delete. Has been updated.	OK to delete.
62. Delete. (Conflict of Inter. 8/23/17)	Ok to delete.
61. Investment policy: needs review but wait until 2019.	Review by Treasurer and SB member (and Finance Committee). Needs final OK by SB. Langhus
60. Transfer station and sticker: needs review, but wait until 2019.	Review by Larry, Herb. Final OK by Herb. It's a procedure (not Board policy), at this point. ??
59. Delete. (Investment policy.) Replaced with 61.	OK to delete.
58. Delete. (Dupe of #57?)	OK to delete?

Policy Review (working from newest to oldest from list provided my Miranda.)  
 Latest Review by Claudette & Herb, May 2, 2019

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<b>POLICY:</b>	<b>REVIEW BY:</b>
57. Valuation of parcels etc: review by Listers.	Review by Listers and appraiser. Final OK by Listers or Board? Pepper
56. Appropriation request and disbursement: review. Supersedes 55 and 52. Missing from policy book are updates from 8/2014 and 7/2015.	Review by Herb and SB member. See if VLCT has a model policy. Final review by SB.
55. delete. (SB appropriation request)	OK to delete.
54. Vehicle acquisition: review.	OK to delete, if SB adopts draft Purchasing Policy (forthcoming from Herb, ML, and JL)
53. Capital Budget: 46 can be deleted. Needs review.	Review by SB member, Herb, Finance Com. Final OK by SB
52. Delete. (Dupe of #55)	OK to delete.
51. delete. (Conflict of Interest). Have a new one	Delete

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<b>POLICY:</b>	<b>REVIEW BY:</b>
50. Annex to SB financial policy: Review. Delete #43.	Needs review related to designated & special purposes funds. Review by Herb, SB member, Finance Comm. Final OK by SB
49. Authority of Zoning admin, etc: Review.	Review for possible update and re-adopt by SB. Brochu
48. Financial policy of #2 Undesign. Fund: Review.	Currently under review by Finance Comm. Final OK by SB
47. delete. (Conflict of Int).	OK to delete
46. delete. (Capital budget). Newer version in #53.	OK to delete
45. town email policy: delete. Currently appendix 8 under review with Personnel Policies.	Draft new policy re: social media and technology (cell phone use, e-mail, and other equipment). Work vs. personal and digital and personal safety. Check with VLCT. Draft by SB, and review by Herb. Final OK by SB
44. Code of ethics: under review in PP.	Review by Herb and SB member. Final OK by SB

Policy Review (working from newest to oldest from list provided my Miranda.)  
 Latest Review by Claudette & Herb, May 2, 2019

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POLICY:	REVIEW BY:
43. Annex to SB Financial policies/fund types: Review.	OK to delete.
42. delete. (COI)	OK to delete.
41. Current taxes collection, (includes #29) review previous. (This is not delinquent taxes.)	Review for update by SB and Herb. Adopt by SB. Arnold
40. Financial Policy #3 Grants, Gifts, etc: Review.	Reviewed & readopted as is in 2019. Should be OK (Check Bonnie's book for signature original)
39. Financial Policy #1 Budget Management: Review.	Currently under review by Finance Comm, Herb, and SB member. Needs final OK by SB
38. Open mtg policy: Was this revised this year? Lynn's Law.	Review by SB for possible update. SB adopt/re-adopt. Pepper
37. Debt Management: Review. Delete #36.	Review by Herb, FO, Treasurer, Finance Comm. Final OK by SB
36. Delete. (same as #37)	OK to delete.

Policy Review (working from newest to oldest from list provided my Miranda.)  
 Latest Review by Claudette & Herb, May 2, 2019

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POLICY:	REVIEW BY:
35. Policy & Procedure Norwich Conservation Trust Fund: Review.	Decide to convert to SB Policy, and review by CC, Herb, and SB for possible update. SB to adopt.
34. Delete. Receipt of Correspondence: Replaced with #69 (policy on website).	OK to delete.
33. Interim Flood Hazard Regs: Part of Zoning Regs.	I believe this has been updated but need to be sure. Ask Rod?
32. Policy for Use of Banners: Revised 1/27/16. OK. Review in 2019.	Review by SB
31. Capital Assets Accounting: Needs review.	Review by FO, FC, Herb. Final OK by SB
30. Policy on Class Four Highways: Needs review. Is Herb already doing?	Review by Larry, Herb, with a focus on on-going maintenance and possible redesign. to Class IV trail. What is covered by statute. Final OK by SB
29. Delete. (tax collection). Have newer version.	OK to delete.

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

Latest Review by Claudette & Herb, May 2, 2019

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POLICY:	REVIEW BY:
28. Review. (sexual harassment)	Review for possible update for employees, officials, and appointees
27. Policy for Trans, construction and Improvements: delete.	Is this the same as Road & Bridge Standards? If so, then, delete.
26. Policy on Personnel Records: Review.	Check with Sec of State. Pepper
24 &25. Norwich Police dpt Operations Order: Should they reside in PD or someplace else. Need review.	Review by Jenn and Herb. Don't know if SB has anything to do here. ??????????????
23. Index to Financials. Review.	Update as needed after review of all financial policies
22. Delete. (Secretary to SB)	delete
21. Police Dpt Rules and Regs: Do they belong here? Need revisions.	Review by Jenn and Herb
20. Personnel Policies-hourly employees. Delete.	OK to delete.

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

Latest Review by Claudette & Herb, May 2, 2019

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<b>POLICY:</b>	<b>REVIEW BY:</b>
19. delete. (Personnel records).	OK to delete.
18. delete. (Letter to SB)	OK to delete.
17. delete. (PP hourly employees) Older than #20.	OK to delete.
16. Delinquent taxes.	Review for update, by Herb, FO, and SB. Adopt by SB.
15. street naming: should be newer.	Review by 911 Coord., Herb, and SB. Adopt by SB.
14. Financial Policies: Review.	Currently being reviewed by FC, SB member, Herb. Final OK by SB
13. Financial policies: Review.	Currently being reviewed by FC, SB member, Herb. Final OK by SB
12. Disposal of surplus prop: review.	Review by Herb. Final OK by SB
11. Release of computer based data.	Subject to Public Records Law. Review by Bonnie and check with Sec of State. SB adopt any needed update. Brochu
10. Tracy Hall: Review and update.	Not sure if this is covering fees, but needs review by Rec, Herb. Final OK by SB Arnold

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

Latest Review by Claudette & Herb, May 2, 2019

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POLICY:	REVIEW BY:
9. delete. (Delinquent taxes)	OK to delete.
8. delete. (Street naming). See #15	OK to delete.
7. Reg on consumption of alcohol: Is Ordinance.	Review by Jenn, Herb, attorney. Final OK by SB Pepper
6 and 28. Sexual Harrassment Policy:	OK to delete.
5. Non-discrim: needs review.	Review by Herb, SB member, VLCT. Final OK by SB Arnold
4. Communicable Dz: review. Who writes?	Review by Town Health Officer for gen'l update for health policy (not just for comm. diz). Depending on content, may need review by other dept heads/officials. Brochu
3 and 2: Time clocks. Review. What is current practice?	Review by Larry, Herb, union. Unsure if needs OK by SB Pepper

Policy Review (working from newest to oldest from list provided my Miranda.)  
Latest Review by Claudette & Herb, May 2, 2019

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<b>POLICY:</b>	<b>REVIEW BY:</b>
1. Hiring Procedure-review. What is current practice? Parts are in PP currently under review.	Review by Herb, VLCT. If this includes TM hire, needs SB review, otherwise not. Arnold

**Subject:** FW: Another question for the Board

**From:** Bonnie Munday

**Sent:** Friday, March 27, 2020 2:46 PM

**To:** Herb Durfee

**Subject:** Another question for the Board

Would you ask the Selectboard to consider waiving the late fee this year for Dog Licenses? We would not be losing very much income, last year we collected \$304.00 in late fees.

Thank you,

Bonnie

