

Town of Norwich

Agenda for Selectboard Meeting July 8, 2020, 6:30 pm

Remote Meeting

ZOOM access information: <https://us02web.zoom.us/j/295399990> Meeting ID: 295 399 990 US Toll-free: 888-475-4499

<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 ask to add/remove/reorder 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	n/a	6:35 - 6:45 (to completion)
3- Consent Agenda	Accept correspondence, minutes for 6-25-2020, 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-Appointments to outstanding open positions to Town Committees, Commissions	1. Finance Committee	Application	6:55-7:25 (30 minutes)
5-Special Town Meeting set for August 11, 2020 and info session August 10, 2020	Discussion on voting procedure for Aug 11, 2020. Preliminary discussion on info mtg	Signed warning	7:25-8:00 (35 minutes)
6-Regional Energy Coordinator update	Discussion and possible motion on proposed agreement governing policy	Emails and proposed policy	8:00-8:05 (5 minutes)
BREAK			8:05-8:15 (10 minutes)
7-Policy updates	Review draft revisions with first reading: 1. Fund balance policy 2. Tax collection policy 3. Policy on Posting of Police Standards	Draft revisions	8:15-8:45 (30 minutes)

<b>Agenda Item</b>	<b>Action</b>	<b>Packet Materials</b>	<b>Expected start &amp; end time</b>
8-Penalty for non-compliance with Homestead declaration	Discussion on what, if any, penalty should be charged by town for non-compliance with filing of Homestead declaration. Motion may be required	VT State Statute	8:45-9:00 (15 minutes)
9-Town Manager Report	Discussion	n/a	9:00-9:15 (15 minutes)
10-Pavement Marking	Discussion and possible approval of expenditure for pavement marking	Supporting documents	9:15-9:30 (15 minutes)
11-Tech upgrade report and recommendations	Verbal report by TM & Rod Francis on recommendations for tech upgrades with financial implications. Possible motion.	n/a	9:30-9:45
12- Adjourn	Motion required		Way too late

**List of correspondence received before 3:00 pm on Thursday, July 2, 2020:** Energy Committee re: 2<sup>nd</sup> Qtr report; Kimberly K. Hayden re: Notice of complete Petition for Petition of Norwich Stevens Solar, LLC; Jacob McGrew, Joseph Ruzzo of VTrans, & Herb Durfee re: signs on Main Street.

**Possible July Items : Probable special meeting to Set tax rate ;** TM interim evaluation; COVID-19 update; Energy Performance update; Trails Committee discussion/website and Nick K memo; Regional Energy Coordinator-rep report; Town Plan work; policy revisions-conservation fund policy, Animal ordinance; Regional Concerns Mtg with Vtrans r/t I91 bridge; August 11 Special Town Mtg information mtg prep work if not done July 8; appointments to open positions; fee schedule update; discussion of part time DPW assistant to director

**Parking Lot:** Union contract; Financial Procedures; cyber security policy; Dresden MOU; Finance Committee charge revision; SB Goal setting; Emerald Ash borer town response; Green Fleet proposal, Town meeting article on Climate emergency funds write up on indications for use; Juneteenth resolution discussion and plan

## NORWICH SELECTBOARD Committee/Commission Reports

**Committee:** Norwich Energy Committee, 2nd Quarter 2020 (April-May-June)

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

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

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

### **Current (April-May-June) Projects (including work by subcommittees and workgroups) with proposed deadlines):**

"Eat Low & Local" The NEC launched a new campaign on the connection between food choices and emissions, focusing on three household-level actions: 1) eat more plant-based food, 2) avoid factory-farmed meat, and 3) reduce food waste. The campaign offered discounts with four farms with Norwich operations and ran from mid-March through the end of April. Promotion was limited to list-serv posts due to the pandemic. There were 29 respondents; a final count of those who signed up for a CSA is awaiting a quieter time for the farms.

Transportation: An e-bike loan program with an Upper Valley-based fleet of three bikes has been established as an arm of Local Motion; six area town energy committees will offer the loans in their towns to promote bike travel. The pandemic delayed the start of the program from mid-April until the last week of June, and each town will run a three-week program rather than a five-week one. The NEC is running e-bike loans 6/29-7/19, collaborating with the Norwich Public Library as the host location. The Norwich schedule allows 40+ residents to test out a bike, and the NEC will offer follow-up consultations to borrowers.

The NEC was awarded a grant by the Norwich Women's Club to purchase an e-bike conversion kit, to use as the focus of a community workshop.

Town reduction of fossil fuel use: The facilities proposal (lighting and controls for the fire and DPW garages, and ventilation, ground-source heat pumps, weatherization, lighting, and controls for Tracy Hall) was approved at Town Meeting. A petition to re-vote was submitted; the vote is scheduled for 8/11/20. A public information session was held on 6/22 via Zoom.

Initial work on a Greenhouse Gas (GHG) Inventory for municipal operations has been done by resident Eva Rosenbloom (as part of graduate course work).

Weatherization: The NEC members agreed to organize a "Window Dressers" workshop, to make interior window inserts to reduce home air leakage. Multiple area organizations are interested in collaborating; all workshops are suspended for 2020 by the parent organization, so planning for now will focus on groundwork and other preparations.

### **Future (July-August-September 2020) Projects:**

Transportation: The NEC will operate e-bike loans through 7/19, and make follow-up contacts with borrowers. The NEC will organize (Zoom) workshops to show participants how to convert a regular bike to an electric-assist bike. The NEC will use the NWC grant for one conversion kit and collaborate with experienced DIYers for additional conversion examples.

Solarize: The NEC plans a Solarize campaign in August-September, continuing to work with Solaflect Energy as an installer of solar trackers and with Norwich Solar Technologies for community solar. The NEC will identify a third partner for rooftop solar installations, using installer-selection materials and guides based on the Vital Communities solarize selection process. The Solarize campaign will be identified under the umbrella of the "Save 20% in 2020" challenge to reduce one's carbon footprint by 20% in 2020.

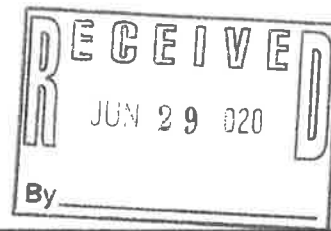
Town reduction of fossil fuel use: NEC members will work with Eva Rosenbloom on the greenhouse gas (GHG) inventory for Town government activities, collecting details on fuel use at the public safety and DPW buildings and in Town vehicles. Aaron Lamperti and Linda Gray will present information about the facilities proposal again on 8/10/20.

### **Support Needed from the Selectboard:**

Feedback on committee work and initiatives

Guidance and support for remote meetings

Support for energy-related Actions in the Town Plan



KIMBERLY K. HAYDEN  
khayden@pfclaw.com

June 22, 2020

To Those Persons Whose Names Appear  
on the Service List Attached Hereto

**Re: 20-1504-NMP – Notice of Complete Petition for Petition of Norwich Stevens Solar,  
LLC**

Norwich Stevens Solar, LLC (the “Applicant”) is sending this letter to notify you that on June 12, 2020, the Applicant filed an application with the Vermont Public Utility Commission (“Commission”) requesting approval of a 150 kW (AC) photovoltaic group net-metering system in Norwich, Vermont (the “Project”). On June 19, 2020, the Commission deemed the application administratively complete.

In accordance with Commission Rule 5.107(E) and the Commission’s order, the Applicant is providing you with this notice and a complete copy of the application. In addition, we inform you that the Commission has commenced the 30 day comment period. The period for filing public comments, notices of intervention, motions to intervene, and requests for hearing will end on July 20, 2020.

For information on the Commission, please refer to: <http://puc.vermont.gov/document/citizen-guide-public-utility-commission>. For information on public participation through public comment or intervention, please refer to: <http://puc.vermont.gov/document/public-participation-and-intervention-proceedings-public-utility-commission> and <http://puc.vermont.gov/document/net-metering-procedures>

For access to all documents in this case, using the above case number, please see <http://epuc.vermont.gov>.

Cordially yours,

PAUL FRANK + COLLINS P.C.



Kimberly K. Hayden

KKH: amh

Enclosures

Service List

Norwich Selectboard  
300 Main Street  
Norwich, VT 05055

Norwich Planning Commission  
300 Main Street  
Norwich, VT 05055

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

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

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

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

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

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

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

KIMBERLY K. HAYDEN  
khayden@pfclaw.com

*Filed via ePUC*

June 12, 2020

Judith Whitney, Clerk  
Vermont Public Utility Commission  
112 State Street, 4<sup>th</sup> Floor  
Montpelier, VT 05620-2701

**Re: Petition of Norwich Stevens Solar, LLC for a Certificate of Public Good Pursuant to 30 V.S.A. §§ 248 and 8010, Authorizing Installation and Operation of a 150 kW (AC) Photovoltaic Group Net-Metering System at 24 Stevens Road, Norwich, Vermont**

Dear Ms. Whitney:

On behalf of Norwich Stevens Solar, LLC (“Applicant”), included herewith please find an application and supporting materials pursuant to 30 V.S.A. §§ 248 and 8010 and Vermont Public Utility Commission (“Commission”) Rule 5.107, for a Section 248 Certificate of Public Good to construct a 150 kW AC net-metered solar photovoltaic generation facility at 24 Stevens Road, Norwich, Vermont, the (“Project”). This filing includes the following:

- Cover Letter
- Notice of Appearance
- Index Identifying Evidence
- Certification re Rule 5.107(E) Service Requirements
- Certification re Rule 5.107(B) Advance Notice
- Application for Certificate of Public Good
- Proposed Findings and Order
- Proposed Certificate of Public Good
- Prefiled Testimony and Exhibits
- Affidavits from Witnesses Sponsoring Testimony and Exhibits
- ANR Fee Form
- DPS Fee Form
- PUC Checklist

June 12, 2020

Page 2

Please do not hesitate to contact me should you have any questions.

Cordially yours,

PAUL FRANK + COLLINS P.C.

A handwritten signature in black ink, appearing to read "Kim K Hayden", with a long horizontal flourish extending to the right.

Kimberly K. Hayden

7838484\_1:12602-00044



Miranda Bergmeier

**Subject:** FW: Signs by the Gazebo

**From:** Jacob McGrew [mailto:jacobmcgrew@gmail.com]

**Sent:** Monday, June 29, 2020 12:33 PM

**To:** Miranda Bergmeier

**Subject:** Re: Signs by the Gazebo

Thank you, Miranda.

I would also like to draw their attention to a couple of disturbing passages taken directly form the "What We Believe" section of the [www.blacklivesmatter.com](http://www.blacklivesmatter.com), the official website of the Black Lives Matter organization.

The web address is long but is as follows: [https://blacklivesmatter.com/what-we-believe/?\\_cf\\_chl\\_jschl\\_tk=\\_\\_d5df86585a60566aa1d909877dc69f9638523194-1593434282-0-ATCtVcRMfFIk9ZBWl6\\_cEw7achbf0UV36erLmYMYd0xIgf07hrYViHXceGOh7XpS7apnA2efi\\_vDo9Clc7MtSsKi5zHnkfk\\_4noYPHoSGydFKeNkF17LnNfvW3lLe7MYLqrR9dTGN-vCoPi-pj7K7KEd44zAAUg6kGNGDX\\_dMrVERO-vOlTvQHhb\\_Z03-PllJGvY\\_ddz48\\_Yjv9DwYddSBs\\_5wsV0rETTrcnTHkek9HI5q-Xde82\\_ck5CMESF4kUbH6fkcOBY85S0as1G6lJi4w-62PO2TS-IV3M\\_9TbHtK9gu2XZgHOyRizKGomb6JBM3iWNYJMA12euE8QNkmW7vgCaoPzpE6uGrrgtzr0d](https://blacklivesmatter.com/what-we-believe/?_cf_chl_jschl_tk=__d5df86585a60566aa1d909877dc69f9638523194-1593434282-0-ATCtVcRMfFIk9ZBWl6_cEw7achbf0UV36erLmYMYd0xIgf07hrYViHXceGOh7XpS7apnA2efi_vDo9Clc7MtSsKi5zHnkfk_4noYPHoSGydFKeNkF17LnNfvW3lLe7MYLqrR9dTGN-vCoPi-pj7K7KEd44zAAUg6kGNGDX_dMrVERO-vOlTvQHhb_Z03-PllJGvY_ddz48_Yjv9DwYddSBs_5wsV0rETTrcnTHkek9HI5q-Xde82_ck5CMESF4kUbH6fkcOBY85S0as1G6lJi4w-62PO2TS-IV3M_9TbHtK9gu2XZgHOyRizKGomb6JBM3iWNYJMA12euE8QNkmW7vgCaoPzpE6uGrrgtzr0d)

We disrupt the Western-prescribed nuclear family structure requirement by supporting each other as extended families and “villages” that collectively care for one another, especially our children, to the degree that mothers, parents, and children are comfortable.

They also refer to members of the organization as "comrades" several times, belying their Marxist foundation. Although the message is noble, the choice of language is worrisome.

We practice empathy. We engage comrades with the intent to learn about and connect with their contexts

All the best,

Jake

On Mon, Jun 29, 2020, 12:12 PM Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

Dear Jake,

This is to acknowledge receipt of your email. Your email will be printed and included in the next Selectboard meeting packet – for their July 8<sup>th</sup> meeting. I have also cc'd Selectboard members here.

Best regards,

Miranda

Miranda Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

802-649-1419 x101

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

**From:** Jacob McGrew [mailto:[jacobmcgrew@gmail.com](mailto:jacobmcgrew@gmail.com)]

**Sent:** Saturday, June 27, 2020 1:10 PM

**To:** Miranda Bergmeier

**Subject:** Signs by the Gazebo

Dear Selectboard,

I just rode my bike past the elementary school and saw several signs in the signature black and white script of the Black Lives Matter organization including one with their acronym. I am EXTREMELY concerned by this. Many people in this town support the ethos and or the phrase "black lives matter" but not the organization. These signs send the message, that we as a town endorse the violent actions of an organization that is edging very close to, if not crossing the line of domestic terrorism. I want an explanation of why this was done by whom, and how to lodge my opposition.

This kind of thing should require a vote as it reflects on all of us.

Jake McGrew

496 Main St

## Herb Durfee

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**From:** Herb Durfee  
**Sent:** Tuesday, June 30, 2020 5:30 PM  
**To:** Frank, Jennifer; Larry Wiggins; 'roderick francis'; Claudette Brochu; John Langhus; Mary Layton; 'rgere@mac.com'; Roger Arnold  
**Cc:** Miranda Bergmeier; Pam Mullen; 'Jacob McGrew'; 'Bump, Chris'; 'trevor.starr@vermont.gov'; Tom Candon; Jay Badams  
**Subject:** FW: Signs In Front of the School

Board Members, Chief, Larry, and Rod,

Please see the e-mail below from Joseph Ruzzo, VTrans in reply and with regard to the signs in the right-of-way along Rte 5/Main St. (essentially in front of the Town Green).

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)

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**From:** Ruzzo, Joseph [<mailto:Joseph.Ruzzo@vermont.gov>]  
**Sent:** Tuesday, June 30, 2020 11:49 AM  
**To:** Herb Durfee  
**Subject:** Re: Signs In Front of the School

Hi Herb,

Thanks for taking my call.

You are correct that the signs are in the State Right of Way along Main Street/US Rte 5.

We do not know who is responsible for their placement nor were we contacted by anyone seeking permission to put them out.

The guidance we have received from the Chief Engineers Office is to let the signs be for now.

Thank you again for taking my call and have a good day.

Sincerely,

Joe Ruzzo

SE Region DTA

802-338-7956 cell

[Get Outlook for iOS](#)

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**From:** Herb Durfee <[HDurfee@norwich.vt.us](mailto:HDurfee@norwich.vt.us)>  
**Sent:** Tuesday, June 30, 2020 10:11 AM  
**To:** Claudette Brochu; John Langhus; Mary Layton; [rgere@mac.com](mailto:rgere@mac.com); Roger Arnold  
**Cc:** Miranda Bergmeier; Frank, Jennifer; roderick francis; Pam Mullen; Bump, Chris; Jacob McGrew; Ruzzo,

Joseph; Starr, Trevor

**Subject:** FW: Signs In Front of the School

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

Board Members,

FYI, Chris Bump, VTrans has forwarded my Jake McGrew's sign concern to VTrans management.

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)

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**From:** Bump, Chris [<mailto:Chris.Bump@vermont.gov>]

**Sent:** Tuesday, June 30, 2020 5:54 AM

**To:** Herb Durfee

**Cc:** Ruzzo, Joseph; Starr, Trevor

**Subject:** RE: Signs In Front of the School

Herb

I am forwarding this email chain to our management.

Thanks

Chris

**From:** Herb Durfee <[HDurfee@norwich.vt.us](mailto:HDurfee@norwich.vt.us)>

**Sent:** Monday, June 29, 2020 1:20 PM

**To:** Jacob McGrew <[jacobmcgrew@gmail.com](mailto:jacobmcgrew@gmail.com)>

**Cc:** Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)>; Frank, Jennifer <[Jennifer.Frank@vermont.gov](mailto:Jennifer.Frank@vermont.gov)>; Larry Wiggins <[LWiggins@norwich.vt.us](mailto:LWiggins@norwich.vt.us)>; Bump, Chris <[Chris.Bump@vermont.gov](mailto:Chris.Bump@vermont.gov)>; roderick francis <[norwichvtplanner@gmail.com](mailto:norwichvtplanner@gmail.com)>;

Pam Mullen <[PMullen@norwich.vt.us](mailto:PMullen@norwich.vt.us)>; Claudette Brochu <[cbrochu30@gmail.com](mailto:cbrochu30@gmail.com)>; John Langhus <[johnlanghus@gmail.com](mailto:johnlanghus@gmail.com)>; Mary Layton <[marydayton@gmail.com](mailto:marydayton@gmail.com)>; [rgere@mac.com](mailto:rgere@mac.com); Roger Arnold <[rogerarnoldvt@gmail.com](mailto:rogerarnoldvt@gmail.com)>

**Subject:** RE: Signs In Front of the School

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

Hi, Jake. I'm just getting into the office after a dentist appointment. I'm in receipt of your e-mail expressing concern about the BLM signs in the right-of-way (not school property) along Main St./Rte. 5. I believe the signs are located in a state right-of-way (as opposed to a local one), so I've copied Chris Bump from VTrans on this e-mail. I'm not sure he's the right person to contact, but he'll pass along your concern to the proper individual(s). That individual(s), I'm sure will clarify whether or not I'm correct on the ROW and what is VTrans's position concerning the signs.

Herb

Herbert A. Durfee, III

Town Manager

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

**From:** Jacob McGrew [<mailto:jacobmcgrew@gmail.com>]  
**Sent:** Saturday, June 27, 2020 1:32 PM  
**To:** Herb Durfee  
**Subject:** Signs In Front of the School

Dear Mr. Durfee,

I have been in touch with several neighbors and friends in Norwich and we are staunchly opposed to using school property for political reasons. I sent the following email to the Selectboard and would like to know how to lodge official opposition to this. My next contact will be with the Governor's Office.

Best regards,

Jake McGrew

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Dear Selectboard,

I just rode my bike past the elementary school and saw several signs in the signature black and white script of the Black Lives Matter organization including one with their acronym. I am EXTREMELY concerned by this. Many people in this town support the ethos and or the phrase "black lives matter" but not the organization. These signs send the message, that we as a town endorse the violent actions of an organization that is edging very close to, if not crossing the line of domestic terrorism. I want an explanation of why this was done by whom, and how to lodge my opposition.

This kind of thing should require a vote as it reflects on all of us.

Jake McGrew  
496 Main St

07/02/20

Town of Norwich Accounts Payable

3

Page 1 of 1

01:54 pm

Check Warrant Report # 21-01 Current Prior Next FY Invoices For Fund (FIRE STATION FUND)

HTML5BGRAMMER

All Invoices For Check Acct 03(General) 07/08/20 To 07/08/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BERGCLOTH BERGERON PROTECTIVE CLOTH	06/17/20	FD PPE (desig equip fund) 216903-1	25-5-555322.00 FIRE STATION	6000.62	-----	--/--/--
Report Total				6000.62	-----	-----

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 \$ \*\*\*\*\*6,000.62  
Let this be your order for the payments of these amounts.

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

SELECTBOARD:

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

07/02/20  
01:54 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 21-01 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 07/08/20 To 07/08/20

3

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
INGRAHAM ANNA INGRAHAM	06/30/20	Yrly boot allowance FY19-20 BOOT	01-5-500582 00 UNIFORMS	106.97	-----	--/--/--
BERGCLOTH BERGERON PROTECTIVE CLOTH	06/17/20	FD - Pants (PACIF Grant) 216903	01-5-555824.00 VLCTPACIF GRANT	1642.50	-----	--/--/--
SWENBR BRIE SWENSON	07/01/20	Restart camp supplies RESTART -2	01-5-425350.10 VT Recreation Restart Gra	192.84	-----	--/--/--
SWENBR BRIE SWENSON	06/29/20	Restart - summer camp SUMCAMP	01-5-425350.10 VT Recreation Restart Gra	25.20	-----	--/--/--
SWENBR BRIE SWENSON	06/29/20	Restart - summer camp SUMCAMP	01-5-425350.10 VT Recreation Restart Gra	12.00	-----	--/--/--
SWENBR BRIE SWENSON	06/29/20	Restart - summer camp SUMCAMP	01-5-425350.10 VT Recreation Restart Gra	220.31	-----	--/--/--
SWENBR BRIE SWENSON	06/29/20	Restart - summer camp SUMCAMP	01-5-425350.10 VT Recreation Restart Gra	98.85	-----	--/--/--
SWENBR BRIE SWENSON	06/29/20	Restart - summer camp SUMCAMP	01-5-425350.10 VT Recreation Restart Gra	36.22	-----	--/--/--
SWENBR BRIE SWENSON	06/29/20	Restart - summer camp SUMCAMP	01-5-425350.10 VT Recreation Restart Gra	920.84	-----	--/--/--
CASELLA CASELLA WASTE SERVICES	06/01/20	TS May 2020 565857	01-5-705308.00 FOOD WASTE DISPOSAL	562.90	-----	--/--/--
CASELLA CASELLA WASTE SERVICES	06/01/20	TS May 2020 565857	01-5-705305.00 RECYCLING	2615.75	-----	--/--/--
CASELLA CASELLA WASTE SERVICES	06/01/20	TS May 2020 bill 565858	01-5-705303.00 MUNICIPAL SOLID WASTE	3735.17	-----	--/--/--
CASELLA CASELLA WASTE SERVICES	06/01/20	TS May 2020 bill 565858	01-5-705306.00 C & D WASTE DISPOSAL	576.52	-----	--/--/--
COTT COTT SYSTEMS INC	07/01/20	July 2020 bill 134867	01-5-100613.00 SOFTWARE	260.00	-----	--/--/--
EVANSMOTO EVANS GROUP, INC	06/17/20	Diesel 452 gal 9407	01-5-703405.00 PETROLEUM PRODUCTS	689.66	-----	--/--/--
FTSNE FIRE TECH & SAFETY OF NEW	06/22/20	FD S/H for straps 188406-1	01-5-555422.00 FIRE TOOLS & EQUIPMENT	14.87	-----	--/--/--
PBA NEW ENGLAND PBA, INC	06/30/20	Jun 2020 union dues JUN 2020	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	--/--/--
TASCO TASCO SECURITY INC	05/31/20	PD - alarm monitoring 145116	01-5-485303.00 ALARM MONITORING	107.64	-----	--/--/--
TASCO TASCO SECURITY INC	05/31/20	July 20 to Feb 21 alarm 145116-1	01-5-485303.00 ALARM MONITORING	215.29	-----	--/--/--
TDS LEASE TDS LEASING INC	06/25/20	Yrly water cooler rental 01075082	01-5-500501.00 ADMINISTRATION	90.00	-----	--/--/--
HARTFORD TOWN OF HARTFORD	05/30/20	Verizon Mobile May 2020 10987	01-5-500535.00 VIBRS	113.91	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	06/15/20	DPW uniforms 35 4493619	01-5-703311.00 UNIFORMS	217.20	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	06/15/20	DPW uniforms 35 4493619	01-5-703507.00 SUPPLIES	87.65	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	06/15/20	B & G uniforms 35 4493930	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
UNIFIRST UNIFIRST CORPORATION	06/22/20	DPW uniforms 35 4495638	01-5-703507.00 SUPPLIES	87.65	-----	--/--/--

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	06/22/20	UNIFIRST CORPORATION DPW uniforms 35 4495638	01-5-703311.00 UNIFORMS	217.20	-----	--/--/--
UNIFIRST	06/22/20	UNIFIRST CORPORATION B & G uniforms 35 4495956	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
WBMASON	02/07/20	W.B. MASON CO., INC. TH - supplies 207650093-1	01-5-706109.00 BUILDING SUPPLIES	48.07	-----	--/--/--
WBMASON	02/07/20	W.B. MASON CO., INC. Planning supplies 207650093-2	01-5-350610.00 OFFICE SUPPLIES	24.68	-----	--/--/--
WBMASON	04/10/20	W.B. MASON CO., INC. TH - supplies 209568190	01-5-706109.00 BUILDING SUPPLIES	27.62	-----	--/--/--
WBMASON	06/11/20	W.B. MASON CO., INC. TH supplies 211087596	01-5-706109.00 BUILDING SUPPLIES	121.41	-----	--/--/--
WBMASON	06/11/20	W.B. MASON CO., INC. TS - supplies 211099396	01-5-705403.00 PARTS & SUPPLIES	12.36	-----	--/--/--
WBMASON	06/17/20	W.B. MASON CO., INC. TS - box of paper 211244594	01-5-705403.00 PARTS & SUPPLIES	29.29	-----	--/--/--
WBMASON	06/22/20	W.B. MASON CO., INC. TC - index cards 211356536	01-5-100610.00 OFFICE SUPPLIES	8.04	-----	--/--/--
WBMASON	06/25/20	W.B. MASON CO., INC. TM supplies 211473337	01-5-005610.00 OFFICE SUPPLIES	123.96	-----	--/--/--
ROBERT HA	06/24/20	ACCOUNTEMPS Finance contract help 55982916	01-5-200112.00 FINL ASSISTANT WAGE	2470.26	9130	07/08/20
ROBERT HA	06/30/20	ACCOUNTEMPS Finance contract help 56001412	01-5-200112.00 FINL ASSISTANT WAGE	1478.24	9130	07/08/20
ADKINS	06/17/20	ADKINS PRINTING CO., INC. TC - land record paper 249750	01-5-100610.00 OFFICE SUPPLIES	187.09	9131	07/08/20
ADVANCE	06/19/20	ADVANCE AUTO PARTS DPW credits 1305	01-5-704403.00 PARTS & SUPPLIES	-154.80	9132	07/08/20
ADVANCE	06/19/20	ADVANCE AUTO PARTS DPW - parts 1314	01-5-703507.00 SUPPLIES	52.65	9132	07/08/20
ADVANCE	06/15/20	ADVANCE AUTO PARTS Trk 9 Dodge 2008 4196	01-5-704403.00 PARTS & SUPPLIES	70.48	9132	07/08/20
ADVANCE	06/04/20	ADVANCE AUTO PARTS FD - filters 5547	01-5-555528.00 FIRE TRK R & M	35.16	9132	07/08/20
ADVANCE	06/16/20	ADVANCE AUTO PARTS Trk 9 parts 5903	01-5-704403.00 PARTS & SUPPLIES	2.70	9132	07/08/20
ADVANCE	06/18/20	ADVANCE AUTO PARTS DPW supplies 6008	01-5-704403.00 PARTS & SUPPLIES	258.47	9132	07/08/20
ANYTIME	06/17/20	ANYTIME CARPET CARE & CLE Wkly clean Jun 11 & 17, 2 964946	01-5-485304.00 CLEANING	360.00	9133	07/08/20
ANYTIME	07/02/20	ANYTIME CARPET CARE & CLE Wkly cleaning June 25, 20 968603	01-5-485304.00 CLEANING	180.00	9133	07/08/20
ANYTIME	07/02/20	ANYTIME CARPET CARE & CLE Wkly clean July 2, 2020 968603-1	01-5-485304.00 CLEANING	180.00	9133	07/08/20
KNIGHTB	12/12/19	BRIAN KNIGHT RESEARCH Plan -Hist Pres Grant 65	01-5-350416.00 HIST PRES GRANT	1620.00	9134	07/08/20
BUSINESS	05/20/20	BUSINESS CARD Zoom for May 2020 21621693	01-5-005610.00 OFFICE SUPPLIES	153.69	9135	07/08/20
BUSINESS	06/20/20	BUSINESS CARD Zoom June 2020 26931698	01-5-005610.00 OFFICE SUPPLIES	100.71	9135	07/08/20



All Invoices For Check Acct 03(General) 07/08/20 To 07/08/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	06/20/20	BUSINESS CARD Zoom partial July 2020 26931698-1	01-5-005610.00 OFFICE SUPPLIES	66.24	9135	07/08/20
BUSINESS	06/18/20	BUSINESS CARD Turf depot/B & G mower 687051	01-5-704403.00 PARTS & SUPPLIES	207.61	9135	07/08/20
BUSINESS	07/01/20	BUSINESS CARD PD - Key tiles BEST BUY TIL	01-5-500308.00 CRUISER SUPPLIES	39.99	9135	07/08/20
BUSINESS	07/01/20	BUSINESS CARD PD helmet (1) PACIF grant PD HELMET -1	01-5-500428.00 PACIF EQUIP GRANT	302.98	9135	07/08/20
LINDBERG	06/24/20	CHERYL A LINDBERG COA letter mailouts POSTAGE	01-5-300538.00 POSTAGE	97.18	9136	07/08/20
MAEDCH	06/30/20	CHRIS MAEDER replace payck #7808 REPLACE CK	01-1-001100.00 CASH-MASCOMA GENL FUND	92.12	9137	07/08/20
FOGGS	04/16/20	FOGG'S HARDWARE AND BUILD FD - tools/equip 878924	01-5-555422.00 FIRE TOOLS & EQUIPMENT	15.45	9138	07/08/20
FOGGS	06/22/20	FOGG'S HARDWARE AND BUILD DPW - supplies 882777	01-5-703209.00 CULVERTS & ROAD SUPPLIES	19.96	9138	07/08/20
FOGGS	06/24/20	FOGG'S HARDWARE AND BUILD FD - main 882984	01-5-555530.00 EQUIPMENT MAINTENANCE	11.98	9138	07/08/20
FOGGS	06/25/20	FOGG'S HARDWARE AND BUILD Rec - chain/pad lock 883051	01-5-425322.00 REC FIELD CARE	97.53	9138	07/08/20
CARTER FR	06/30/20	FRED CARTER over paid on zone permit REFUND PERMI	01-4-000120.00 BLDG/DEVEL PERMIT	2.64	9139	07/08/20
GNOMON	06/17/20	GNOMON COPY Lister - binding 57863	01-5-300550.00 PRINTING	16.50	9140	07/08/20
GREAT AM	06/19/20	GREAT AMERICAN BUSINESS P TH - outdoor drop box 42920572	01-5-706109.00 BUILDING SUPPLIES	223.00	9141	07/08/20
GREAT AM	06/24/20	GREAT AMERICAN BUSINESS P TH - drop box post 42922052	01-5-706109.00 BUILDING SUPPLIES	169.00	9141	07/08/20
GREAT	07/01/20	GREATER GOOD MEDIA Summer - Norwich Times 2020-1163	01-5-005300.00 PROFESS SERV	250.00	9142	07/08/20
GMPC	06/16/20	GREEN MOUNTAIN POWER CORP Academy Rd Lights JUNE #1	01-5-703307.00 STREETLIGHTS	40.03	9143	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD ambulance service H19-1159	01-5-555903.00 AMBULANCE BILLS	1050.00	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV Fd ambulance service H19-1250	01-5-555903.00 AMBULANCE BILLS	592.74	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD ambulance service H19-1253	01-5-555903.00 AMBULANCE BILLS	102.13	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD ambulance service H19-1698	01-5-555903.00 AMBULANCE BILLS	250.00	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD- Ambulance service H19-1749	01-5-555903.00 AMBULANCE BILLS	1090.00	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD ambulance service H19-453	01-5-555903.00 AMBULANCE BILLS	998.00	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD ambulance service H19-5	01-5-555903.00 AMBULANCE BILLS	1028.00	9144	07/08/20
HANOVER	06/17/20	HANOVER NH AMBULANCE SERV FD - ambulance service H19-996	01-5-555903.00 AMBULANCE BILLS	1038.83	9144	07/08/20
HOMEDEPOT	06/16/20	HOME DEPOT CREDIT SERVICE B & G - flowers 40384	01-5-704201.00 GARDEN SUPPLIES & PLANTS	45.28	9145	07/08/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT	04/23/20	Rec - Keter brushwood bxe 9905144	01-5-425333.00 WOMEN'S CLUB GRANT	516.00	9145	07/08/20
GODEK	06/22/20	camp cxl refund REFUND -2	01-5-425218.00 REGISTRATION FEES	760.00	9146	07/08/20
PAPAZIAN	01/17/20	Hist Pres Grant JAN 17 20	01-5-350416.00 HIST PRES GRANT	2500.00	9147	07/08/20
MARKS	06/15/20	Legal - JUN 15, 20	01-5-005300.00 PROFESS SERV	1152.00	9148	07/08/20
MAYER	06/30/20	June 2020 payroll JUNE 2020	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	9149	07/08/20
BOGOM	06/29/20	camp cxl - refund REFUND CAMP	01-5-425218.00 REGISTRATION FEES	190.00	9150	07/08/20
NESPIN	07/01/20	NESPIN yrly member fee 202000879	01-5-500581.00 DUES/MTGS/EDUC	100.00	9151	07/08/20
NEMRC	06/23/20	Fin - webinar on 6/1/20 45917	01-5-200615.00 DUES/MTGS/EDUC	30.00	9152	07/08/20
NORNURSE	06/16/20	NORTHERN NURSERIES B & G - grass seed ditche 2832	01-5-703209.00 CULVERTS & ROAD SUPPLIES	178.00	9153	07/08/20
SMITH PAM	06/18/20	PAM SMITH Mileage reimburse MILEAGE MAY	01-5-300580.00 MILEAGE REIMB	23.00	9154	07/08/20
RIVERROAD	06/20/20	RIVER ROAD VETERINARY CLI Stray kitty vet bill 346127	01-5-500201.00 ANIMAL CONT/LEASH LAW	304.50	9155	07/08/20
SABIL	05/22/20	SABIL & SONS INC DPW - inspection 87869	01-5-703401.00 OUTSIDE REPAIRS	75.78	9156	07/08/20
POWESP	06/08/20	SPENCER POWERS, LLC Cemetery mowing JUN 8 2020	01-5-675500.00 PURCHASED SERVICE	1666.66	9157	07/08/20
STITZEL	07/01/20	STITZEL PAGE & FLETCHER P legal services 56477	01-5-005300.00 PROFESS SERV	418.00	9158	07/08/20
TWORIVERS	06/26/20	TWO RIVERS - OTTAUQUECHEE FY20-21 member dues year FY20-21 MEME	01-5-350321.00 TWO RIVER PLANNING COMM.	5223.00	9159	07/08/20
UNITED AG	06/18/20	UNITED AG & TURF NE, LLC JD B & G tractor 01-69400	01-5-703403.00 PARTS & SUPPLIES	395.03	9160	07/08/20
UNITED AG	06/15/20	UNITED AG & TURF NE, LLC JD B & G tractor 01-78756	01-5-703403.00 PARTS & SUPPLIES	2.12	9160	07/08/20
VALLEYNEW	06/06/20	VALLEY NEWS Plan - review board adver 292249	01-5-350540.00 ADVERTISING	79.90	9161	07/08/20
VALLEYNEW	06/13/20	VALLEY NEWS 2020 paving bid advert 293888	01-5-703313.00 PAVING	54.40	9161	07/08/20
VMERS	06/03/20	VMERS DB Payroll Transfer PR-06/03/20	01-2-001111.00 VEMRS GRP B PAYABLE	4457.53	9162	07/08/20
VMERS	06/03/20	VMERS DB Payroll Transfer PR-06/03/20	01-2-001113.00 VEMRS GRP C PAYABLE	1893.58	9162	07/08/20
VMERS	06/17/20	VMERS DB Payroll Transfer PR-06/17/20	01-2-001113.00 VEMRS GRP C PAYABLE	1547.17	9162	07/08/20
VMERS	06/17/20	VMERS DB Payroll Transfer PR-06/17/20	01-2-001111.00 VEMRS GRP B PAYABLE	4009.18	9162	07/08/20
WAVECOMM	06/30/20	WAVECOMM PAGING Yrly pager 149.50/mo 10999	01-5-703515.00 ADMINISTRATION	1196.00	9163	07/08/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				55473.82		

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 \$ \*\*\*\*55,473.82  
Let this be your order for the payments of these amounts.

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

SELECTBOARD:

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

DRAFT Minutes of the Selectboard Meeting of  
Thursday, June 25, 2020 at 6:30 pm

3

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 12 people in the audience.

Also participating: Ernie Ciccotelli, Cheryl Lindberg, Doug Wilberding, Sue Pitiger, Robert Johnson, Courtney Dragiff, Linda Cook, Pam Smith, Police Chief Jennifer Frank, Fire Chief Alex Northern.

1. Approval of Agenda. Selectboard (SB) members agreed to proceed with the agenda as drafted.
2. Public Comment. Arnold said he's had comments and questions from people asking about Juneteenth celebration. Arnold said the SB may want to discuss the topic at a future meeting. Ernie Ciccotelli asked about the Rte. 132 culvert and if it is an action item for tonight's meeting. Brochu said that she thinks no, that it's an update from the Town Manager (TM). Ciccotelli asked if Stantec's materials in the meeting packet constitute a quote. Durfee said the SB had previously authorized the town to engage Stantec to provide engineering services for Rte. 132. Ciccotelli asked why the town had not sought bids. Durfee said the purchasing policy allows – in these time-pressed circumstances and given the recent competitive bid process for similar engineering services – the town to proceed without a bid on engineering services. When the culvert is constructed, there will be bids sought for that work. Langhus & Ciccotelli expressed concern that the town not pay too much because of not requiring bids for the engineering work. Cheryl Lindberg said that the Listers filed the Grand List abstract last Wednesday, 6-17-2020. They are waiting for grievances now. There is an increase of \$4,246,000 over last year. Grievances are due by July 1, 2020 at 4:30 pm.
3. Consent Agenda. Layton moved (2<sup>nd</sup> Langhus) to approve the consent agenda. **Motion passed unanimously.** SB members agreed that the TM's response to Pam Smith's correspondence was sufficient. SB members agreed to put Nick Krembs's letter on a future SB agenda.
4. 1. Appointments - Lister. Doug Wilberding said that he would like to help the Listers with all of their work; he has a great deal of experience in Real Estate. Langhus asked Wilberding what he sees as the Listers' roles. Wilberding said it is to provide independent review of property values in town. Langhus asked Wilberding how he feels about potential conflicts and the interpersonal nature of the position. Wilberding said that he will certainly recuse himself in the event that any conflict arises for him. Layton moved (2<sup>nd</sup> Gere) to appoint Doug Wilberding to the Board of Listers for a term to expire on August 11, 2020, which is the date of the next town election. **Motion passed 3 to 2 (no- Arnold, Langhus).**
4. 2. Appointments – Development Review Board. Sue Pitiger said she has served for some years as an alternate on the DRB, and she would like to serve as a regular member. Layton moved (2<sup>nd</sup> Gere) to appoint Sue Pitiger to the Development Review Board for the remainder of an unexpired term to expire on April 30, 2021. **Motion passed unanimously.** The SB entered executive session at 7:40 pm.
4. 3. Appointments – Recreation Council. Robert Johnson said he has been involved in the Norwich Selectboard DRAFT Minutes – 06/25/2020 Mtg

town's recreation department for some time. Layton **moved** (2<sup>nd</sup> Gere) to appoint Robert Johnson to the Recreation Council for a 3-year term to expire on March 31, 2023. **Motion passed unanimously.**

4. 4. Appointments – Conservation Commission. Courtney Dragiff said that she is back in Norwich and would like to return to a post on the Conservation Commission. Layton **moved** (2<sup>nd</sup> Arnold) to appoint Courtney Dragiff to the Conservation Commission for a 4-year term to expire on March 31, 2024. **Motion passed unanimously.**

**\*\*At 7:10 PM, Langhus left the meeting.\*\***

5. Special Town Meeting Warning w/Articles. Durfee said the Town Clerk confirmed earlier today that no additional articles were proposed since the drafting of the warning put before the SB in the meeting packet. The Town Clerk is looking at various options for voting in COVID-safe ways. Gere **moved** (2<sup>nd</sup> Arnold) to approve the August 11, 2020 Special Town Meeting warning as presented in the meeting packet. **Motion passed unanimously.**

6. Year to date (YTD) Revenue/Expense (R/E) Report. Durfee gave a brief summary of the balance sheet, as included in the SB meeting packet. Linda Cook asked about designated fund overspending. Durfee said this is going to be fixed as a journal entry. Cheryl Lindberg asked some specific questions about the balance sheet. Pam Smith asked about the Energy Committee expense and overage; Durfee said that it was for the EV charging station, for which the town was awarded a grant and money is expected to offset the expenditures. SB members agreed they would like to learn more about town budgeting and finance documents. Durfee said the town's contracted auditor or NEMRC consultant could provide a presentation to the SB.

7. 1. Fund Balance Policy. Layton said she is concerned about eh part of the existing policy that references using the undesignated fund. Layton asked other SB members if they are open to instituting an Emergency Designated Fund. Arnold said it would be possible to put surplus moneys into other designated funds, as well. Durfee said it's problematic to raise funds for the undesignated fund. Durfee said you need voter approval to transfer money out of the undesignated fund. Durfee said the SB can budget for an emergency fund – as a percentage of the budget. Gere asked if designated funds carry over from year to year; Durfee said yes, they do. Brochu suggested that language be added to the polity to state that the SB won't buy down the tax rate without voter approval. SB members agreed. At budget time, SB will discuss possible formation of an emergency fund. SB members agreed to as the TM to draft revised language for the policy. Layton said she will work with the TM on that for the next SB meeting.

7. 2. Tax Collection Policy. SB members agreed this topic was not ready for SB discussion and they agreed to discuss it at a future meeting.

7. 3. Policy on Posting of Police Standards. Arnold said the policy's purpose is to increase transparency and trust. Arnold drafted the policy in a broad way in order to allow the Police Department (PD) some flexibility to post only those policies that are subject to public records request. Layton said it's important to establish trust with the community and she wants to hear from Chief Frank about the volume of documents and how to organize them. Chief Jennifer Frank said that she was disheartened that the SB started this policy without involving the PD in that development process. Frank said the PD has no problem sharing policies that don't affect officer safety. Frank said that here are other procedures /standards that would not be good to share with the public because it could hamper people's safety – officers and members of the public. Brochu said that

typically, policies are worked on by more than one SB members before going to the rest of the SB; Brochu would like to see that happen with this proposed policy. Arnold said he apologizes for not collaborating. Brochu said she'd like further specifics in this policy, and also to run it by Chief Frank for input and the TM. Layton said that more information being provided doesn't always increase people's sense of control or understanding. Layton said the policy needs to be reworked before she can support it. SB members agreed that Arnold and Brochu will work on the policy draft and submit it to the TM and PD Chief for review.

8. Town Manager Update. Durfee gave some highlights from the SB packet. Durfee said he has finished a leadership course and he included a handout reference sheet regarding powerful questions. Next meeting, Durfee will provide his monthly written report. Brochu asked about Finance Director interviews; Durfee said we are working on compiling interview schedules.

9. Brown Schoolhouse Trail Bridge. Durfee gave a summary of packet materials on the RFP for the bridge project. The Town received 8 proposals, which were reviewed by a team. After the team evaluated the proposals, they agreed that Nick Fabrikant's proposal was preferred. Brochu said she thinks it is not a good time to seeking a loan for this bridge's construction without knowing what the town's revenue stream will be. Brochu would like to wait until we know more. Layton moved (2<sup>nd</sup> Gere) to authorize the Town Manager to negotiate and execute a contract with Nick Fabrikant for the design build Brown Schoolhouse Trail Bridge project in an amount not to exceed \$75,700, and to further authorize the Town Manager to obtain lending terms from area banks for the Board's review and approval on securing the voter authorized funding for the project. **Motion passed unanimously.**

10. Route 132 Road Classification. Brochu said the Thetford SB asked the Norwich SB to consider joining in a request to reclassify Rte. 132. Brochu said she is not in favor of doing this. Layton, Arnold and Gere all agreed (Langhus had left the meeting earlier, as noted). No action was taken.

11. Fire Dept. Request for Designated Funds. Fire Chief Alex Northern said this request is to purchase regular replacements of gear. Layton moved (2<sup>nd</sup> Gere) to authorize the expenditure not to exceed \$8,000 from the Norwich Fire Department Equipment Designated Fund as outlined in the Fire Chief's June 2, 2020 correspondence to the Selectboard. **Motion passed unanimously.**

12. Liquor Licenses. Layton moved (2<sup>nd</sup> Gere) to recess the Selectboard meeting and convene as the Norwich Liquor Control Commission. **Motion passed unanimously. SB recessed at 8:59 pm.**

Layton moved (2<sup>nd</sup> Gere) to approve liquor license applications as follows and to authorize the Town Manager to sign on behalf of the Selectboard due to COVID-19:

- 
1. Outside Consumption Permit for L'Elephant Vert, LLC d/b/a Carpenter & Main Restaurant;
  2. Third Class Restaurant/Bar License to Sell Spirituous Liquors for L'Elephant Vert, LLC d/b/a Carpenter & Main Restaurant;
  3. First Class Restaurant/ Bar License to Sell Malt and Vinous Beverages for L'Elephant Vert, LLC d/b/a Carpenter & Main Restaurant;
  4. First Class Restaurant/Bar License to Sell Malt and Vinous Beverages for Blue Sparrow Kitchen, Co. d/b/a Blue Sparrow Kitchen; and,
- 
5. Second Class Liquor License to Sell Malt and Vinous Beverages for PLR Enterprises, Inc. d/b/a Norwich Wine and Spirits. **Motion passed unanimously.**

Layton moved (2<sup>nd</sup> Gere) to close the Norwich Liquor Control Commission session and reconvene

the Selectboard meeting. **Motion passed unanimously. SB reconvened at 9:06 pm.**

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

Meeting adjourned at 9:07 pm.

By Miranda Bergmeier

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

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Claudette Brochu  
Selectboard Chair

Next Meeting – July 8, 2020 – Meeting at 6:30

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

**From:** claudette brochu <cbrochu30@gmail.com>  
**Sent:** Wednesday, July 01, 2020 7:42 PM  
**To:** Miranda Bergmeier  
**Subject:** corrections to minutes

Hi Miranda,

A couple of proposed corrections to the June 25 minutes.

1. Under Public Comments: after this sentence:

"Langhus & Ciccotelli expressed concern that the town not pay too much because of not requiring bids for the engineering work." Add: Durfee noted the quote from Stantec with breakdown on price that was included in the packet."

2. Under #7: typo in the first line "the" is misspelled.

Also under #7: Delete " At budget time, SB will discuss possible formation of an emergency fund. SB members agreed to as the TM to draft revised language for the policy." Change to: SB members will revisit undesignated fund balance during budget discussions and determine how and if the excess, if there is one, will be allocated.

3. Under #9: Vote for the bridge replacement was 3-1. Brochu no.

I think that's it.

C

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..



# OPEN POSITIONS Town Committes & Boards

The Norwich Selectboard seeks applicants for open positions on several Town boards and committees. Full descriptions of these positions are available on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2013/03/PositionDescriptions2016.pdf>.

Interested Norwich residents should submit an application to the Town Manager's office at manager-assistant @ Norwich.vt.us (remove spaces before emailing). The application is available on the Town website @ <http://norwich.vt.us/wp-content/uploads/2012/06/NorwichApplicationForm2.pdf>.

The following positions are open:

<b>Agent to Prosecute &amp; Defend Suits</b>	<b>One seat to expire in March 2021</b>
<b>Development Review Board</b>	<b>Two alternate seats to expire in April 2023</b>
<b>Finance Committee</b>	<b>Three seats to expire in June 2023</b>
<b>Grand Juror</b>	<b>One seat to expire in March 2021</b>
<b>Solid Waste Committee</b>	<b>Four seats (staggered terms – 2 &amp; 3 years)</b>
<b>Trustees of Public Funds</b>	<b>One seat – interim appointment</b>

7/2/2020 2:30

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: Linda Cook

Address: PO Box 828

Day phone: 1-603-208-7847 Evening phone:

E-mail: lcook1574@gmail.com

Position Applied For: Finance Com.

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 worked on the Select Board to develop  
Town of Norwich Financial Policy  
> Fund Balance <sup>master</sup> Reserve Policy  
> Capital Budget Policy

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:

> Debt-management policy  
Designated and special purpose funds  
> The Capital Budget Plan and report 11/20/06

7/2/2020  
2:30

5. Education and Current Employment

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

Location:

6. Pertinent Education and/or Experience:

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

Comments: *my Time on The Select Board would be helpful, and I bring historical knowledge. This will help the finance committee focus on select Board priorities.*

Signature



Date

*7/2/2020*

**TOWN OF NORWICH, VERMONT  
WARNING OF SPECIAL MEETING, AUGUST 11, 2020**

The legal voters of the Town of Norwich, Vermont are hereby notified and warned to meet in remote fashion, due to the special circumstances surrounding COVID-19, via a ZOOM™ meeting link: <https://us02web.zoom.us/j/81027615669>, or telephonically (US toll-free 1-888-475-4499) using meeting ID: 81027615669, at 7:00 pm on Monday, August 10, 2020, to transact business not requiring a vote by Australian ballot. Voting for all article(s) on the Warning will be by Australian ballot. The polls will be open Tuesday, August 11, 2020 from 7:00 am to 7:00 pm.

NOTE: GIVEN THE EXTENUATING CIRCUMSTANCES SURROUNDING COVID-19, VOTERS ARE STRONGLY ENCOURAGED TO VOTE BY EARLY/ABSENTEE BALLOT. TO OBTAIN A BALLOT, CONTACT THE TOWN CLERK'S OFFICE (802-649-1419 x2). WHILE NOT KNOWN AT THE PRINTING OF THIS LEGAL NOTICE, THERE IS THE POSSIBILITY THAT A PHYSICAL POLL LOCATION WILL NOT BE AVAILABLE ON AUGUST 11, 2020. SO, AGAIN, PLEASE USE EARLY/ABSENTEE VOTING.

This meeting is called to determine if the Town will:

**Article 1** – Elect Town Officers for the balance of the terms according to the vacated offices.

**Article 2**- Shall the voters of the Town of Norwich authorize the issuance of not more than \$2,055,000 (with possible reduction through receipt of federal, state and/or other grant funds) of general obligation bonds or notes to be amortized over a period of not more than twenty years, to be used for capital improvements to implement the first phase of the elimination of fossil fuel use in town operations as directed by the voters in Article 36 of the 2019 ballot, including, without limitation, the renovation and upgrading of HVAC, control, and lighting systems in Tracy Hall and upgrades of the lighting and controls systems in the Public Safety apparatus bay and in the Public Works Garage?

**Article 3.** To transact any other business that may legally come before the Town of Norwich special meeting.

**Norwich Selectboard**

C

Claudette Brochu, Chair

Roger Arnold

Roger Arnold, Vice-Chair

Robert Gere

Robert Gere

John Langhus

John Langhus

Mary Layton

Mary Layton

**Signature:** Claudette J Brochu  
Claudette J Brochu (Jun 26, 2020 19:53 EDT)

**Email:** cbrochu30@gmail.com

**Signature:** Mary Layton  
Mary Layton (Jun 26, 2020 20:44 EDT)

**Email:** marydlayton@gmail.com

**Signature:** John Langhus

**Email:** johnlanghus@gmail.com

**Signature:** Roger Arnold  
Roger Arnold (Jun 26, 2020 20:25 EDT)

**Email:** rogerarnoldvt@gmail.com

**Signature:** Robert Gere

**Email:** rgere@mac.com












# 2020 Warning Special Mtg

Final Audit Report

2020-06-29

Created:	2020-06-26
By:	Herbert Durfee (hdurfee@norwich.vt.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiMXA7ImBAJ5R8PMI2hra1N9bfPaYmlRm

## "2020 Warning Special Mtg" History

-  Document created by Herbert Durfee (hdurfee@norwich.vt.us)  
2020-06-26 - 2:38:37 PM GMT- IP address: 75.144.171.193
-  Document emailed to Claudette J Brochu (cbrochu30@gmail.com) for signature  
2020-06-26 - 2:40:08 PM GMT
-  Email viewed by Claudette J Brochu (cbrochu30@gmail.com)  
2020-06-26 - 11:50:40 PM GMT- IP address: 66.102.8.64
-  Document e-signed by Claudette J Brochu (cbrochu30@gmail.com)  
Signature Date: 2020-06-26 - 11:53:01 PM GMT - Time Source: server- IP address: 198.55.239.32
-  Document emailed to Roger Arnold (rogerarnoldvt@gmail.com) for signature  
2020-06-26 - 11:53:04 PM GMT
-  Email viewed by Roger Arnold (rogerarnoldvt@gmail.com)  
2020-06-26 - 11:53:09 PM GMT- IP address: 66.102.8.69
-  Document e-signed by Roger Arnold (rogerarnoldvt@gmail.com)  
Signature Date: 2020-06-27 - 0:25:55 AM GMT - Time Source: server- IP address: 104.219.99.15
-  Document emailed to Mary Layton (marydlayton@gmail.com) for signature  
2020-06-27 - 0:25:57 AM GMT
-  Email viewed by Mary Layton (marydlayton@gmail.com)  
2020-06-27 - 0:34:23 AM GMT- IP address: 71.235.191.95
-  Document e-signed by Mary Layton (marydlayton@gmail.com)  
Signature Date: 2020-06-27 - 0:44:36 AM GMT - Time Source: server- IP address: 71.235.191.95
-  Document emailed to Robert Gere (rgere@mac.com) for signature  
2020-06-27 - 0:44:38 AM GMT




Adobe Sign

 Email viewed by Robert Gere (rgere@mac.com)

2020-06-27 - 12:24:39 PM GMT- IP address: 198.55.234.69

 Document e-signed by Robert Gere (rgere@mac.com)

Signature Date: 2020-06-28 - 8:58:27 PM GMT - Time Source: server- IP address: 198.55.234.69

 Document emailed to John Langhus (johnlanghus@gmail.com) for signature

2020-06-28 - 8:58:30 PM GMT

 Email viewed by John Langhus (johnlanghus@gmail.com)

2020-06-28 - 9:18:24 PM GMT- IP address: 199.188.179.94

 Document e-signed by John Langhus (johnlanghus@gmail.com)

Signature Date: 2020-06-29 - 5:43:51 PM GMT - Time Source: server- IP address: 199.188.179.94

 Signed document emailed to Herbert Durfee (hdurfee@norwich.vt.us), Roger Arnold (rogerarnoldvt@gmail.com), Robert Gere (rgere@mac.com), Mary Layton (marydlayton@gmail.com), and 2 more

2020-06-29 - 5:43:51 PM GMT



Adobe Sign

Miranda Bergmeier

**From:** johnlanghus@gmail.com  
**Sent:** Tuesday, June 30, 2020 9:34 AM  
**To:** claudette brochu; Mary Layton; Roger Arnold; Robert Gere  
**Cc:** Herb Durfee; Linda Gray; Miranda Bergmeier  
**Subject:** Fwd: IREC Update  
**Attachments:** image001.jpg; ATT00001.htm; Intermunicipal Regional Energy Coordinator Agreement\_FINAL.docx; ATT00002.htm; Intermunicipal Agreement\_FINAL draft w Nate and Community comments.docx; ATT00003.htm

For inclusion in the packet for next week with the Regional Energy Coordinator update.

Sent from my iPhone

Begin forwarded message:

**From:** Victoria Littlefield <vlittlefield@trorc.org>  
**Date:** June 29, 2020 at 2:45:59 PM EDT  
**To:** Elizabeth Ferry <ewferry@icloud.com>, "Douglas.Fraser@dartmouth.edu" <Douglas.Fraser@dartmouth.edu>, mary Bryant <mb.gravityhill@gmail.com>, Neil Leitner <nleitner@townofwoodstock.org>, Kevin Grady <kevinm5grady@gmail.com>, "johnlanghus@gmail.com" <johnlanghus@gmail.com>, Ryan Haac <thaacr@gmail.com>  
**Cc:** Kevin Geiger <kgeiger@trorc.org>, "Peter G. Gregory" <pgregory@trorc.org>  
**Subject:** RE: IREC Update

Good afternoon,

As promised, here is the final IREC Intermunicipal Agreement with changes. They are relatively minor, the majority of edits was to clean up language to make it more clear. I have attached a final and track changes version. I will be sending this out to towns for signature tomorrow afternoon. You will see a separate email from me that will include you and your Selectboard chair/town manager/aa.

If there are any burning discrepancies in this agreement, please bring it to my attention by 12 tomorrow. Sorry for the short timeline, but we anticipate it will take a while for towns to sign and want to get this out the door ASAP.

Thank you,  
Tory

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



Draft  
Intermunicipal Regional Energy Coordinator Service Agreement (IRECSA)  
6/9/2020/2718/2020  
Includes combined revisions from Nate Stearns, Jill Davies and Beth Rattigan

## Purpose

The purpose of this Intermunicipal Regional Energy Coordinator Service Agreement (IRECSA "Agreement") is to enable Two Rivers Ottawaquechee Regional Commission ("TRORC") to hire ~~he~~ ~~hiring of~~ an Intermunicipal Regional Energy Coordinator ("IREC"), whose purpose shall be to ~~will~~ work ~~on~~ ~~behalf of Two Rivers Ottawaquechee Regional Commission ("TRORC")~~ with the seven communities towns that are signatories to this Agreement to lessen overall energy use ~~within participating towns~~, lower greenhouse gas emissions, and move to renewable generation of electricity within participating towns. These actions will further state, regional and local energy goals. The IREC's work Actions will be focused towards focus on energy efficiency, conservation, use, and renewable production by the participating municipalities towns in their operations. As desired by the participating towns, ~~the this~~ Agreement may also achieve these goals for other public or non-profit organizations in the towns, as well as their broader general populations.

## Participation

Participation by a municipality town in ~~the this~~ Agreement is voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law, by the legislative body of the participating municipalities towns. Other parties besides the participating municipalities towns may be included ~~as well in this Agreement~~ upon agreement by all parties as may be relevant to a particular service. By signing this Agreement, each participating town certifies that its participation in this Agreement has been approved by all necessary actions under its Charter and local ordinances and policies, if any, and under applicable state law.

## Effective Date

This Agreement shall become effective only upon execution by a duly authorized agent of the regional planning commission TRORC and of each of the legislative bodies of the participating municipalities towns below.

## Modification

Any modification to this Agreement shall not become effective unless in writing and approved by the legislative bodies of all involved participating municipalities towns and the TRORC Board. Such modifications shall be in writing, with a copy of any such modifications shall be provided to all parties to the Agreement this Agreement.

## Governance

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

The ~~IREC will~~IREC shall be a TRORC employee reporting to and managed on a day-to-day basis by the TRORC Executive Director. The TRORC Executive Director shall have the sole discretion and authority to make personnel decisions with respect to the IREC, without limitation, any hiring and termination decisions, compensation, formal performance evaluations, and disciplinary actions. ~~-TRORC shall be the employer of the IREC for all employment- related purposes.~~

Each participating town shall appoint a representative to a Steering Committee, which may provide non-binding input into the IREC's work activities, subject to budget limits, and the Steering Committee shall determine and define the IREC's ~~be the venue for~~ overall goals and scopedirection of tasks. Representatives on the Steering Committee are responsible for keeping their respective Selectboards apprised of progress and for communicating town concerns with the IREC or this Agreement to TRORC. Each town representative shall have an equal vote on the Steering Committee and be vested by their Selectboards with the full authority to represent their town except in matters of amending this ~~agreement~~ Agreement or approving costs.

Local energy coordinators/committees within each participating town have a wealth of knowledge and their input through their Steering Committee representative is welcomed as well. The IREC will not work for citizens directly, and communications to and from individual citizens is largely expected to take place through the steering committee representatives. For avoidance of doubt, the IREC shall not be obligated to work on any task not approved by the Steering Committee.

## Withdrawal and Termination

This Agreement shall terminate one year from execution, unless extended by all parties. During the Agreement period, ~~parties any participating town~~ may withdraw from the Agreement prior to the termination date by majority vote of the members of the legislative body seeking withdrawal and at least 30 days' notice after such vote has occurred. As this Agreement covers a dedicated TRORC staff position that is based on full funding, no refunds of payments will be made unless a new party or town, or ~~existing parties~~the participating towns who do not withdraw, decide to fund the remainder of the withdrawing town's prorated share ~~to date~~.

## Services

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

- Barnard approximately 172 hours per year
- Fairlee approximately 160 hours per year
- Norwich approximately 472 hours per year
- Thetford approximately 228 hours per year
- Sharon approximately 92 hours per year
- Stafford approximately 109 hours per year
- Woodstock approximately 566 hours per year

### Joint wWork Common to all Participating Municipalities

All participating towns will be provided the opportunity to have their current municipal energy usage baseline determined by the IREC. This will include town-owned buildings and facilities, streetlights, contracted town services, any municipally-controlled sewer and water facillities, town vehicles.

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

All participating towns will be provided a basic energy policy for adoption or customization by their respective Selectboards.

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

#### Town-specific work

Individual town energy task priorities may change over the course of the year, based on direction from the designated town representative on the Steering Committee.

#### Limitations

TRORC shall not have the following powers under this Agreement:

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

#### Funding

Work under this Agreement shall be supported solely by grants, donations, and municipal funds.

Annual funding by municipality town shall be as follows, and is due in two installments, 50% at execution and 50% five months later:

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

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

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Town of Barnard Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Fairlee Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Norwich Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Thetford Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Sharon Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Strafford Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Woodstock Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

TRORC Executive Director

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Intermunicipal Regional Energy Coordinator Service Agreement (IRECSA)  
6/29/2020**

## Purpose

The purpose of this Intermunicipal Regional Energy Coordinator Service Agreement ("Agreement") is to enable Two Rivers Ottauquechee Regional Commission ("TRORC") to hire an Intermunicipal Regional Energy Coordinator ("IREC"), whose purpose shall be to work with the seven towns that are signatories to this Agreement to lessen overall energy use, lower greenhouse gas emissions, and move to renewable generation of electricity within participating towns. These actions will further state, regional and local energy goals. The IREC's work will focus on energy efficiency, conservation, use, and renewable production by the participating towns in their operations. As desired by the participating towns, this Agreement may also achieve these goals for other public or non-profit organizations in the towns, as well as their broader general populations.

## Participation

Participation by a town in this Agreement is voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law, by the legislative body of the participating towns. Other parties besides the participating towns may be included in this Agreement upon agreement by all parties as may be relevant to a particular service. By signing this Agreement, each participating town certifies that its participation in this Agreement has been approved by all necessary actions under its Charter and local ordinances and policies, if any, and under applicable state law.

## Effective Date

This Agreement shall become effective only upon execution by a duly authorized agent of the TRORC and of each of the legislative bodies of the participating towns below.

## Modification

Any modification to this Agreement shall not become effective unless in writing and approved by the legislative bodies of all participating towns and the TRORC Board. A copy of any such modifications shall be provided to all parties to this Agreement.

## Governance

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

The IREC shall be a TRORC employee reporting to and managed on a day-to-day basis by the TRORC Executive Director. The TRORC Executive Director shall have the sole discretion and authority to make personnel decisions with respect to the IREC, without limitation, any hiring and termination decisions, compensation, formal performance evaluations, and disciplinary actions. TRORC shall be the employer of the IREC for all employment-related purposes.

Each participating town shall appoint a representative to a Steering Committee, which may provide non-binding input into the IREC's work activities, subject to budget limits, and the Steering Committee shall determine and define the IREC's overall goals and scope of tasks. Representatives on the Steering Committee are responsible for keeping their respective Selectboards apprised of progress and for communicating town concerns with the IREC or this Agreement to TRORC. Each town representative shall have an equal vote on the Steering Committee and be vested by their Selectboards with the full authority to represent their town except in matters of amending this Agreement or approving costs.

Local energy coordinators/committees within each participating town have a wealth of knowledge and their input through their Steering Committee representative is welcomed as well. The IREC will not work for citizens directly, and communications to and from individual citizens is largely expected to take place through the steering committee representatives. For avoidance of doubt, the IREC shall not be obligated to work on any task not approved by the Steering Committee.

## Withdrawal and Termination

This Agreement shall terminate one year from execution, unless extended by all parties. During the Agreement period, any participating town may withdraw from the Agreement prior to the termination date by majority vote of the members of the legislative body seeking withdrawal and at least 30 days' notice after such vote has occurred. As this Agreement covers a dedicated TRORC staff position that is based on full funding, no refunds of payments will be made unless a new party or town, or the participating towns who do not withdraw, decide to fund the remainder of the withdrawing town's prorated share.

## Services

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

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

All participating towns will be provided a basic energy policy for adoption or customization by their respective Selectboards.



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

Town-specific work

Individual town energy task priorities may change over the course of the year, based on direction from the designated town representative on the Steering Committee.

Limitations

TRORC shall not have the following powers under this Agreement:

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

Funding

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

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Sharon	\$5,900
Strafford	\$7,000
Woodstock	\$36,700

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

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Town of Barnard Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Fairlee Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Norwich Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Thetford Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Sharon Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Strafford Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

Town of Woodstock Authorized Representative

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

TRORC Executive Director

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_



**From:** johnlanghus@gmail.com  
**Sent:** Tuesday, June 30, 2020 9:36 AM  
**To:** claudette brochu; Mary Layton; Roger Arnold; Robert Gere; Herb Durfee; Miranda Bergmeier; Linda Gray  
**Subject:** Fwd: IREC Update

Please also add this email exchange to the packet for the same item.

Thanks

Sent from my iPhone

Begin forwarded message:

**From:** Victoria Littlefield <vlittlefield@trorc.org>  
**Date:** June 29, 2020 at 10:22:46 AM EDT  
**To:** Elizabeth Ferry <ewferry@icloud.com>  
**Cc:** "Douglas.Fraser@dartmouth.edu" <Douglas.Fraser@dartmouth.edu>, mary Bryant <mb.gravityhill@gmail.com>, Neil Leitner <nleitner@townofwoodstock.org>, Kevin Grady <kevinm5grady@gmail.com>, "johnlanghus@gmail.com" <johnlanghus@gmail.com>, Ryan Haac <thaacr@gmail.com>, Kevin Geiger <kgeiger@trorc.org>, "Peter G. Gregory" <pgregory@trorc.org>  
**Subject:** RE: IREC Update

Hi Elizabeth,

The next step is for us to send out the updated IREC agreement between all towns and to receive comments on them. This should be turned around in a day, and I am hoping to send that out this afternoon. Once we receive an affirmation from you all, I will send the agreement to all towns to sign electronically at their next legislative meeting (some towns have already authorized the signature). Once that is fully executed, we can officially hire an individual for the position.

Tory

**From:** Elizabeth Ferry <ewferry@icloud.com>  
**Sent:** Friday, June 26, 2020 9:02 AM  
**To:** Victoria Littlefield <vlittlefield@trorc.org>  
**Cc:** Douglas.Fraser@dartmouth.edu; mary Bryant <mb.gravityhill@gmail.com>; Neil Leitner <nleitner@townofwoodstock.org>; Kevin Grady <kevinm5grady@gmail.com>; johnlanghus@gmail.com; Ryan Haac <thaacr@gmail.com>; Kevin Geiger <kgeiger@trorc.org>; Peter G. Gregory <pgregory@trorc.org>  
**Subject:** Re: IREC Update

Dear Tory,

At the end of our last meeting, the next step was for a subcommittee to take part in the candidate review and selection process. TRORC has proceeded with that task solo.

In this announcement we are named as the IREC committee.

I'm unclear what our next tasks are and the timeframe is for them. Can you please clarify?

—Elizabeth

On Jun 24, 2020, at 12:50 PM, Victoria Littlefield <[vlittlefield@trorc.org](mailto:vlittlefield@trorc.org)> wrote:

Good afternoon!

Congratulations to you all, as you are all the official IREC Subcommittee! I wanted to provide an update on the progress being made with the IREC. So far we have received well over a dozen applicants for the position. We have interviewed two candidates so far, and have another planned for next week. We are anticipating making a decision at the end of next week on the staff person. Secondly, the intermunicipal agreement is being finalized on our end and we hope to send out for formal (electronic) signature by all towns the end of this week or early next week.

I wanted to also reassure you all that even though an individual may not start on the desired date of July 1, 2020, they will still be on, working with you all, for a one year term unless it is extended by towns next year.

Lastly, since we have the formal subcommittee formed, going forward I would prefer if you all could be the focal point of communications to me until we get the new staff position hired. It lessens the inquiries by several individuals in your towns at once, but that is why we formed a subcommittee in the first place 😊

I will let you all know of any major steps taken in the future.

Thank you, and let me know if you have any questions.

Best,  
Tory

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

<image001.jpg>

128 King Farm Road | Woodstock, VT 05091

[Trorc.org](http://trorc.org) | [facebook](https://www.facebook.com/trorc) | [twitter](https://twitter.com/trorc) | [youtube](https://www.youtube.com/channel/UCv8v8v8v8v8v8v8v8v8v8v8)

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/>\*\***

## Section 10: Fund Balance Reserve Policy

**Effective:** Upon Adoption

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

To fund operations by providing sufficient working capital for adequate cash-flow, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, natural disasters, cutbacks in distributions from the state/federal government, and other unforeseen circumstances.

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

**Authority:** 24 VSA §2804(a) grants authority to establish and maintain a reserve fund (an "Undesignated Fund").

**Policy:** The Town will maintain a balance equal to between 12% and 16% of the general fund operating expenditures in the Undesignated Fund. At the end of the fiscal year and after the annual audit, residual funds in excess of 16% will be appropriated by the Selectboard with authorization of the voters at Town Meeting or with a special Town Meeting.

In carrying out this policy's purpose, it is understood that the Town cannot expend surplus from the General Fund that is carried over to the next fiscal year without voter approval. Acceptable voter approval methods to conduct such carry over include: 1) specifically accounting for such use of surplus funds in the coming year's budget, and 2) including a separate article at Town Meeting or a Special Meeting asking for voter approval to allow such carry over (e.g., to apply a specific surplus amount to reduce taxes in the next fiscal year, to expend the amount for a specific project, and/or to transfer an amount to a specific Designated Fund).

The undesignated fund will not be used to buy down the tax rate.

### 1. Definitions:

- a. Variously, "**Undesignated Fund Balance**," "**Unreserved Fund Balance**," "**Unrestricted Fund Balance**": The portion of the general fund balance that is not reserved or designated for a specific use that exists, and most often is reported at the end of the fiscal year. For the purpose of this policy, this fund will be referred to as the Undesignated Fund.
- b. "**Operating Expenditures**": All charges included in the Gross Spending General Town Budget.

7.1



*Vermont League Of Cities And Towns*  
**MODEL FUND BALANCE RESERVE POLICY  
WITH GUIDANCE**

## VLCT Model Fund Balance Reserve Policy Guidance

Like any planning effort, municipal budgeting involves an element of risk. When preparing and adopting a proposed budget, neither the selectboard nor the voters can precisely predict circumstances during the coming year. A municipal budget must necessarily be built on certain assumptions and estimates of revenues and expenditures.

In most cases, these assumptions and estimates prove accurate and a municipality will end its fiscal year on target, but an economic downturn can increase property tax delinquencies, commodity prices can rise sharply, or the state may delay payment of financial aid. Unusual weather conditions can require additional labor and equipment expenditures to keep the roads open for travel or a key piece of equipment can break down. These temporary revenue shortfalls and unanticipated expenditures can force a municipality to increase taxes, reduce service levels, delay anticipated projects, or incur short-term debt to cover a deficit. Therefore, a municipality may want to consider establishing a reserve fund for fund balances (more commonly known as a “rainy day fund”) for the purpose of covering unanticipated revenue shortfalls and paying non-recurring and unanticipated general and highway fund expenditures.

**Reserve Funds.** Through establishment of a fund balance reserve, local governments can mitigate the impact of unforeseen events on the municipal budget. Twenty-four V.S.A. § 2804 allows municipalities to establish a reserve fund under the control and direction of the selectboard. Money in the reserve fund can be expended by the selectboard for such purposes for which the reserve fund was established or for other purposes when authorized by a majority of the voters at an annual or special meeting. Creation of a reserve fund would require voter approval of a warning article similar to this:

*Shall the voters establish a reserve fund to be called the [insert name of reserve fund] in an amount not to exceed 5% of the general and highway fund budget to be used for covering unanticipated revenue shortfalls and to pay non-recurring and unanticipated general and highway fund expenses, in accordance with 24 V.S.A. § 2804?*

A fund balance reserve policy can assist the selectboard in administering such a reserve fund by guiding decisions about how money will be set aside in the reserve fund and the circumstances under which money in it will be spent. This model policy provides that the selectboard will propose funding of this particular type of reserve fund through the town budget to maintain the balance at the maximum amount authorized by the voters.

**Appropriate Fund Balance.** Most financial municipal experts agree that a municipality should maintain financial reserves of at least 5 percent of annual operating expenditures and that the more unstable a municipality’s revenue base, the more funds it should hold in reserve. In this regard, Vermont municipalities that rely more heavily on local option tax revenues may consider larger reserves than those that depend almost exclusively on the municipal property tax.

## FUND BALANCE RESERVE POLICY

\_\_\_\_\_ *Municipal Name*

**PURPOSE.** The selectboard of the Town of \_\_\_\_\_ believes that sound financial management requires that sufficient funds be maintained by the Town for unanticipated expenditures and revenue shortfalls during the course of the fiscal year as may be caused by economic downturns, natural disasters, and other unforeseen circumstances. Maintaining such funds will help sustain the stability of the Town tax rate and reduce the need for short-term borrowing.

**OBJECTIVE.** Upon recommendation of the selectboard, on March \_\_, 20\_\_, voters of the Town authorized establishment of a reserve fund in accordance with 24 V.S.A. § 2804. The selectboard's objective is for adequate funds to be set aside in this reserve fund in a planned and consistent manner and that these moneys not be spent for regular Town expenditures or used to reduce property taxes.

**RESERVE FUND EXPENDITURES.** The reserve fund was established by the voters for the purpose of covering unanticipated revenue shortfalls and paying non-recurring and unanticipated general and highway fund expenditures of the Town. To this end, the selectboard will only use the reserve fund to alleviate unanticipated short-term budgetary issues such as revenue shortfalls or unforeseen expenses. Any expenditure of the reserve fund by the selectboard for such purposes shall require approval of a majority of selectboard members at a duly warned selectboard meeting. In accordance with 24 V.S.A. § 2804(a), expenditure of the reserve funds for any other purpose shall require the authorization of a majority of the voters present at an annual or special town meeting.

**RESERVE FUND APPROPRIATIONS.** Annually, the selectboard will propose fund balance reserve funding through the town budget to maintain the balance at the maximum amount authorized by the voters. If an expenditure reduces the reserve fund balance below 75% of the maximum amount authorized by the voters, the selectboard will, as part of its approval, adopt a plan to restore the funds to the prescribed level.

The foregoing Policy is hereby adopted by the selectboard of the Town of \_\_\_\_\_, Vermont, this \_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

### SIGNATURES.

\_\_\_\_\_  
Chairperson

Selectboard members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Use of Funds.** The model policy provides that the selectboard will only use the reserve fund “to alleviate unanticipated short-term budgetary issues such as revenue shortfalls or unforeseen expenses.” It also requires the selectboard to hold a public meeting before authorizing expenditure from the reserve fund. If any reserve fund expenditure reduces the fund balance below 75% of the maximum amount authorized by the voters, the selectboard must develop a plan to restore the funds to the prescribed level.

**Please note that this model policy has been developed for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any financial policy, nor does it make any express or implied guarantee of legal enforceability or legal compliance, nor does VLCT represent that any particular policy is appropriate for any particular municipality. Your legal counsel should review any proposed financial policy before adopting it.**

As always, please contact the Municipal Assistance Center if you have questions at [info@vlct.org](mailto:info@vlct.org) or 800-649-7915. The model policy is below, copy text below this line.

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7.2

Town of Norwich, Vermont



CHARTERED 1761

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### Tax Collection Policy and Procedure ~~for Town of Norwich~~

**Effective:** Upon adoption.

**Purpose:** The purpose of this policy is to outline the process for the collection of Town of Norwich property taxes (subsequently referred to as the "Town") and to describe the process used for the collection of overdue/late and delinquent taxes.

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**Authority:** ~~(need to add)~~

- Levying of property taxes is enabled by 24 VSA §1521, et seq.
- Notice of current taxes is the responsibility of last owner 32 VSA §3651, any lien follows the property according to 32 VSA §5061(a).
- Collecting of current taxes is outlined in 32 VSA §§4772 & 4792.
- Overdue (late) installments that are not delinquent are subject to interest payments according to 32 VSA §4873. Pursuant to 32 VSA §5136, the Town votes to charge interest on overdue taxes. (Note: because town votes to collect interest on overdue taxes, that interest must be collected and may not be waived or reduced by the Delinquent Tax Collector; however, there is an exception re: COVID-19 that the VT Legislature granted.)
- Authority to conduct tax collections, based on Delinquent Tax Warrant(s) enabled in 32 VSA §§4794 & 1674(2).
- Delinquent penalty authorized under 32 VSA §1674(2) (and 24 VSA §1236(10)).
- Issuance of corrected new tax bill resulting from filing a late Homestead Declaration does not extend the payment time of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill according to 32 VSA §6066a(f)(1).
- Note: there are other statutory references that apply to specific instances related to taxes and tax collection. Refer to the VLCT Handbook for Collectors of Delinquent Taxes for such detail, or contact the Town Manager's Office who serves as Delinquent Tax Collector.

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**Policy:** Annually, and as determined by state law, the Selectboard will set a property tax rate and levy property taxes on property owners. according to state law. The Town will collect property taxes two times per year to be determined at the annual Town Meeting which is held on the first Tuesday in March. Current property taxes are due upon receipt of the tax bill.

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**Town of Norwich**  
**Tax Collection Policy and Procedure**  
**June 2020**

However, subject to voter authorization at Town Meeting (1<sup>st</sup> Tuesday in March) tax payments may be made in two installments. Such installments typically must be made no later than 4:30 pm on the 2<sup>nd</sup> Friday of August and February. Current tax payments received after the August installment deadline are considered overdue/late and are subject to interest payments. Current tax payments received after the February installment deadline are considered delinquent and are subject to a one-time penalty and interest payments.

**Definitions:**

**Delinquent payments:** Current taxes that are not paid by the second installment deadline (typically the second Friday in February but can be adjusted by Town vote or decree) are considered delinquent and are subject to a 1% ~~penalty-monthly~~ "simple" interest charge for the first three months and account is delinquent, thereafter 1.5% ~~penalty~~ for subsequent months, and a one-time 8% ~~collection/penalty fee~~.<sup>1</sup>

**Overdue/Late payments:** Current taxes that are not paid by the first installment deadline (typically the second Friday in August but can be adjusted by Town vote or decree) are considered ~~overdue/late~~ and are subject to a 1% ~~penalty-monthly~~ "simple" interest charge for the first three months the account is late and thereafter 1.5% penalty for subsequent months the account is late, is paid in full\*, or reverts to a delinquent status remains overdue/late, including in a delinquent status.

"Returned checks" or "bounced checks" (indicating insufficient funds in the account to which the tax payment was made means a payment has not been made, is considered a late payment. If the returned check results in an overdue/late payment, then aAll penalties and charges outlined above will apply.

**Collection of Property Taxes**

**Procedure:** Unless determined otherwise by the voters of Norwich or by decree by the Legislature, the first payment is due on or by the second Friday in August and the second payment due by the second Friday in February. ~~Postal~~ Clearly legible USPS postal cancellation on or by the due date are considered "on time" payments. Payments can be made in cash, check, money order, credit card or via direct payment from your a bank account (ACH). Contact the Finance Office for information on alternate payment options. Any USPS postal cancellation

<sup>1</sup> Interest that is assessed on overdue/late taxes is "simple" interest, rather than "compound" interest. Also, interest is applied to a fraction of a month as if it were the entire month. For example, if taxes are due on August 15, there will be a full one percent interest applied as of August 16, since that one day is a fraction of the calculated month.

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Comment [C2]: Discussed under definitions and procedure. I would remove from here.

Comment [HD3]: I have no issues with this deletion from the draft.

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<sup>4</sup> that is not clearly legible can result in an account being considered overdue/late/delinquent. Legibility is determined solely by the Town.

**Procedure for the Collection of Overdue/Late and Delinquent Taxes**

Notice: ~~You a property owner~~ may be entitled to an abatement of ~~your~~ their delinquent property taxes under 24 V.S.A. ~~§Section~~ 1535 (attached). Property owners are encouraged to first consult with the Delinquent Tax Collector to discuss the status of the owner's property tax "account". Thereafter, if the property owner remains committed to seeking an abatement, the owner would need to contact the Town Clerk (802-649-1419 x3), ~~if you would like~~ to schedule a meeting with the Board of Abatement, ~~please contact the Town Clerk at 802-649-1419, ext. 103.~~

Overdue/Late payments:

~~(I could not find anything in statutes about notification of taxpayers who are considered "late". Do we notify the taxpayer in any way? Can/should we?)~~ The Selectboard shall set a tax rate, prepare tax bills, and mail the tax bills to property owners no less than 30 days prior to the deadline for the first tax installment (typically 4:30 pm on the second Tuesday of August). Tax bills are due upon receipt. Because of Tthe two installment system established by the voters during the annual Town Meeting in addition to and because of the notice information printed on the tax bills, no additional notice to property owners who are overdue/late is warranted. pertaining to overdue/late/delinquent tax payments.<sup>2</sup>

Delinquent payments:

- a. ~~The Finance Officer presents to the Treasurer a list of the delinquent taxes, plus collection/penalty (8%) and interest (1%), called a Warrant, not more than 15 days after the final tax due date in February~~ No less than 15 days after the final installment is due (typically 4:30 pm on the second Friday of February), The Treasurer shall issue to the Delinquent Tax Collector a Warrant against the delinquent taxpayers in the amount of

<sup>2</sup> ~~The tax collection system is established such that, though bills are due upon receipt, they can be paid via the two installment procedure. Essentially, the time between receipt of the tax bill and the installment dates serve as the "grace" period for property owners to pay their property taxes. So, even though tax bills are due upon receipt, interest is not charged until after the 30-day bill sending requirement of the Selectboard (i.e., until after the first installment deadline defining overdue/late payment subject to interest charges and the second installment deadline defining delinquency subject to a delinquent penalty and new/on-going interest charges). Note that the "no additional notice is required" statement relates specifically to notifying the property owner that they are overdue/late. This does not relate to the notices sent by the Finance Office/Delinquent Tax Collector related to monthly interest charges, delinquencies, and the like.~~

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**Comment [HD4]:** No issues with these changes to the draft.

**Comment [C5]:** While notice is not required that someone is overdue/late, might it be a good idea to send out a notice if 30 days late? How much of a burden would this be?

**Comment [HD6R5]:** We have to provide monthly notice related to overdue/late to property owners related to new interest being "tacked" onto their bill. So, I think this would cover your concern about noticing

**Comment [HD7]:** No issues with these changes to the draft.

**Comment [C8]:** I did not mean to delete the footnote

**Comment [HD9R8]:** Got it! ☺



**Town of Norwich**  
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- taxes remaining unpaid. The Finance Officer lends assistance to the Treasurer in the preparation of the Warrant. This Warrant is then signed by the Treasurer and transferred over to the Delinquent Tax Collector (Town Manager) authorizing the collection of the delinquent taxes. Within 15 days after the collection warrant has been issued and each month thereafter until taxes are paid in full, a notice will be sent to each delinquent taxpayer indicating the amount of taxes, interest and penalty owed. The Warrant commands the Delinquent Tax Collector to collect those taxes and pay them into the town treasury.
- b. The Delinquent Tax Collector will set up a file for each delinquent taxpayer to track and record amounts due, payments made, and any communication between the taxpayer and the collector. Each file should contain a record of the taxpayer's account.
- c. Thirty to 45 days after a taxpayer is declared delinquent, the Delinquent Tax Collector will notify, via US mail to the tax payer, notice of the delinquency. Any failure in delivery of this preliminary letter **does not negate the taxpayers responsibility or prevent the town from pursuing further action.**
- a-d. State law requires that a collector of delinquent taxes must give notice to a delinquent taxpayer before taking action to collect the delinquent amounts. Such notice must indicate the amount owed, including taxes, fees, interest and when and where they should be paid. The notice must allow residents at least ten days and nonresidents at least twenty days (but not more than forty) to pay the amount due before the collector proceeds with a tax sale or other action. 32 V.S.A.
- b-e. \_\_\_\_\_ When a payment is made on a late or delinquent tax, it will normally be applied to the oldest outstanding tax first, unless instructed otherwise by the taxpayer. When a payment is made on a delinquent tax, the accumulated interest is first deducted from the payment. Then if a collection/penalty fee is due, the balance (after deduction of the interest due), is allocated to the tax principal due and the collection fee by dividing by 1.08.
- e-f. Partial payments will be accepted and allocated as described above. Acceptance of partial payment does not reduce the taxpayer's obligation to pay any outstanding tax, interest and collection fee that is due.
- d-g. \_\_\_\_\_ The Delinquent Tax Collector may enter into an installment plan with the taxpayer to pay his/her taxes over time. Payments must be made at least each month. An installment plan must be in writing and signed by the taxpayer and the Delinquent Tax Collector. Providing the taxpayer keeps to the payment schedule, no further action will be taken to collect the delinquent tax. The written payment agreement must be executed by the delinquent taxpayer within 45 days of the first monthly delinquency notice. Note: the delinquent tax payer is expected to adhere to any said installment plan

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**Comment [HD10]:** I generally don't have issue with these changes to the draft, as long as it's consistent with state law (and the Handbook which is a really good one). However, some of this is already in the changes I proposed (e.g., see 4 sections down, I think now labeled "h").

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and remain current on a subsequent year's new tax bill (i.e., Current taxes). It is permissible for a delinquent taxpayer, though delinquent in one year, to pay taxes first toward their current taxes, to prevent/minimize that current year's taxes from becoming delinquent which would result in the 8% penalty for that year. If agreed, an installment plan can be arranged to incorporate both delinquent taxes (and related penalty and interest) and a current year's taxes, so long as the delinquent taxes (and related penalty and interest) are paid in full within the terms of the installment plan.

h. If a payment agreement is not executed by the delinquent taxpayer, the delinquent property owner declines to enter into an installment plan with the Town or the delinquent taxpayer defaults on any installment plan, mortgage and lien holders will be notified of the delinquency 60 days after the first delinquency notice has been sent to the delinquent taxpayer. The Delinquent Tax Collector will take additional action to obtain delinquent taxes and any related interest/penalty charges. When voluntary agreement to pay delinquent taxes fails by the property owner, advance notice shall be given to property owners that the Delinquent Tax Collector intends to take additional action to collect the amount(s) owed. For residents, at least 10-days' notice is required, and for non-residents, at least 20-days' notice is required. The notice needs to include the time and place where payment of the taxes and fees may be made. Failure to make payment based on this notice to take further action permits the Delinquent Tax Collector to initiate any of four methods for collecting delinquent taxes. The most common includes Tax Sale. The other less common methods include: Foreclosure, Dstraint, and Action at Law.

e. i. Bi-monthly Reports. The statutes require the collector of delinquent taxes to file a report with the treasurer every two months or when demanded by the legislative body. 32 V.S.A. c 4646. The report must include a list of the taxpayers from whom taxes have been collected, showing the amounts collected and the years in which the taxes collected were due.

j. Annual Reports. The collector of delinquent taxes must file an additional report by January 15 of each year. This report must list all taxes remaining unpaid on December 31, and must include the name of the delinquent taxpayer and the year that the taxes were due. This report must be certified by the collector of delinquent taxes and delivered to the Treasurer. 32 V.S.A. § 5162. The report is "certified under oath" by having the signature of the collector of delinquent taxes notarized by a notary public.

k. In addition to providing the town Treasurer with the annual report, the collector of delinquent taxes must also furnish the annual report to the town auditors. 32 V.S.A. § 5163. However, if the town has voted to eliminate the office of elected auditor under

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Comment [HD11]: No issue with these changes to the draft.



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~~authority of 17 V.S.A. § 2651b, the records should be submitted to the Town's licensed public accountant hired by the selectboard.~~

**Procedure for entering into a Tax Sale:** ~~Advance notice to delinquent property owners will occur when the delinquent taxpayer fails to uphold the agreed to payment plan or does not enter into a payment plan as described in section ? above. If no effort is made to pay or follow a payment plan, the Tax Collector will begin the following actions to conduct a tax sale of the property or as much of the property as is necessary to pay the tax, plus costs and fees:~~

~~(I could not find "when" a tax sale would be considered? After what period of time would we consider? 3 yrs? 5 yrs? Or leave open? Old policy just said if no effort is made to schedule a payment plan or pay outstanding tax.) If the delinquent property owner fails to meet the requirements of the advance notice of the Town's intent to take additional action to collect the amount(s) owed outlined in subsection e. above, the Delinquent Tax Collector will send a Final Demand Letter warning the delinquent property owner of the Town's intent to sell the property at tax sale (or use of one of the other lesser used procedures for collection). Such letter serves as the last-chance warning before formal proceedings are started. At this point, the Delinquent Tax Collector will consult with Town Counsel, upon notification and approval of the Selectboard.~~

~~Assuming use of Town Counsel is approved, the Delinquent Tax Collector will proceed with tax sale (or another lesser used procedure for collection) under the advice of counsel.<sup>3</sup> The typical process for tax sale involves:~~

~~1. Preparing for the Tax Sale;~~

- ~~a. Whether the Town will "bid" on the delinquent property.~~
- ~~b. Conduct a title search of the delinquent property to identify lien holders.~~
- ~~c. Prepare an accounting. The following are fees and expenses that can be recouped as part of a tax sale:~~
  - ~~i. Levy & extending of warrant ..... \$10.00~~
  - ~~ii. Recording levy & extending of warrant ..... \$10.00~~
  - ~~iii. Notices ..... Actual cost~~
  - ~~iv. Publication ..... Actual cost~~
  - ~~v. Travel ..... At state rate~~
  - ~~vi. Attending and holding sale ..... \$10.00~~
  - ~~vii. Making and recording return (report of sale) ..... \$10.00~~

<sup>3</sup> Note that mobile homes and bankruptcy impose potential issues concerning delinquent property taxes. In these instances, the Town and Delinquent Tax Collector should consult with legal counsel first.

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Comment [HD12]: I suggest this change for economization of text and because the Town voted to do away with elected auditors.

Comment [C13]: There was additional text here from VLCT but the pages were missing.

Comment [HD14R13]: What you seem to not have received was that failure to report the bi-monthly or annual reports is that I could be subject to a fine up to \$100, and that my records are subject to the Public Records Law, except those items that may be exempt (and VLCT suggests consultation with attorney if such a request is made).

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Comment [HD15]: So, I understand what you are saying here, but I can't give "advance" notice to an individual that I won't know in advance if they are unwilling to set up a payment plan or they default on any agreed to payment plan! ☺ But, that is the purpose of the "Demand Letter". After all other notices and efforts to obtain payment, I send out the "Demand Letter" that serves as the notice of last resort (for procedure before moving to tax sale) stating a time and place to make payment. If the property owner doesn't meet those requirements, then comes the tax sale process (i.e., the next process), which itself has notices along the way (e.g., notice to the property owner/lien holders, notice of date of tax sale). After the tax sale there's even a year-long "redemption" period that the property has to redeem their property (i.e., make payment). That includes notice. Having done this in my previous job, there is plenty of notice that the owner receives. Also, often I'll have the attorney send out a notice under his/her signature to see if payment can be accomplished before getting too far into the title search process.

Comment [C16]: Struggling to find the words and actions. I believe we need to set a specific time for when we would pursue tax sale after advance notice is provided.

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- viii. Collector's deed ..... \$30.00
  - ix. Collector's fee (penalty & interest charges)..... As established in the Town
  - x. Expenses incurred in securing the property against illegal activity and fire hazard..... Actual cost incurred, not to exceed 20% of the uncollected tax
  - xi. Legal assistance..... Legal expenses actually and reasonably incurred and authorized by the Selectboard, up to a maximum of 15% of the uncollected tax
2. Provide notice of tax sale, including notice to delinquent taxpayer, notice to lien holders and mortgagees, and notice to the public at-large.
  3. Settling before sale.
  4. Conducting the tax sale.
  5. Report of sale.
  6. Treatment of sale proceeds.
  7. Redemption.
  8. Collector's deed and property transfer tax.
  9. Report to the Town Clerk.
  10. Accounting to the delinquent taxpayer.
  11. Challenges to deed.
    - a. The Tax Collector will notify the taxpayer and all mortgage and lien holders of the tax sale decision, the date by which full payment must be received, and the costs to expect once the sale process begins.
    - b. If the deadline date has passed and full payment has not been received, the collector will proceed with a tax sale according to the procedures specified in 32 V.S.A. Section 5252.
    - c. Costs of preparing and conducting the sale, including legal fees up to 15% of the amount of the delinquent tax, will be charged to the delinquent taxpayer.

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Appendices: the appendices attached herein serve as a guide for the Delinquent Tax Collector in carrying out that individual's duties and responsibilities. As applicable and warranted, the Delinquent Tax Collector may use different forms of the model information contained in the appendices. However, in all instances, the Delinquent Tax Collector will strive to ensure consistency and continuity of procedure, use of the model (or modified versions of the model) information, and otherwise work under the intended purpose of the policy contained herein.

Adopted by the Norwich Selectboard on \_\_\_\_\_, 2020

**Town of Norwich**

**Tax Collection Policy and Procedure**  
**June 2020**

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

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REVISED JUNE 30, Prepared by R. Arnold with suggestions from C. Brochu

A policy requiring the Norwich Police Department to publish standards, policies, procedures, and training online

**Effective Date:** August 1, 2020

**Purpose:** To make information available online and easily accessible to the public in order to educate Norwich residents about law enforcement standards and policies and procedures and to increase awareness and community trust.

**Authority:** Vermont Public Records Act; 1 V.S.A. § 316-317; *Doyle v. Burlington Police Department*

**Policy:** Norwich Police department will post on their websites all current standards, policies and procedures, and training that would otherwise be available to the public through a Vermont Public Records Act request.

**Background:**

- 1) Law enforcement agencies have numerous sets of regulations, including, but not limited to, educational materials, manuals, practices, policies and procedures, that guide employees in their duties. State law and agencies establish law enforcement standards and training and require the Norwich Police Department to adopt policies and procedures.
- 2) Vermont Public Records Act generally requires state and local law enforcement agencies to make its public records available for inspection by a member of the public, unless the public record is specifically exempted from disclosure. State statute governing exemptions are attached to this policy as an appendix.
- 3) The Vermont Supreme Court (2019) decision in *Doyle v. Burlington Police Department* states clearly that the law does not allow charging for inspection of documents. Making regulations of law enforcement agencies easily accessible to the public potentially saves labor associated with responding to individual requests for this information.
- 4) Currently, in Vermont and the country, many local law enforcement agencies conspicuously post their standards, policies and procedures, and training to their websites.

**Procedure:**

Commencing on the effective date, Norwich Police Department shall conspicuously post on their websites all current standards, policies and procedures, and training that would otherwise be available to the public if a request was made pursuant to the Vermont Public Records Act.



# The Vermont Statutes Online

## Title 1 : General Provisions

### Chapter 005 : Common Law; General Rights

#### Subchapter 003 : Access To Public Records

(Cite as: 1 V.S.A. § 317)

#### § 317. Definitions; public agency; public records and documents; exemptions

(a) As used in this subchapter:

(1) "Business day" means a day that a public agency is open to provide services.

(2) "Public agency" or "agency" means any agency, board, department, commission, committee, branch, instrumentality, or authority of the State or any agency, board, committee, department, branch, instrumentality, commission, or authority of any political subdivision of the State.

(b) As used in this subchapter, "public record" or "public document" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business. Individual salaries and benefits of and salary schedules relating to elected or appointed officials and employees of public agencies shall not be exempt from public inspection and copying.

(c) The following public records are exempt from public inspection and copying:

(1) Records which by law are designated confidential or by a similar term.

(2) Records which by law may only be disclosed to specifically designated persons.

(3) Records which, if made public pursuant to this subchapter, would cause the custodian to violate duly adopted standards of ethics or conduct for any profession regulated by the State.

(4) Records which, if made public pursuant to this subchapter, would cause the custodian to violate any statutory or common law privilege other than the common law deliberative process privilege as it applies to the General Assembly and the Executive Branch agencies of the State of Vermont.

(5)(A) Records dealing with the detection and investigation of crime, but only to the extent that the production of such records:

(i) could reasonably be expected to interfere with enforcement proceedings;

(ii) would deprive a person of a right to a fair trial or an impartial adjudication;

(iii) could reasonably be expected to constitute an unwarranted invasion of personal privacy;

(iv) could reasonably be expected to disclose the identity of a confidential source, including a state, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source;

(v) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecution if such disclosure could reasonably be expected to risk circumvention of the law;

(vi) could reasonably be expected to endanger the life or physical safety of any individual.

(B) Notwithstanding subdivision (A) of this subdivision (5), records relating to management and direction of a law enforcement agency; records reflecting the initial arrest of a person, including any ticket, citation, or complaint issued for a traffic violation, as that term is defined in 23 V.S.A. § 2302; and records reflecting the charge of a person shall be public.

(C) It is the intent of the General Assembly that in construing subdivision (A) of this subdivision (5), the courts of this State will be guided by the construction of similar terms contained in 5 U.S.C. § 552(b)(7) (Freedom of Information Act) by the courts of the United States.

(D) It is the intent of the General Assembly that, consistent with the manner in which courts have interpreted subdivision (A) of this subdivision (5), a public agency shall not reveal information that could be used to facilitate the commission of a crime or the identity of a private individual who is a witness to or victim of a crime, unless withholding the identity or information would conceal government wrongdoing. A record shall not be withheld in its entirety because it contains identities or information that have been redacted pursuant to this subdivision.

(6) A tax return and related documents, correspondence, and certain types of substantiating forms which include the same type of information as in the tax return itself filed with or maintained by the Vermont Department of Taxes or submitted by a person to any public agency in connection with agency business.

(7) Personal documents relating to an individual, including information in any files maintained to hire, evaluate, promote, or discipline any employee of a public agency, information in any files relating to personal finances, medical or psychological facts concerning any individual or corporation; provided, however, that all information in personnel files of an individual employee of any public agency shall be made available to that individual employee or his or her designated representative.

(8) Test questions, scoring keys, and other examination instruments or data used to administer a license, employment, or academic examination.

(9) Trade secrets, meaning confidential business records or information, including any formulae, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which a commercial concern makes efforts that are reasonable under the circumstances to keep secret, and which gives its user or owner an opportunity to obtain business advantage over competitors who do not know it or use it, except that the disclosures required by 18 V.S.A. § 4632 are not exempt under this subdivision.

(10) Lists of names compiled or obtained by a public agency when disclosure would violate a person's right to privacy or produce public or private gain; provided, however, that this section does not apply to lists which are by law made available to the public, or to lists of professional or occupational licensees.

(11) Student records, including records of a home study student; provided, however, that such records shall be made available upon request under the provisions of the Federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as may be amended.

(12) Records concerning formulation of policy where such would constitute a clearly unwarranted invasion of personal privacy, if disclosed.

(13) Information pertaining to the location of real or personal property for public agency purposes prior to public announcement of the project and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts thereof.

(14) Records which are relevant to litigation to which the public agency is a party of record, provided all such matters shall be available to the public after ruled discoverable by the court before which the litigation is pending, but in any event upon final termination of the litigation.

(15) Records relating specifically to negotiation of contracts, including collective bargaining agreements with public employees.

(16) Any voluntary information provided by an individual, corporation, organization, partnership, association, trustee, estate, or any other entity in the State of Vermont, which has been gathered prior to the enactment of this subchapter, shall not be considered a public document.

(17) Records of interdepartmental and intradepartmental communications in any county, city, town, village, town school district, incorporated school district, union school district, consolidated water district, fire district, or any other political subdivision of the State to the extent that they cover other than primarily factual materials and are preliminary to any determination of policy or action or precede the presentation of the budget at a meeting held in accordance with section 312 of this title.

(18) Records of the Office of Internal Investigation of the Department of Public Safety, except as provided in 20 V.S.A. § 1923.

(19) Records relating to the identity of library patrons or the identity of library patrons in regard to library patron registration records and patron transaction records in accordance with 22 V.S.A. chapter 4.

(20) Information that would reveal the location of archaeological sites and underwater historic properties, except as provided in 22 V.S.A. § 761.

(21) Lists of names compiled or obtained by Vermont Life magazine for the purpose of developing and maintaining a subscription list, which list may be sold or rented in the sole discretion of Vermont Life magazine, provided that such discretion is exercised in furtherance of that magazine's continued financial viability, and is exercised pursuant to specific guidelines adopted by the editor of the magazine.

(22) [Repealed.]

(23) Any data, records, or information produced or acquired by or on behalf of faculty, staff, employees, or students of the University of Vermont or the Vermont State Colleges in the conduct of study, research, or creative efforts on medical, scientific, technical, scholarly, or artistic matters, whether such activities are sponsored alone by the institution or in conjunction with a governmental body or private entity, until such data, records, or information are published, disclosed in an issued patent, or publicly released by the institution or its authorized agents. This subdivision applies to, but is not limited to, research notes and laboratory notebooks, lecture notes, manuscripts, creative works, correspondence, research proposals and agreements, methodologies, protocols, and the identities of or any personally identifiable information about participants in research. This subdivision shall not exempt records, other than research protocols, produced or acquired by an institutional animal care and use committee regarding the committee's compliance with State law or federal law regarding or regulating animal care.

(24) Records of, or internal materials prepared for, the deliberations of any public agency acting in a judicial or quasi-judicial capacity.

(25) Passwords, access codes, user identifications, security procedures, and similar information the disclosure of which would threaten the safety of persons or the security of public property.

(26) Information and records provided to the Department of Financial Regulation by a person for the purposes of having the Department assist that person in resolving a dispute with any person regulated by the Department, and any information or records provided by a person in connection with the dispute.

(27) Information and records provided to the Department of Public Service or the Public Utility Commission by an individual for the purposes of having the Department or Commission assist that individual in resolving a dispute with a utility regulated by the Department or Commission, or by the utility or any other person in connection with the individual's dispute.

(28) Records of, and internal materials prepared for, independent external reviews of health care service decisions pursuant to 8 V.S.A. § 4089f and of mental health care service decisions pursuant to 8 V.S.A. § 4089a.

(29) The records in the custody of the Secretary of State of a participant in the Address Confidentiality Program described in 15 V.S.A. chapter 21, subchapter 3, except as provided in that subchapter.

(30) All State-controlled database structures and application code, including the vermontvacation.com website and Travel Planner application, which are known only to certain State departments engaging in marketing activities and which give the State an opportunity to obtain a marketing advantage over any other state, regional, or local governmental or nonprofit quasi-governmental entity, or private sector entity, unless any such State department engaging in marketing activities determines that the license or other voluntary disclosure of such materials is in the State's best interests.

(31) Records of a registered voter's month and day of birth, driver's license or nondriver identification number, telephone number, e-mail address, and the last four digits of his or her Social Security number contained in a voter registration application or the statewide voter checklist established under 17 V.S.A. § 2154 or the failure to register to vote under 17 V.S.A. § 2145a.

(32) With respect to publicly owned, managed, or leased structures, and only to the extent that release of information contained in the record would present a substantial likelihood of jeopardizing the safety of persons or the security of public property, final building plans, and as-built plans, including drafts of security systems within a facility, that depict the internal layout and structural elements of buildings, facilities, infrastructures, systems, or other structures owned, operated, or leased by an agency before, on, or after the effective date of this provision; emergency evacuation, escape, or other emergency response plans that have not been published for public use; and vulnerability assessments, operation and security manuals, plans, and security codes. For purposes of this subdivision, "system" shall include electrical, heating, ventilation, air conditioning, telecommunication, elevator, and security systems. Information made exempt by this subdivision may be disclosed to another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities; to a licensed architect, engineer, or contractor who is bidding on or performing work on or related to buildings, facilities, infrastructures, systems, or other structures owned, operated, or leased by the State. The entities or persons receiving such information shall maintain the exempt status of the information. Such information may also be disclosed by order of a court of competent jurisdiction, which may impose protective conditions on the release of such information as it deems appropriate. Nothing in this subdivision shall preclude or limit the right of the General Assembly or its committees to examine such information in carrying out its responsibilities or to subpoena such information. In exercising the exemption set forth in this subdivision and denying access to information requested, the custodian of the information shall articulate the grounds for the denial.

(33) The account numbers for bank, debit, charge, and credit cards held by an agency or its employees on behalf of the agency.

(34) Affidavits of income and assets as provided in 15 V.S.A. § 662 and Rule 4 of the Vermont Rules for Family Proceedings.

(35) [Repealed.]

(36) Anti-fraud plans and summaries submitted for the purposes of complying with 8 V.S.A. § 4750.

(37) Records provided to the Department of Health pursuant to the Patient Safety Surveillance and Improvement System established by 18 V.S.A. chapter 43a.

(38) Records that include prescription information containing data that could be used to identify a prescriber, except that the records shall be made available upon request for medical research, consistent with and for purposes expressed in 18 V.S.A. § 4622 or 9410, 18 V.S.A. chapter 84 or 84A, and for other law enforcement activities.

(39) Records held by the Agency of Human Services or the Department of Financial Regulation, which include prescription information containing patient-identifiable data, that could be used to identify a patient.

(40) Records of genealogy provided in an application or in support of an application for tribal recognition pursuant to chapter 23 of this title.

(41) Documents reviewed by the Victims Compensation Board for purposes of approving an application for compensation pursuant to 13 V.S.A. chapter 167, except as provided by 13 V.S.A. §§ 5358a(b) and 7043(c).

(42) Except as otherwise provided by law, information that could be used to identify a complainant who alleges that a public agency, a public employee or official, or a person providing goods or services to a public agency under contract has engaged in a violation of law, or in waste, fraud, or abuse of authority, or in an act creating a threat to health or safety, unless the complainant consents to disclosure of his or her identity.

(d)(1) On or before December 1, 2015, the Office of Legislative Council shall compile lists of all Public Records Act exemptions found in the Vermont Statutes Annotated, one of which shall be arranged by subject area, and the other in order by title and section number.

(2) On or before December 1, 2019, the Office of Legislative Council shall compile a list arranged in order by title and section number of all Public Records Act exemptions found in the Vermont Statutes Annotated that are repealed, or are narrowed in scope, on or after January 1, 2019. The list shall indicate:

(A) the effective date of the repeal or narrowing in scope of the exemption; and

(B) whether or not records produced or acquired during the period of applicability of the repealed or narrowed exemption are to remain exempt following the repeal or narrowing in scope.

(3) The Office of Legislative Council shall update the lists required under subdivisions (1) and (2) of this subsection no less often than every two years. In compiling and updating these lists, the Office of Legislative Council shall consult with the Office of Attorney General. The lists, and any updates thereto, shall be posted in a prominent location on the websites of the General Assembly, the Secretary of State's Office, the Attorney General's Office, and the State Library, and shall be sent to the Vermont League of Cities and Towns.

(e)(1) For any exemption to the Public Records Act enacted or substantively amended in legislation introduced in the General Assembly in 2019 or later, in the fifth year after the effective date of the enactment, reenactment, or substantive amendment of the exemption, the exemption shall be repealed on July 1 of that fifth year except if the General Assembly reenacts the exemption prior to July 1 of the fifth year or if the law otherwise requires.

(2) Legislation that enacts, reenacts, or substantively amends an exemption to the Public Records Act shall explicitly provide for its repeal on July 1 of the fifth year after the effective date of the exemption unless the legislation specifically provides otherwise.

(f) Unless otherwise provided by law, a record produced or acquired during the period of applicability of an exemption that is subsequently repealed or narrowed in scope shall, if exempt during that period, remain exempt following the repeal or narrowing in scope of the exemption. (Added 1975, No. 231 (Adj. Sess.), § 1; amended 1977, No. 202 (Adj. Sess.); 1979, No. 156 (Adj. Sess.), § 6; 1981, No. 227 (Adj. Sess.), § 4; 1989, No. 28, § 2; 1989, No. 136 (Adj. Sess.), § 1; 1995, No. 46, §§ 23, 58; 1995, No. 159 (Adj. Sess.), § 2; No. 167 (Adj. Sess.), § 29; No. 182 (Adj. Sess.), § 21, eff. May 22, 1996; No. 180 (Adj. Sess.), § 38; No. 190 (Adj. Sess.), § 1(a); 1997, No. 159 (Adj. Sess.), § 12, eff. April 29, 1998; 1999, No. 134 (Adj. Sess.), § 3, eff. Jan. 1, 2001; 2001, No. 28, § 9, eff. May 21, 2001; 2001, No. 76 (Adj. Sess.), § 3, eff. Feb. 19, 2002; No. 78 (Adj. Sess.), § 1, eff. Apr. 3, 2002; 2003, No. 59, § 1, eff. Jan. 1, 2006; 2003, No. 63, § 29, eff. June 11, 2003; 2003, No. 107 (Adj. Sess.), § 14; 2003, No. 146 (Adj. Sess.), § 6, eff. Jan. 1, 2005; 2003, No. 158 (Adj. Sess.), § 2; 2003, No. 159 (Adj. Sess.), § 12; 2005, No. 132 (Adj. Sess.), § 1; 2005, No. 179 (Adj. Sess.), § 3; 2005, No. 215 (Adj. Sess.), § 326; 2007, No. 80, § 18; 2007, No. 110 (Adj. Sess.), § 3; 2007, No. 129 (Adj. Sess.), § 2; 2009, No. 59, § 5; 2009, No. 107 (Adj. Sess.), § 5, eff. May 14, 2010; 2011, No. 59, § 3; 2011, No. 78 (Adj. Sess.), § 2, eff. April 2, 2012; 2011, No. 145 (Adj. Sess.), § 8, eff. May 15, 2012; 2013, No. 70, § 1; 2013, No. 129 (Adj. Sess.), § 1; 2013, No. 194 (Adj. Sess.), § 1, eff. June 17, 2014; 2015, No. 23, § 2; 2015, No. 29, §§ 2, 3, 6, 23; 2015, No. 30, § 3, eff. May 26, 2015; 2015, No. 80 (Adj. Sess.), § 6, eff. July 1, 2017; 2017, No. 50, § 5; 2017, No. 128 (Adj. Sess.), § 2, eff. May 16, 2018; 2017, No. 166 (Adj. Sess.), § 3, eff. Jan. 1, 2019; 2019, No. 31, § 16.)

VERMONT **GENERAL ASSEMBLY**

## The Vermont Statutes Online

### Title 32 : Taxation And Finance

#### Chapter 135 : Education Property Tax

(Cite as: 32 V.S.A. § 5410)

#### § 5410. Declaration of homestead

(a) A homestead owner shall declare ownership of a homestead for purposes of education property tax.

(b) Annually on or before the due date for filing the Vermont income tax return, without extension, each homestead owner shall, on a form prescribed by the Commissioner, which shall be verified under the pains and penalties of perjury, declare his or her homestead, if any, as of, or expected to be as of, April 1 of the year in which the declaration is made.

(c) In the event that an unsigned but otherwise completed homestead declaration is filed with the declarant's signed State income tax return, the Commissioner may treat such declaration as signed by the declarant.

(d) The Commissioner shall provide a list of homesteads in each town to the town listers by May 15. The listers shall notify the Commissioner by June 1 of any residences on the Commissioner's list which do not qualify as homesteads. The listers shall separately identify homesteads in the grand list.

(e) The Commissioner shall adopt rules governing the eligibility requirements for declaring a homestead.

(f) [Repealed.]

[Subsection (g) effective until January 1, 2020; see also subsection (g) effective January 1, 2020].

(g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate, or if an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or



commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title. Notwithstanding section 4772 of this title, issuance of a corrected bill issued under this section does not extend the time for payment of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill. If the corrected bill is less than the original bill, and there are also no unpaid current year taxes, interest or penalties and no past year delinquent taxes or penalties and interest charges, any overpayment shall be reflected on the corrected tax bill and refunded to the taxpayer.

[Subsection (g) effective January 1, 2020; see also subsection (g) effective until January 1, 2020].

(g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonhomestead tax rate, or if an undeclared homestead is located in a municipality that has a lower nonhomestead tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title. Notwithstanding section 4772 of this title, issuance of a corrected bill issued under this section does not extend the time for payment of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill. If the corrected bill is less than the original bill, and there are also no unpaid current year taxes, interest or penalties and no past year delinquent taxes or penalties and interest charges, any overpayment shall be reflected on the corrected tax bill and refunded to the taxpayer.

(h) The filing of a new or corrected declaration or rescission of an erroneous declaration, on or before September 1 of the property tax year, that is not reflected in the first Education Fund payment under 16 V.S.A. § 4028 for that fiscal year or in a municipality's first payment to the Education Fund under subsection 5402(c) of this title for that fiscal year, shall be reflected in the final net payment to or from the Education Fund for that fiscal year. The municipality may retain 0.225 of one percent of the tax collected. Any reduction in tax paid to a municipality due to a new, revised, or rescinded declaration shall be paid by the municipality to the taxpayer no later than May 15 of the fiscal year. No later than June 1, each municipality shall provide to the State Treasurer a list of taxpayers who filed late or corrected declarations or rescinded declarations, the amount of the change in education tax, and the

amount of any interest and penalty billed the taxpayer.

(i) An owner filing a new or corrected declaration, or rescinding an erroneous declaration, after October 15 shall not be entitled to a refund resulting from the correct property classification; and any additional property tax and interest which would result from the correct classification shall not be assessed as tax and interest, but shall instead constitute an additional penalty, to be assessed and collected in the same manner as penalties under subsection (g) of this section. Any change in property classification under this subsection shall not be entered on the grand list.

(j) A taxpayer may appeal a determination of domicile for purposes of a homestead declaration or an assessment of fraud penalty under this section to the Commissioner, in the same manner as an appeal under chapter 151 of this title. A taxpayer may appeal an assessment of any other penalty under this section to the listers within 14 days after the date of mailing of notice of the penalty, and from the listers to the Board of Civil Authority and thereafter to the courts, in the same manner as an appraisal appeal under chapter 131 of this title. The legislative body of a municipality shall have authority in cases of hardship to abate all or any portion of a penalty appealable to the listers under this section and any tax, penalty, and interest arising out of a corrected property classification under this section; and shall state in detail in writing the reasons for its grant or denial of the requested abatement. The legislative body may delegate this abatement authority to the Board of Civil Authority or the board of abatement for the municipality. Requests for abatement shall be made to the municipal treasurer or other person designated to collect current taxes, and that person shall forward all requests, with his or her recommendation, to the body authorized to grant or deny abatement.

(k) A municipality may retain any penalties and interest assessed and collected in accord with this section.

(l) "Hardship" under this section means an owner's inability to pay as certified by the Commissioner of Taxes in his or her discretion; or means an owner's filing an incorrect, or failing to file a correct, homestead declaration due to one or more of the following:

- (1) full-time active military duty of the declarant outside the State;
- (2) serious illness or disability of the declarant;
- (3) serious illness, disability, or death of an immediate family member of the declarant;

(4) fire, flood, or other disaster. (Added 1997, No. 60, § 45, eff. Jan. 1, 1999; amended 1997, No. 71 (Adj. Sess.), §§ 12, 13, 14, eff. Jan. 1, 1998; 1997, No. 71 (Adj. Sess.), § 76, eff. January 1, 1999; 1999, No. 1, § 60g(b); 1999, No. 49, §§ 31, 53, eff. June 2, 1999; 2003, No. 68, § 6, eff. July 1, 2004; 2003, No. 76 (Adj. Sess.), §§ 2, 20, eff. Feb. 17, 2004; 2003, No. 107 (Adj. Sess.), § 18a; 2005, No. 38, § 6, eff. Jan. 1, 2006; 2005, No. 38, § 17; 2005, No. 185 (Adj. Sess.), § 6, eff. Jan. 1, 2006; 2007, No. 190 (Adj. Sess.), § 12; 2009, No. 1 (Sp. Sess.), § H.24, eff. June 2, 2009; 2009, No. 160 (Adj. Sess.), § 47, eff. June 4, 2010; 2011, No. 45, § 11, eff. May 24, 2011; 2011, No. 143 (Adj. Sess.), § 25, eff. Jan. 1, 2013; 2013, No. 174 (Adj. Sess.), §§ 17, 18.)



## Town Manager Report

June 2020

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- Collective Bargaining:
  - As of July 1, one outstanding issue remains as part of the handshake agreement. This hopefully will be worked out at the July 8 bargaining session.
  - The master contract redline has been crafted minus the specifics of the “comprehensive tentative agreement” (due to the singular issue remaining).
  - Pending the July 8 bargaining session, the ratification process will begin.
- Great River Hydro, LLC Appeal – The case was mediated on June 2, 2020 but the parties were unable to reach an accord and now are proceeding to exchange expert reports on valuation prior to continuing with discovery before leading up to an eventual trial date. Per the current schedule, expert reports will be exchanged on or before August 31, 2020, depositions completed on or before December 15, 2020, pre-trial motions on or before January 15, 2021, and the matter ready for trial as of February 15, 2021.
- Personnel Issue – at this time and for the foreseeable future this item remains confidential. The board discussed this issue with legal counsel and a course of action was discussed.
- Completed 10-week Leadership Training course.
- The Town Manager is putting together a group of “expert” individuals in the spirit of a blue ribbon committee to advance racial equity while striving to strengthen the Norwich Community around related issues. The group will be independent from political influence or other authority, though the group will have no direct authority of their own. They will use their individual and collective expertise to issue findings and/or recommendations for use by the Town Manager (and others) to conduct proactive, actionable items in the spirit of their charge. See the below list of possible suggestions the Town Manager offered to help introduce the idea to those invited to participate. At this time, participants include: Melissa Horwitz, Omer Trajman, Kate Barlow, Brie Swenson, Alex Northern, and Jennifer Frank with the possible insight from Emily Easenath-Smith and two other persons the Town Manager has yet to make contact with.
  - TM lecture series;
  - Tracy Hall (or other locational) display;
  - Identify whether there is a “mobile” museum that could make a stop in Norwich (Similar to the Freedom Train from 1976 that celebrated the USA’s bicentennial by making train stops throughout the United States);
  - “Celebratory” concert on the Green;
  - Collaborations with other Town/regional entities (e.g., Women’s Club, Library, Vital Communities, peers, Montshire, etc.);
  - Spike Lee film series for high school-aged kids;
  - Norwich Cadet-sponsored event;
  - NPD public forum(s) on the “average” uniformed officer’s day in Norwich with a moderated discussion;
  - Identifying a list of policy level provisions that should be woven into existing or new policies (e.g., looking to update any current anti-discrimination policy); and,
  - Other... [TBD]

## Town Manager Report

June 2020

In the interim of the group's work, the Town Manager welcomes any insight from the public at-large to offer suggestions, ideas, recommendations, and the like. The only caveat the Town Manager asks is that such insight be positive-oriented and "doable" at a local level.

- Grants:
  - The Town was granted an amended VTrans Structures grant to shift the grant engineering project for Chapel Hill bridge to the unnamed box culvert on Rte 132 near Bowen Hill Road due to the severity of the box culvert's condition balanced with high volume traffic use of the roadway.
  - A VLCT-PACIF 2020 Equipment Grant (50/50 grant) was awarded to the Town to purchase some Fire Department and Police Department equipment.
  - Women's Club grants were awarded at least to Recreation for improvements at Huntley-Meadow (updated signage and new bases) and Conservation Commission (?).
- Financial Reporting:
  - Monthly reporting:
    - May report, including balance sheet, provided to the Board
  - Pre-audit work continues between TM, Finance Office, NEMRC, and auditor.
  - Tax Rate Status:
    - The state just announced that school tax rates for Homestead and Non-Residential property owners will be released on July 8. Normally, these rates are announced on June 30.
    - The Listers grievance process and related "lodging" of the any amended grand list will occur by mid-July.
    - **Given the above information, the Selectboard should be able to set property tax rates during the 3<sup>rd</sup> or 4<sup>th</sup> full week of July. Once the tax rates are set, tax bills will be prepared and sent to property owners.**
    - The August 14, 2020 (4:30 pm) first tax installment deadline will be delayed due to the unavoidable delays noted above as a result of COVID-19. **At this juncture, it looks like the first tax installment will be due toward the end of August (instead of August 14)**, with the 2<sup>nd</sup> installment still due on February 12, 2021. The actual date due for the 1<sup>st</sup> installment will be noted on the tax bills, and once that date is re-established, the public also will be notified via the Listserve, the Town webpage, and through other media sources typically used by the Town.
    - Further, it is anticipated that there will be the need to send out revised tax bills later this year relative to individual property owners juxtaposed with the time that they file their Homestead Declaration with the state. In these select situations, property owners will be expected to pay the amount shown on the original tax bill received. Then, once the state processes that property owner's Homestead Declaration, the Town will be notified by the state. At that time, a revised tax bill will be prepared, including any necessary adjustment, and will be sent to the property owner. Any property owner who receives a revised tax bill

## Town Manager Report

June 2020

and has questions, at that time, they are welcome to contact the Finance Office (802-649-1419 x3) for any clarification.

- Note: the Town is sensitive to COVID-19 and the impact it may have had on their personal finances. Once property tax bills are received, **if any individual (or business) finds it will be a struggle to make on time payments, that individual is encouraged to contact the Delinquent Tax Collector (who is the Town Manager) via the Town Finance Office (802-649-1419 x3) to set up a payment plan. The Town would be happy to help accommodate those struggling in this difficult period.**
  - FYI, the VT Legislature passed temporary legislation allowing Town's to alter their voter approved deadlines for tax payments (August 14, 2020 and February 12, 2021) without having to have additional voter authorization. The Legislature also passed some temporary legislation granting municipalities the ability to waive penalty and interest charges related to tax payments should they wish. Both are important considerations as the Town enters fiscal year 2020-21.
- Finance Director interview scheduling is underway.
  - Update to the Local Hazard Mitigation Plan continues with help from the TRORC. At least 2 of the 3 public meetings have been held. Once the 3<sup>rd</sup> meeting is held a draft document will be prepared. So far, the project remains on schedule for completion and submittal to FEMA for approval before the current plan expires.
  - The unnamed box culvert on Rte 132 near Bowen Hill Rd. project is moving forward. Stantec Engineering has been retained to conduct the necessary engineering scoping/design work. As noted in Grants above, VTrans funds have been shifted to help offset the engineer's costs. As this project progresses, there likely will be a reduction of travel lanes from two to one lane with temporary signals installed to manage traffic flows in both directions. Ultimately, the project envisions a replacement of the box culvert, but that will only be decided once Stantec gets into their engineering analysis. Additional questions should be directed to Larry Wiggins, PE, Public Works Director (802-649-2209).
  - Brown Schoolhouse Bridge design-build project. The proposal review team met and ranked the seven technical proposals received. Once ranked the cost proposals were opened. Based on the results of that process, Nick Fabrikant was named the "preferred contractor" due to the high scoring on his technical proposal balanced with the least cost proposal submitted. The Selectboard authorized the Town Manager to execute a not-to-exceed contract with Nick Fabrikant and for the Town Manager to solicit bank term bids for the voter authorized borrowing to offset the project costs. The voters authorized up to \$80,000 in borrowing. Nick's contract is not to exceed \$75,700. Also, the Trails Committee continues to try to find other sources of revenue (e.g., private donations and grant funds) to help minimize the project's fiscal impact on taxpayers (i.e., to minimize the amount of debt service related to borrowing).
  - Beaver Meadow Sidewalk Scoping Project. VTrans MAB team gave the go ahead to proceed with the scoping work with DuBois & King Engineering. A contract with DuBois & King is amid execution (at the writing of this report). Scoping work momentarily will begin.

## Town Manager Report

June 2020

- Continued to work with the board on various new and updated policies.
- As usual, addressed numerous questions, concerns issues identified by the public at-large.
- Soon, a new, secure “drop box” will be installed near the Main Street entrance to Tracy Hall. This will afford residents the opportunity to drop off ballots, tax payments, and other documentation without having to enter Tracy Hall. It’s believed that residents will enjoy this new opportunity.
- In the near future, VTrans is going to conduct relatively significant repair to the I-91 overpass bridges at the Norwich exit (over Route 10a). In advance of that work, VTrans is required to hold a “regional concerns meeting”. That is scheduled for July 22, 2020 at 6:30 pm as part of the Selectboard’s regular agenda. This will be a ZOOM™ meeting, so monitor the Listserve and the Town webpage for release of that meeting’s agenda. The agenda includes the “hyperlink” to connect on-line with the meeting.
- In case you noticed, there is a new “gate” (chain) at the Transfer Station. The previous gate was totaled when some high winds starting swinging the gate closed. Concurrently, a resident’s pickup truck leaving the Transfer Station impacted the gate. VERY fortunately no one was hurt. Unfortunately, the resident’s pickup was significantly damaged. The Town’s insurance agent is amid dealing with the claim.
- The fiscal year end Delinquent Tax Report was transmitted to the Town Treasurer.
- REMINDER: IF YOU USE THE TRANSFER STATION, IT’S THAT TIME OF YEAR, AGAIN, TO PURCHASE YOUR ANNUAL STICKER. ☺
- REMINDER: THE STATE PRIMARY AND RECONSIDERATION VOTE ON TRACY HALL RENOVATIONS IS TUESDAY, AUGUST 11, 2020. DUE TO COVID-19, VOTERS ARE STRONGLY ENCOURAGED TO OBTAIN “EARLY VOTING” (FORMERLY CALLED “ABSENTEE”) BALLOTS. CONTACT BONNIE MUNDAY, TOWN CLERK (802-649-1419 x2) TO OBTAIN A BALLOT. ☑🗳️

Public Works Department

Monthly Report for June 2020

By: L. Wiggins, Public Works Director

Highway Department

The Highway Dept ditched Pattrell, Blood Hill East, Kerwin Hill, Bowen and Watermain Roads. The Highway crew picked up trees on 4 days, repaired a manhole on Main St., and erased vandalism on town infrastructure. They also reinstalled a gate and chain link fence at the Transfer Station when a car accidentally hit the gate. They worked with Buildings & Grounds to address several maintenance items on the Girard Ballfield and placed mulch on the triangle at Rt 5/Main St intersection. The winter plows were washed and stored for the season. The sander spinners were greased and removed for summer truck work. The crew also worked on the backhoe brakes and changed the rear end oil.

Roadside mowing was planned but both tractors needed parts (and repairs) which took about two weeks to obtain and perform. Dust control was planned but the tank truck needed transmission repairs and brake repairs which have taken over a month to perform. The 1981 truck is so old the Ford dealership said it is no longer "on the books" for parts. Parts had to be found via detective work through after market sources. The truck is still not in service as we wait for parts. Buildings & Grounds planned to use a Wright stand up mower and it needed belts and pulleys which took about two weeks to obtain and install. Truck #9 is operating but with a very discernable groan when taking corners.

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

Buildings and Grounds

B&G mowed, picked up trash, lined fields (several times) and trimmed all facilities.

Some of the miscellaneous tasks performed by the B&G Dept were:

- Put out picnic tables in several town parks (with Highway Dept help)
- Bought seed for roadside ditching and flowers for Tracy Hall
- Bought boxes for Recreation and shelving for Finance at Home Depot.
- Mulched Tracy Hall plants.
- Watered plants around town during the drought days.
- Took old ballots from Tracy Hall to the Transfer Station for disposal.
- Installed AC units in the Planning office and at the Public Works Garage break room and office.
- Bought and installed a chain gate for the lower entrance to Huntley Field.
- Field demo'd three zero turn mowers from three different dealers.
- Disposed of old hoses from the Fire Dept.



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.

### Transfer Station

In response to the Covid-19 virus, the Transfer Station continued with policies regarding transfer station operations for the staff and residents regarding PPE, traffic control, ticket sales and accepted items. The lead attendant started selling the new stickers and keeping the log books of stickers sold. The new food waste law will be in effect on July 1 and notices were issued on the listserve and at the Transfer Station.

### 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.
2. Requested further information from Unifirst Corporation when it was announced Unifirst would increase prices again after the 7% increase last summer. The Director has asked for further information on pricing and availability of other uniform items.
3. Responded to resident's concerns regarding drainage, trees, and dust control.
4. Attended two Hazard Mitigation Zoom meetings as administered by TRORC.
5. Worked on permits for:
  - a. Mitchell Brook Road (McLane/Emerson) logging application
  - b. Beaver Meadow Road (McC Campbell) driveway permit application
  - c. Kerwin Hill Road (Polashenski) irrigation pipe crossing
6. Administered the quarterly CDL Drug & Alcohol testing.
7. Received bids on the Gravel and Ledge Products bid package. The Town will purchase some items for each bidder as unit prices varied between items bid.
8. Continued to prepare a revised (reduced) striping package for in town and road striping (due to lack of funding). Bids were received and L&D Pavement Marking was the low bidder.
9. Continued with the truck replacement request for Truck 12, 6 and 9. The PWDept is researching area dealers and private sales to see if a second hand vehicle is available which is a better value than buying a new truck with warranty.
10. Coordinated with the contractor on the emergency access for the River Road shutdown while the railroad crossing was rebuilt.
11. Researched the historical aspect of the Rt 132 reclassification request with Vtrans District 4.

### Projects:

1. Tigertown
  - a. The project is currently on hold for Covid 19 reasons.
  - b. The Director reviewed the Town's culvert inventory and found errors on the Tigertown existing culvert/bridge data.

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 prepared a letter to Vtrans with the required supporting information and Vtrans approved the Town to proceed with the contract with Dubois & King to start the project.
3. PD/PWG Generators
  - a. The Director 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. A revised proposal was received however it does not address some key issues. The Director prepared a RFP to replace the Public Safety Building generator. It will be issued for proposals with Town Manager approval.
4. RT 132 culvert
  - a. The Director prepared and submitted the documentation required for a VTRANS Structures Grant application (for engineering and construction) to replace the RT 132 concrete bridge just north of Bowen Road. The Director requested the Chapel Hill South Road Bridge construction grant be used to fund the RT 132 engineering. Vtrans agreed and has since processed the request and we are waiting for the Governor's signature. The Director met with Stantec onsite and discussed various contract issues. Stantec submitted a contract proposal for the Town's signature.
5. Chapel Hill South Bridge
  - a. This project is on hold due to RT 132 impact on the Bridge Designated Fund.
6. 2020 Paving Project
  - a. The Union Village and Beaver Meadow paving project grant applications were prepared and submitted to Vtrans after BOS approval. The project was issued for bid and Pike Industries was the low bidder.
7. Grants in Aid – Tilden, Upper Turnpike, Town Farm Roads
  - a. Did not work on the Grants in Aid ditching projects on Tilden Hill, Town Farm and Upper Turnpike Roads due to the lack of time.
  - b. The TRORC informed the Director, an extension of the grant deadline due to Covid 19 has been granted until October 2020.
8. Public Safety Building
  - a. Issues continue to arise with the actual operational status of the condenser units which is not what was agreed to at the January meeting.
  - b. Wright Construction has scheduled the installation of filters in the condensing units which were specified but not installed, however, after some scheduled dates have gone by, the filters remain uninstalled.
9. Tracy Hall Energy Project
  - a. Attended several ZOOM meeting for the Tracy Hall Energy Project.
10. Old Brown Schoolhouse Bridge
  - a. The Director was asked to participate in the ranking of the proposals received. He submitted his criteria ranking and his observations of the proposals to the Town Manager's Assistant.



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-June, 2020

Date: July 1, 2020

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Chief:

- Continuing my Fire Inspector I class Practicum
- Began departmental recruitment efforts
- Submitted request to use designated funds for PPE purchase
- Coordinated the repair/service of Tanker 1 & Ladder 1
- Began a needs assessment for the purchase of a new Engine to replace Engine 2
- Organized a drill w/Hartford Deputy Chief
- Organized a drill meeting with Lyme Fire Dept.
- Worked with town Finance Dept. to organize delinquent payment requests

D-EMD:

- Continued the process of updating the Towns' Hazard Mitigation Plan
  - Attended meeting three
- Attended LEMP mtg.

Departmental:

- NFD Apparatus Committee has begun meeting to discuss the particulars of the forthcoming Request for Bids to replace Engine 2
- Participated in a regional drill with Hartford, Hartland, Lebanon and Hanover Fire Dept's
- Participated in the MCS & HHS graduation parades
- The department responded to 35 Fire/EMS & Mutual Aid calls this month

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**Herb Durfee**

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**From:** Larry Wiggins  
**Sent:** Tuesday, June 30, 2020 1:48 PM  
**To:** Herb Durfee; Miranda Bergmeier  
**Cc:** Becky Grammer  
**Subject:** 2020 Pavement Marking Bid recommendation  
**Attachments:** 2020 Pavement Marking bid results 06302020.pdf

The Public Works Department received bids for the Town of Norwich 2020 Pavement Marking Project at the Public Works Dept on June 30, 2020. One bid was received. I recommend awarding the contract to L&D Safety Marking, Inc. The total bid amount is \$24,988.40. This is a unit cost contract so this is not a final cost number. A scan of the bid received is attached.

I request the project be funded for the total amount of work defined in the bid package even though this amount exceeds the \$22,000 in the Highway Dept line item budget for striping. I had requested \$30,000 in my original budget request. The bid package scope of work was a reduced scope of work and does not address all the striping required in town. Striping is a major safety issue and therefore we need to stripe as much as possible. The excess will be funded by other lesser priority line items in the operational budget. With your approval, I will prepare a PO for your signature as well request you sign the contract.

Larry A. Wiggins  
Public Works Department  
Norwich, VT  
802-649-2209

**2020 NORWICH PAVEMENT MARKING PROJECT**  
**Proposal Sheet**

<u>Item</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Stop bar (900.0124) (24"x 15' long)	74	<u>\$30.00</u> /Each	<u>\$2,220.00</u>
STOP (letters) (900.19)	13	<u>\$100.00</u> /Each	<u>\$1,300.00</u>
AHEAD (letters) ( 900.21)	3	<u>\$125.00</u> /Each	<u>\$625.00</u>
Turning Arrows (900.20a)	5	<u>\$35.00</u> /Each	<u>\$175.00</u>
Crosswalks (900.25) (18" blocks 8' long – assume 30' long)	13	<u>\$120.00</u> each /1.ft.	<u>\$1,560.00</u>
Road centerline (double yellow) (646.2111)	191,084 l.ft.	<u>\$0.10</u> /l.ft.	<u>\$19,108.40</u>
		<b><u>Total Sum</u></b>	<b><u>\$24,988.40</u></b>

Twenty-four thousand, nine hundred and eighty-eight dollars and Forty cents  
 (Total sum written in words)



Authorized Representative

L+D Safety Marking Co. ID  
 Company (Bidder)

June, 22<sup>nd</sup>, 2020  
 Date

